

Village Hall Management Committee

Minutes of the Meeting 27th January 2016

Present: Chairman & Village Rep. - Robin Dillaway (RD); Vice-Chairman & Parish Council Rep. - Clive Watson (CW); Treasurer - Sue Norris (SN); WEA & Gardeners Club - Tony Gow (TG); Bookings Secty. & Post Office - Jane Peters (JP); Table Tennis - Ann Jones (AJ); Sports Club - Donna Squires (DS); St. Peters Church - Jenny Jeffrey (JJ); Café - Wil Harvey (WH); Badminton - Anne Harvey (AH); Drop-in group - Eileen Hayes (EH); Village Rep. - Gus Jones (GJ); Village Rep. - Sarah Robbins (SR); Commons Group - Helen Gairn (HG); Wine Club - Bernard Orme (B.Or); Zumba - Christine Buttle; WI - Dee Barker (DB); **Observing:** Stephen Garlick (St.G); Daphne Jordan (DJ); **Apologies:** 100 Club – Trish Gower (Tr. G.). **Minutes:** Sue Gow
Absent: Royal British Legion - John Levy (JL); Methodist Church - David Remy (DR)

1. Welcome and apologies (as listed above)
2. Minutes of the meeting held on **November 25th 2015**. Agreed by all present to be a correct record with one amendment: 100 Club to be listed as Trish Gower, not Ann Jones. Signed: RD
3. Matters arising (not on agenda). None

3a. Matters arising from meeting of **November 25th 2015**

- i. Kurling: 29th Jan. is fully booked. A buffer has been placed at the foot of the stage.
- iii. Quiz night. B.Or and RD to discuss dates for the rest of the year. **Action: B.Or/RD**
- iv. Calendar of Annual Events. **Agreed:** Send ideas to CW and RD. **Action: CW/RD**
No take up to organise another Market Stall event.
- v. Risk assessment: CW obtained a pro forma from the H&S executive. The check list has been completed. It has been signed off and a copy hung up. **Noted:** areas for action – pot holes in car park; uneven slope to the VH front entrance; moss on paths. **Action: See agenda item 9c**
- vi. Rotas:
 - Boiler programming. **Noted:** at present RD & AN & TG. More volunteers needed. **Action: All**
 - Key holders notice. **Noted:** SG completed. To be placed on the VH notice boards inside and outside as well as on the front door. **Action: SG**
- vii. New Booking form. **Noted and agreed**. JP thanked.
- viii. Projector:
 - Lamp. Spare purchased as agreed by VHMC. TG thanked
 - Protection for projector aperture. To be completed. **Action: RD & TG**
- ix. Affiliation fees. **Noted:** AJ - Letters have been sent. Most have paid 3 or 4 left from 17.
- x. Use of Doctors' room. **Noted:** Room used once a fortnight, could be used as rentable office space for small business. Dr. has not moved out. RD will pursue. **Action: RD**

4. Maintenance

- a) Ladies Toilets – decoration completed. AJ & AH thanked. Hot water now available; new thermostat programmed.
- b) Electricity – problems inspected and assessed by Townsend. Awaiting estimate for work. Re-wiring may be required. **Action: RD**
- c) Guttering – still leaking. RD to discuss with Holmes. **Action: RD**
- d) Window cleaning **Action: RD**

5. Treasurer's Report

Noted: Year end (to 31/12/15) accounts to go to Auditor (M. Hill). They will show a deficit: Income – £20,065.36p; Expenditure – £22,268.84; Deficit – £2,203.48. This is not unexpected due to all the work undertaken in VH.

Noted: Ipswich Building Society - £9,837.65; Santander - 5,260.10; Petty cash – 58.92

The café and films are making a good contribution to VH income. **Agreed:** AJ – to write about VH innovations and successes for Community News. **Action: AJ**

Monthly income and expenditure spreadsheets tabled. There were no questions. SN thanked.

NB – Money from the fish and chip van requires collection. 5p.m., 1st Wed. a month. **Action: Steve.G**

6. Booking Secretary's Report January 2016

December 2015: normal club events. Most broke up for Christmas the second week of Dec. Christmas Bazaar was well attended. Halesworth choir booked twice and the school for their Christmas Play rehearsal, which went well.

January 2016: clubs are back to normal, bar the Yoga Club which has cancelled because of the hall temperature. They may return in the spring. The Sports Club jumble raised £670.00 for them. WEA has restarted. Kurling - very popular, to be held on the last Friday of each month; presently oversubscribed.

- a) Booking forms / terms and conditions: have been updated and circulated to committee members. Feedback to Jane.
- b) **Noted** - Blood donors requested a Saturday with no café. RD refused booking.

7. 100 Club report

Noted (via email from Tr.G.) 'The 100 club continues to thrive. Details of the monthly draw winners are posted on the VH notice board as well as in the Warbler. In June people will be asked to continue their membership (and payments) and hope to encourage a few more to join to provide valuable income for the Village Hall'.

8. Evaluation of Christmas Bazaar.

- a) Not as well attended. Possibly due to timing, or not having lunches. Parents asked to contribute but are constantly asked to do things for the school. Feedback from stall holders would be useful. **Action: RD**
- b) Leftover presents go into the lucky dip.

9. Additional agenda items (RD)

- a) Phase 2 café bar development. **Noted:** WH tabled drawn plans – to take out the hatches behind the bar to make an entry to the kitchen. Replace present sink and re-site to the wall. Will impinge slightly on the kitchen. Work will be done 'in-house' with minimal expense. A project for Spring or Summer. **Agreed:** by all present. **Action: working party tbc.**
- i.) Kitchen refurb. **Agreed:** purchase a bigger fridge, up to £200.00. Quote to SN. **Action: JP/EH**
Other major items (replacing some units with stainless steel) – deferred.
- c) Car park. Proposed 'instant lay' macadam for potholes. 10 bags, to go in the boiler room. Hire of a vibrating plate is required. **Action: RD/ AN/RC**
- i) For future consideration. Uneven slabs outside the front door. Advice and costings from a contractor – Kings, Halesworth. **Action: RD**

10. AOB

- a) AJ. Recycled clothes bin removed. AJ thanked.
- b) TG – Boiler fuel delivery in RD's absence. SN / AN to cover. **Action: SN/AN**
- c) *Grass cutting contractor for the back of the VH has quit. TG offered.* **Action: TG**
- d) DJ – no longer key holder would like to continue attending. **Agreed:** RD
- e) JJ – 5th November Autumn Fair would like the café closed. After discussion, proposed that the café will not intrude and will remain open. **Agreed:** by majority.
- f) JP - VH insurance, does it cover someone hurting themselves whilst participating in an event in the hall, e.g. seated exercise class, Gardeners Club / Show? **Noted:** VH insures for own activities, not those organised by individual groups using the hall. Exercise tutors should be covered by their own PLI or professional bodies.

There were no other items for AOB

11. Dates of next meetings: VHMC - March 30th 2016

AGM – May 25th – please note this change to the schedule. A meeting to elect the officers will follow immediately after the AGM