

## MINUTES OF THE WENHASTON VILLAGE HALL MANAGEMENT COMMITTEE MEETING

Tuesday 13<sup>th</sup> March 2018 held in the Maurice Stammers Community Room

**Present:** Chair - Sally Amery (SA); Treasurer - Steve Garlick (SG); Bookings Sec. - Jane Peters (JP); Zumba - Christine Buttle (CB); Drop In Club - Eileen Hayes (EH); Café rep - Richard Atkins (RA); 100 Club - Trish Gower (TrG); WI Rep - Carol Hudson-Jary (CHJ); WPG rep - Lyn Gedny LG; Village Rep - Jan Clements (JC); Village Rep - Becky Canham (BC);

1. **Apologies** - Wine Club - Bernard Orme (BOr); Commons Group - Helen Gairn (HG); St. Peter's Church - Jenny (JJ);
2. **Jan Clements (JC) was welcomed as the new village representative replacing Gus Jones who stepped down from helping with the coffee mornings on 28<sup>th</sup> February.**
3. **Minutes of the last Trustees Meeting – Agreed by all present as a correct record.**
4. **Matters arising**
  - a. LG had no luck with a plumber – try Dean Atkins **Action: Sally**
  - b. Window cleaner has done a good job, repeat as and when required.
  - c. Bruce Attenborough was thanked very much for sprucing up the village signs.
5. **Committee members and village representatives**
  - a. Ann Jones (AJ) resigned from the Committee on 28<sup>th</sup> February after stepping down from running the coffee mornings. AJ was thanked for all her hard work for the village hall and the village in general over many years. There will be no Table tennis rep for now and RA will now be a village rep. **All voted in favour.**
  - b. The Constitution stipulations were discussed in relation to Affiliated groups and other village groups. In future all groups will be treated the same and reps from any village group, not just affiliated groups can ask for a representative to be on the Management Committee. Other groups will be informed of the decision. **All voted in favour.**
  - c. JC will now take on the role of Café rep. **All voted in favour.**
  - d. A new village representative has come forward from the new development at Beckers View - Peter Wildish (PW) and he will take on the role of village rep. **All voted in favour.**
  - e. All members present are happy to stand again for the Committee at the AGM.
6. **Financial Report**
  - a. The year end accounts were formally approved by all present.
  - b. The gift aid on the donation of £3000 received in March 2017 - £750.46 has been paid.
  - c. The Ipswich BS account has been closed, the signatories on the Santander account updated and the CAF investment account is being opened.
  - d. The new AceMoney package has been activated and all data from 1<sup>st</sup> Jan input. The current Santander bank balance is £32,049.58 as at today.
  - e. The members voted unanimously to stay with the current insurers on a 5 year undertaking in parity with the PC who are covered by the same insurance company. We no longer have a computer which will be taken off the policy but we still need Trustees Indemnity cover in respect of the Parish Council who are the Trustees.
  - f. Andrews Chartered Surveyor in Diss is conducting a buildings valuation survey for £330.
  - g. SG confirmed that this will be his last year as Treasurer and intends to stand down at the AGM in 2019.
7. **Bookings Report**

- a. Bookings as normal with an additional regular booking learning to play the Ukulele. The Produce market has started again after the Christmas break. There is a provisional booking for the Neighbourhood Planning Referendum in May. A request has been received for a wedding on Saturday 22<sup>nd</sup> December and £400 will be quoted.

#### **8. 100 Club Report**

- a. All is well. The 14 GoPack tables and a large trolley have been purchased at a cost of £2,066 with the funds raised over the last two year and TG and her team were warmly thanked very much for all their hard work in running the Club.

#### **9. Café update**

- a. The café continues to thrive. More volunteers are needed to help man the café.

#### **10. Maintenance group Report**

- a. The kitchen tap was fixed and repairs carried out to the alarm and emergency lights.

#### **11. Entertainments Group - Carol/Sally**

- a. There will be a Jazz night on 28<sup>th</sup> July.
- b. Possibly a Wine tasting with BOr.
- c. An afternoon recital by the Suffolk Philharmonic Orchestra is planned with cream teas.
- d. Remembrance commemorations at the hall are planned celebrating 100 years on Sunday 11<sup>th</sup> November in participation with the Church.
- e. A NYE party is being considered – it has been a good family event in the past.

#### **12. Quotes received**

- a. **The Hall roof** problems, quotes received and conflicting views expressed by the roofers were discussed. A local recommended roofer Les McBride will be approached to proceed with repairing the storm damage and survey the roof at the same time to locate other problems, providing his quotation is reasonable. **All voted in favour.**
- b. **The treatment of the Stage curtains** with a fire retarding product was discussed. If the cheaper company confirms they can give a 5 year certification we will go with them at a time to be agreed later. **Voted – one against, the rest in favour.**
- c. **The hall floor.** The Company who sanded down and resealed the hall floor 5 years ago inspected and recommended we have the floor lightly scrubbed and sealed with 2 coats of sealer at £1,381 (no vat). It will be one day's work on a Friday plus 2 days to dry for light traffic only. Badminton on Monday evening would be ok.
- d. **The hall café floor** would benefit from one coat of refresher at the same time at an amount of £120 to keep it in line with the hall floor.
- e. A request will be made to fix the price until hopefully August if the hall is closed then.
- f. **All voted in favour of c. d. and e.**

#### **13. Fire risk assessment/actions**

- a. Fire exit signs, Hi Vis vests, a First aid book and Food Hygiene notice etc have been purchased.
- b. A Fire Drill – will be arranged.
- c. Townsend electrical work situation in hand – the fire team are busy with repairs, testing and drawing up floor plans and wiring plans first.

#### **14. Adopt Policy documents**

- a. The Policy documents distributed to the members were adopted by all present and will be available in the kitchen shortly, along with the Maintenance file and Fire test log. The Policy documents will be put on the website.



- b. H & S Policy – the assessment has been done and will follow shortly for adoption by the members via email. **All voted in favour.**

**15. Post Office lease renewal and rent review update**

- a. The PC have instructed a solicitor to draw up the lease for the PO. It will be for 10 years with a review in 5 years and a peppercorn rent will be charged. Our insurance has to be sharpened up in respect of the Post Office.

**16. Review of remuneration to the Booking Secretary**

- a. A payment of £1200 p.a. ie £100 per calendar month w.e.f. 01.04.18. was agreed.

**All voted in favour.**

**17. Village Hall Car Park and paving update**

- a. The quotes received were discussed and the members unanimously decided to instruct A. Waterfield & Sons Ltd of Diss to re-tarmac the carpark properly and lay brick weaving at the entrance where the current paving slabs are. We hope to close the hall for a week in August – date to be agreed.
- b. Grant funding possibilities will be pursued in the meantime. **All voted in favour.**

**18. Hall hire rates and other issues**

- a. The current rates have remained in place for many years. Further consideration will be given to these in preparation for another discussion at the next full meeting.

**19. Conditions of hire/booking form**

- a. The new Conditions of Hire and the booking form was unanimously adopted by the members. A check will be carried out on the number of people we should limit in the hall in accordance with statutory requirements.
- b. All hirers will be asked to complete a new booking form and given the new Conditions of Hire. **All voted in favour.**

**20. Correspondence – there was no correspondence.**

**21. AOB -**

- a. Members were reminded about the Fire Training session on Wed 14<sup>th</sup> March at 2pm.
- b. The cigarette wall mounted ash box will be moved from near the main doors to the front of the hall below the PO sign to deter people from smoking near the doors. **All agreed**
- c. Posters were distributed for the AGM.
- d. There is a Living Well event at Holton village hall 24<sup>th</sup> April – details to be circulated.
- e. Becky has spotlighted Wenhaston in the Southwold Tourist website with free advertising for the hall. A discussion followed about other advertising available and Becky was thanked for all her work on this.
- f. The Data Protection Legislation comes into force 25<sup>th</sup> May. **It needs minuting and discussing before this date and therefore the next meeting date after the AGM will be on Wednesday 9<sup>th</sup> May.**

**22. Date of the AGM – 28<sup>th</sup> March 7.30pm with a short meeting afterwards.**

I, Peter Wildish declare that I accept and am willing, to act in the trusts of this scheme ie The

Constitution. Signed  .....

Signed  ..... (S J Amery, Chair) Dated 4/7/18 .....