

WENHASTON VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of the meeting – July 26th 2017

Present: Chairman & Village Rep & Parish Council Rep. – Clive Watson (CW); Treasurer – Steve Garlick (St. G); Bookings Secty. - Jane Peters (JP); Zumba - Christine Buttle (CB) ; Drop In Club - Eileen Hayes (EH); Wenhaston Gardeners Club - Viv Kemp (VK); Sports Club - Donna Squires (DS). WEA – Tony Gow (TG); Wine Club – Bernard Orme (BOr) ; Village Rep - Sarah Robbins (SR); Café Reps - Ann Jones and Gus Jones (AJ &GJ); Table Tennis Rep – Richard Atkins (RA); Minutes Secty.& WI Rep – Carol Hudson-Jary (CHJ);

In attendance: Roger Claxton (RC)

Apologies: St. Peter's Church Jenny Jeffrey (JJ); 100 Club -Trish Gower (Tr.G.); Commons Group – Helen Gairn (HG)

Nominated Trustees not attending: June Tate - Exercise class; Jason Gairn – Snappers.

1. CW welcomed all present. Apologies received as above.
2. **Minutes of previous meeting, March 29th 2017.** Agreed by all present as a correct record. **Action: CW**

- 2a. **Matters arising not on the agenda:** Appointment of a new Vice Chair to be discussed at next meeting.

3. **Matters arising from previous meeting - Noted:**
 - a) **Craft, produce and flea market:** Attendance lower in July. Help needed for putting up and taking down tables. RA suggested having it every two months. It was agreed it would be kept at every month by all present. **Action CB**

 - b) **Blyth Web, Wenhaston entry:** This matter is now closed. No further action.

 - c) **Café Developments:** Cafe is doing well, but more cake makers are needed. RA also requires more volunteers to run the café especially on Market days. Message to be sent out to all groups and also included in the Warbler. Acoustic Clouds to be installed to cut down on noise. Approved and agreed by all present. **Action: RC**

 - d) **Installation of Broadband.** VHMC voted not to install Broadband in the Village Hall, due to the costs involved and because of the need to renew the car park which would involve a large commitment of Village Hall funds. Jason Gairn was informed by the Chair of their decision. The matter is now closed.

 - e) **Electricity work:** completed.

 - f) **Moss clearance:** TG did an initial clearance but, overtaken by other events.

 - h) **Key storage:** RD bought a new box but too small - it was agreed by all not to purchase a new one.

 - i) **Car park repairs:** CW – to acquire three quotes from contractors for resurfacing the Village Hall Car Park.- Person never turned up to look at entrance slabs. – TG to Talk to David Smeaton-Small **Action CW/TG**

 - j) **Cinema:** TG confirmed a meeting to be held in September for more films in the Winter. TG also confirmed bar takings of £132. **Action: TG**

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- k) **Purchase of Tables, Chairs and Bench:** On hold until car park and entrance work completed. **Action CHJ**
- l) **Christmas Bazaar:** Eileen has spoken with Mr Barry Newman who is willing to be Father Christmas this year. We will need to know his fee. Christine Buttle will do the advertising for the Christmas Bazaar. Jane and Carol will buy the Christmas Presents to be distributed by Father Christmas on the day. Further discussion at September Meeting. **Action EH/CB/JP/CHJ**
4. **Treasurer's Report tabled: Inc. and Exp.** 18/5/17 – 16/7/17 tabled. Income over expenditure =£2495.08. **Account Totals: Santander £16,058, Ipswich Building Society: £9,868, Petty Cash: £72.** Affiliations all paid. **Action St.G**
5. Income from café, cinema, kurling more coming in than going out which is good.
6. We need to economise on the cleaning products being used. **Action AJ/GJ**
7. **Booking Secretary's Report: Hall Bookings** – June through to September a lot of groups break up for Summer holidays so bookings a bit thin on the ground. Private party in October. **Action JP**
8. **100 Club:** Everything going fine. Subscriptions are due in September. Emails to be sent out. **Action Tr.G**
9. **Health and Safety:** Check to be done by Clive Watson **Action CW**
10. **Compliance Grou**
a. Steve Garlick– Charity Commissions Policies actioned by St.G.
11. **AOB.**
b. Boiler had a service – suggest a bigger air vent but not mandatory.
c. Boiler Rota end of September. **Action TG**
d. Glasses not required – No further Action.
e. Gutters need looking at as leaking and stage roof is leaking also CW to look into this. **Action CW**

Meeting closed at 21.15

Dates of next meetings: **September 27th**
November 29th
Christmas Bazaar 2nd December

Signed: _____

C. Watson

Dated: _____

27/9/17