

Wenhaston Village Hall Management Committee

Minutes of the EGM 13 November 2017

Present :- Chairman & Parish Council Rep - Clive Watson (CW); Temporary Secretary and Café Rep Gus Jones (GJ); Café Rep - Ann Jones (AJ); Drop In Club - Eileen Hayes (EH); Bookings Secretary - Jane Peters (JP); Table Tennis Club Rep - Richard Atkins (RA); Commons Group - Helen Gairn (HG); Zumba - Christine Buttle (CB); St. Peter's Church - Jenny Jeffrey (JJ); 100 Club - Trish Gower (Tr.G); Treasurer - Steve Garlick (St.G) and Art and Craft Rep - Sally Amery (SA)

Apologies – WEA - Tony Gow (TG); Wine Club - Bernard Orme (BO); and Minutes Secretary & WI Rep - Carol Hudson-Jary (CHJ).

Statement by the Chair - CW welcomed and thanked all those attending the meeting and stated he wished to make a statement before proceedings commenced: - "At the next VHMC meeting I intend to stand down as Chair. Sally Amery has said she will take the Chair at the next committee meeting if it's agreed and I intend to remain as the vice-chair."

A general discussion followed as to whether it was appropriate for Clive to remain as vice-chair and should this also be debated at the next meeting. The constitution states that there must be a vice-chairman and at the moment there are no other contenders, so this was agreed. **Action** - Sally said she would submit a brief paper setting out her previous experience and skills in such a role

Role of Booking Secretary – Jane read out a personal statement regarding the recent discussions on the use of the village hall and the stage. (A full copy of this statement is available from the Chair/Secretary) Chris B said she had intended to circulate an email setting out her views and options regarding the recent issues, but events overtook this circulation. (Copy of email handed to the Chair). Following further discussion, it was agreed that the majority of the issues concerning the use of the stage had been settled. Clive reinforced this by stating that Health and Safety regulations are now stricter than in previous years and it would not be appropriate to use the stage for some events and allow general public access. The feasibility of installing a safety barrier at the front of the stage was discussed.

Jane confirmed she will continue as booking secretary until the AGM and beyond if the committee wishes her to do so. In 2015 Jane submitted a paper on the booking secretary's role but this was not available to assist the meeting. Jane then submitted a list (available from Chair/Secretary), of her various roles, suggesting that other members should assist, and a rota be drawn up of those willing to do so. This is particularly important at weekends, late night events and blood donor days.

Jane also raised the question of the hall being cleaned following private hire. It is clearly stated in the conditions of hire that the hall should be left in the same condition as prior to use. Ann J stated that there should be strict adherence to the conditions of use or the deposit should be withheld. Viv K agreed that the deposit should be non-refundable unless the hall is left as found. **Action** – Jane will prepare a rota of committee members willing to assist. Initial rota members will include Richard

Atkins (Boiler duties etc), Clive Watson, Steve Garlick, Tony Gow, Ann and Gu. Jones (all current key holders)

Health & Safety Issues - Richard A said the stair rail to the stage is a little wobbly and with Roger Claxton they will repair and make safe. It was decided that the installation of a stage barrier was not a cost-effective option as it would have to be 'fixed' not 'temporary'. Therefore, it was agreed there will be no access to the stage for public events. **Action** - Clive W will consult Community Action Suffolk for advice on the legal and H&S aspects of the use of the stage in village halls, including public access. Steve Garlick will check the village hall public liability insurance to ascertain if there are exclusions for such use.

Christmas Bazaar Arrangements – Ann J confirmed that the café team will man and run the café during the bazaar; Kathleen Orme will run the raffle, Carol H-J is coordinating the prize list. Father Christmas's grotto will be in the old doctor's room; Jane and Eileen are liaising with the grotto owner, John Levy, regarding installation. Father Christmas is booked, and Eileen is coordinating the children's presents. Jane P has prepared a floor plan, and to date there are 23 large tables and 2 small tables booked. There are likely to be more bookings. Stallholders can set up in the hall from 10am on bazaar day and preferably no later than 1pm. Tables will be put out on Friday 1 December at 3pm – volunteers will be required to assist this process. Trish G confirmed the Christmas lottery draw will also take place during the bazaar. Clive W is to act as MC on the day.

The hall is to be decorated on the 23 November following the table tennis session which ends at 4pm.

AOB – Chris B said that Becky Canham is prepared to stand as a village representative on the committee. This was welcomed by all those present. Clive W is to contact Becky before the next meeting.

Meeting closed at 1955hrs

Signed

C. Watson

Dated

29/11/17
C. Watson

Introduction

As some of you don't know me and I have crash landed in the Trustees only recently, without a spell as Trustee or Vice Chair, I thought you would like a quick appraisal of the community involvement I had in Somerset where we lived for 16 years.

I was a Parish Councillor for 8 years and Trustee and Treasurer for our village hall for 11 years up until we moved. During my time we fundraised and rebuilt our old hall at a cost of over £400k. We then set up all the governance documents, established procedures, code of conduct etc to make sure we complied with all relevant legislation. I also went on to Chair the Parish Plan and later a volunteer Walkers group, improving all our rights of way.

Once we moved nearly two years ago, I needed a break and time to get to know the village! But now I hope I can contribute to caring for our hall, where we have enjoyed so many activities and made so many new friends. You are a great team of Trustees and village reps and I will appreciate all the help possible, to get me up to speed and understanding how it all works!

Sally Amery