

WENHASTON VILLAGE HALL MANAGEMENT COMMITTEE

Meeting of 29th November 2017

In the Village hall at 7pm

Present: Chairman and Parish Council Rep. – Clive Watson (CW); Treasurer – Steve Garlick (SG); Bookings Sec. - Jane Peters (JP); Zumba - Christine Buttle (CB) ; Drop In Club - Eileen Hayes (EH); WEA – Tony Gow (TG); Wine Club – Bernard Orme (BOR); Table Tennis Rep – Richard Atkins (RA); Commons Group – Helen Gairn (HG); St. Peter's Church – Jenny (JJ); Gardeners – Viv Kemp (VK); 100 Club – Kirsten West (KW); Minutes Sec and WI Rep - Carol Hudson-Jary (CHJ) Arts & Crafts Rep – Sally Amery (SA); Café Reps - Ann Jones and Gus Jones (AJ &GJ); Village Rep - Becky Canham (BC);

1. **Apologies** – Trish Gower (100 club – Kirsten came in Trish's place).
2. **Voting for new Chair** – CW welcomed all present. A vote took place to elect the new Chair and Sally Amery (SA) was unanimously elected and proceeded to Chair the meeting.
3. **Introduction**
 - a. CW was thanked for all his hard work, particularly the last six months as Chair.
 - b. BC was unanimously elected as a new village representative.
 - c. All members confirmed communications by email between meetings are ok. SA hopes to meet with all committee members before the next meeting. **Action SA**
4. **Voting for a new Vice-Chair**
 - a. The committee already has 3 elected officers allowed under the Constitution. There are issues regarding the Constitution, which clearly states that the PC are the Trustees, and these need to be clarified with the Parish Clerk, Richard Day. Therefore it was agreed to delay appointing Vice Chair. Proposed EH, Seconded TG, all in favour. **Action SA**
5. **Minutes of the last Trustees Meeting** – Agreed by all present as a correct record.
6. **Minutes of the EGM-** Agreed by all present as a correct record.
7. **Matters arising**
 - a. Trustees meeting
 - i. Slabs – All members agreed to defer until 2018 as this links to car park surface.
 - ii. Ladies toilets hot water has been fixed - plumber says water must be hot (62°C) re Legionnaires implications - regs say hot water of 50°C to taps within 1 min.
 - iii. Cleaning products – TG now purchases these for the cleaner.
 - iv. Point of contact in future re problems in the hall:-
 1. General problems and maintenance – SA
 2. Booking problems and queries – JP
 3. Health & Safety - SA
 - v. The Tennis/Sports club is no longer affiliated to the hall, so will not have a rep.
 - vi. Broadband – AJ reported it would cost £125 to put in a line but that the speed would only be 2 to 7Mb. We should get on the list for fibre optic however and it was unanimously agreed to defer this for further discussion early 2018.
 - b. EGM meeting
 - i. Stage steps – have been repaired by RA and Roger Claxton.
 - ii. CW investigated CAS re stage safety but it was unanimously agreed there were too many issues to allow members of the public free access to the stage.
 - iii. SW checked our insurance public liability cover but stages are not mentioned.
 - iv. JP will produce a rota for checking after events and also for emergency cleaning
8. **Financial Report** - Steve Garlick
 - a. Inc and Exp 22/09/17 – 27/11/17 tabled. Income over expenditure =£3763.95. Petty Cash: £64, Account Totals: Santander £21,470, Ipswich Building Society: £9,870. The monthly and weekly regular events bought in £2,000 over the two months.
 - b. The licence fee (PRS annual) has gone up considerably from £150 to £703. This is due to income increasing which has taken us into the next bracket of charges.
 - c. SG to organize a new bank mandate so SA is also a signatory. **Action SG**
 - d. Insurance certificate to be placed on the Management board. **Action SG**

9. Bookings Report - Jane Peters

- a. Report tabled. All normal bookings ongoing for Oct and Nov and Dec. Extra bookings during October from Blood donors, Church jumble sale, private party, Irish night and Halesworth Choir. November extras were carpet bowles tournament, all day WEA course and Halesworth Choir. Dec extras were the Christmas bazaar, two school rehearsals and the Nativity play, blood donors and a private booking for a wake.

10. Club 100 Report -Kirsten West

- a. There are presently 164 members and the 100 club made a donation to the hall of £1,224.44. The club were thanked very much and congratulated for their achievement.
- b. The next draw will be at the Christmas Bazaar.

11. Formation of a maintenance group

- a. A maintenance group (**MGroup**) will be formed to include Roger Claxton, TG, RA, Nick Amery, Robin Dillaway and Andy Norris. These are the same people who are on the Boiler group. SA to be the link between the group and MC. **Action SA**
- b. PAT testing of hall equipment to be organized asap and a schedule produced. This is required to be performed annually. **Action MGroup**
- c. PAT testing of group's equipment to be carried out at the same time and the need for this to be included on revised booking conditions. The hall will fund this first test approx £2 per item. **Action MGroup**
- d. All groups to urgently check their store by 1st Jan 2018 and list electrical equipment stored for use at the hall and move to the front of the store ready for checking. All redundant electrical equipment to be removed from the hall. **Action All groups**
- e. Stores to be tidied and cleared of junk by 1st Jan (re fire risk) **Action All groups**
- f. Informally survey the hall for maintenance needs and prioritise work needed - by spread sheet and copy Chair for next committee meeting. **Action MGroup**
- g. Chair, Treasurer and Jane to be copied regarding any repair works to be carried out.
- h. MGroup to have autonomy to spend £250. They will refer to Chair if repair is in excess and SA and SG will authorize spend up to £500. If repairs are in excess of this, the full committee will be consulted. But if an urgent repair is needed, SA and SG to confirm.
- i. Electric survey of hall – this was carried out 1 year ago. It is required every 5 years.
- j. All points above proposed by EH, seconded by GJ and all voted in favour.

12. Fire Safety/Fire Safety Officer?

- a. SA, TG and GJ to carry out a Fire Risk Assessment. **Action SA TG and GJ**
- b. TG organizes annual checks of fire equipment – last done August and certificate issued.
- c. Fire alarm. CW to complete fire alarm check schedule. Last tested 29.11.17. **Action CW**
- d. All voted in favour of the above points.

13. Health and Safety Review

- a. CW doing report on his H & S appraisal.
- b. SA GJ TG to carry out full H & S review and a report will be held in a file in the hall as village hall are strongly advised to do this. **Action SA TG and GJ**
- c. SA to get a HSE poster for display. **Action SA**
- d. All voted in favour of the above points.

14. Environmental Health Review

- a. SA and AJ to carry out a review of the kitchen/café bar and purchase incidental items required to improve the standard of our facilities. MGroup to carry out minor repairs. Food & Safety Team at Suffolk Coastal DC to be contacted regarding possible registration. **Action SA AJ MGroup**
- b. First Aid box to be reviewed and a new box or items purchased. **Action GJ**
- c. CW proposed HG seconded and all voted in favour of the above points.

15. List of contacts

- a. A list of local contacts will be drawn up and displayed at the hall. **Action SA/CW**

16. Final arrangements for the Christmas Bazaar – everything has been organized.

17. Review of remuneration to the Booking Secretary

- a. It was agreed this should be reviewed early next year.
- b. The rent review is not due until 23.04.18 under the terms of the lease for the Post Office and not less than 2 months' notice is to be given in writing to JP.
- c. The PC are responsible for the PO lease and it is up for renewal 23.4.18.
- d. This will be discussed at our next meeting in January 2018.
- e. RA proposed, HG seconded and all voted in favour of the above points.

Window Cleaning of the Village Hall – CW to obtain a quote from Sam **Action CW**

18. Village Hall Car Park – Parking Issues – All present agreed to defer this until the New Year.

19. Correspondence

- a. A note from June Tate was received about a heating problem at a recent event. Contact had already been made with her to apologize.
- b. A letter had been received from Bryn Raven regarding a possible performance at the hall, under the Arts Council Scheme. It was agreed we would offer the hire of the hall for this, but not run the event ourselves.

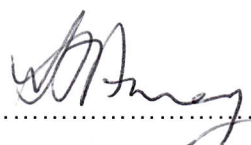
20. AOB

- a. The defibrillator battery will be replaced at PC expense, a temporary battery is in place until this is completed **Action GJ**
- b. Hall documentation to be reviewed at the next meeting
- c. In view of the fact that the Gardeners club is disbanding, VK is standing down. Viv was thanked for her help. It was agreed some items could continue to be stored in the hall store, as the Flower and Vegetable Show may still take place. An affiliation fee will no longer be paid but a small donation would be made.
- d. CW will give SA his keys to the hall and general security will be discussed at the next meeting.
- e. LED lights to be fitted in the kitchen and tested and connected by the electrician.
- f. A request is to be made to the Inspired by Becker group for a donation for use of the carpark during the exhibition in the church. **Action SG**
- g. Jane will send out the affiliation invoices for the year. **Action JP**
- h. The two weekly bookings in the doctors room, will not be included on the hall bookings sheet, so that the heating circuit (no 2) is not activated, as heat is adequately provided by the halogen heater.
- i. Everyone will consider how we might spend the 100 club donation by the next meeting so that participators will know what the funds have achieved.
- j. The meeting closed at 9.05pm.

21. Date of the next meeting – Wednesday 31st January 2018.

I, Becky Canham declare that I accept and am willing, to act in the trusts of this scheme, ie The Constitution.

Signed..... 

Signed.....  Dated..... 31/1/18