

## Minutes

### Wenhaston Village Hall Management Committee Meeting the Wednesday 26th September 2018 at 7.00pm

**Present:** Chair - Sally Amery (SA); **Vice Chair** - Peter Wildish (PW); **Treasurer** - Margaret Hill (MH);  
**Elected member** – Ian Bigwood (IB); **Bookings Sec.** - Jane Peters (JP); **Secretary** – Helen Gairn (HG); **Committee members:** Café group - Jan Clements (JC); Drop In Club - Eileen Hayes (EH); WPG rep - Lyn Gedny (LG). WI Rep - Carol Hudson-Jary (CHJ). St. Peter's Church - Jenny Jeffrey(JJ). Christine Buttle (CB) **Village representative members:** - Richard Atkins (RA)

1. **Apologies** - TrG and BC.
2. **Minutes of last Committee meetings** 4th July 2018 - All in Favour.
3. **Matters Arising**
  - a. Ceiling tiles have been replaced by Nick Amery and Roger Claxton, thank you to them.
  - b. Inverter is still working occasionally, but there is no obvious pattern.
  - c. Townsend work on the emergency lighting is complete.
  - d. Two fan heaters have been purchased.
  - e. Emergency generator - David Cox has started work.
  - f. One new table and two chairs for the café have been purchased. Thank you to Wil Harvey and for assembling them.
4. **Parish Council representative**
  - a. Alison Alder thanked for her time on the Committee – she has now stood down from the PC.
  - b. A new representative will be voted for by the Parish Council in due course.
5. **Financial report – MH**
  - a. Grants received: £10,000 from SCDC and £2500 from the Parish Council towards the car park. The remaining grants of £500 will be paid shortly.
  - b. Gift Aid received: £1750 from donations ring fenced for the Car Park.
  - c. The bank account is looking extremely healthy, but this includes the money for the car park and the funds of £9000 that will shortly be transferred to the CAF account. This new account already has £1000 on deposit.
  - d. Village hall social events have been successful and profitable. The regular hall events continue their success, the cafe breaking through the £500 ceiling in August. Thank you to all involved.
  - e. Quarterly invoices have been issued to all affiliated hall users, bringing in £760 plus £450 from outstanding invoices - (Blood Donors, SCDC and a private booking.)
  - f. A standing order of £25 per month has been set up for Paul Brown which assumes he works at the hall 10 months of the year.
6. **Charity Commission update – MW**
  - a. PW to take over the admin from MH.
7. **Village Hall Car Park update and Sub Committee for project. SA**

- a. SA has visited the contractors Waterfields and was very impressed and reassured by her visit. Work is now scheduled for the 3rd January 2019 to finish on the 11th.
- b. SA assured that they won't lay the surface material if weather conditions are not suitable. e.g. very cold. Preparation work can be carried out in any conditions. If job delayed until April/May the agreed price would hold.
- c. A hand rail to be erected by steps down to road. They will endeavour to keep access open to the hall, via the kitchen/main entrance, as work will be in stages, so the Hall and Post Office can remain open hopefully all of the time during the work. The Post Box may need to be closed.
- d. A pipe is to be laid for future fibre optics to the hall.
- e. We have a contingency of £1k for extras. The team members to progress this are SA, PW, IB, JP.
- f. Vote to go ahead with this arrangement/dates. **All in favour.**

#### **8. Cleaning situation. SA**

Situation discussed and SA and IB are to meet up with the cleaner. Vote 9 in favour 2 against and 1 abstained.

#### **9. Hall Hire Rates SA**

- a. A group met to look at the current rates and the running costs of the hall, SA, PW, IB, JP.
- b. The hall hire rates haven't changed for 10 years. Inflation since then to the end of 2017 was 32.2%. The running costs in 2017 were £933 per month, this doesn't allow for repairs or maintenance.
- c. The average income from hall hire in 2017 was £686 per month.
- d. This is a short fall of £247 per month plus repairs/maintenance.
- e. This short fall is covered by income raised from volunteer led activities, i.e. cafe/cinema/craft market, Kurling etc. which raised just over £10,000 in 2017.
- f. The team recommended an increase in the affiliated hourly rate to £9 per hour and the affiliation fee to £35 a year. The loft hire remains at £10 per annum.
- g. The rate for local groups will be £12 an hour. Outside bookings will be £16.
- h. Some other regular hirers quoted a session rate will be revised.
- i. Suggested that all new bookings be for a minimum of 2 hours to make it cost effective to heat the hall.
- j. To come into effect on 1st January 2019. SA to draft a letter to all the affiliated groups and send or take this to the group organiser.
- k. **Vote all in favour.**

#### **10. Bookings Report JP**

August was a quiet month, a few private bookings for a dance class. SCDC had a drop in session for local planning. September, regular group bookings have started after summer break. Blood Donor session, plus six more secured for next year. Other bookings include, child's birthday, WI Kurling event and Local Councillor election.

#### **11. 100 Club report TrG**

TrG reported that all going well.

#### **12. Cafe update JC**

- a. Café still very busy. Sue Gow arranged for motifs to be embossed on the cafe aprons, which were made by Anne Harvey. Both were thanked.
- b. Alterations continue with new sink and surround and shelving and doors, thank you to Roger and his helpers. Also purchase of new table and chairs, assembled by Wil Harvey.
- c. Wil Harvey was thanked for the inspired art work on the new doors.
- d. Net profit for this year until end of August £4000.
- e. Advert in Warbler asking for more volunteers.
- f. Jan and Richard have been co-managing the cafe for 2 years and will be standing down at the end of February but are happy to continue volunteering and baking. They thank all those who contribute.

### **13. Craft market update CB**

CHJ and PW are taking over the running of the market from Christine. Reminder that any expenses incurred in running the market can be claimed.

### **14. Maintenance group RA/SA**

- a. New boiler maintenance contract taken out with Myraid £660 for one year. 3 other companies contacted, only 2 quoted and only 1 had a good presence locally in East Anglia. Chimney swept in preparation as stipulation of contract, £60 appx.
- b. The service found faults, cost of repeat call to fix £586.54, plus seals £100 appx. under separate supply, to be fitted by Nick to avoid any further delay.
- c. Taps in toilets - two new taps to be bought by RA.
- d. David Cox now quoting to replace Tardis emergency exit door, as lock not engaging and door rotten. Also quoting to replace all emergency doors with UPVC doors.
- e. List of items on the maintenance agenda: Roof/hall floor/emergency exit doors/decorating hall & kitchen/ new kitchen surface/spraying stage curtains/external seating/ceiling tiles.

### **15. Entertainments group report CHJ/SA**

- a. Jazz and Comedy nights a success. Bar stocks to be carried over to next event.
- b. Quiz night planned for 23rd February 2019, Phil Corbett to be Quiz Master.
- c. Jazz night in the summer.
- d. Remembrance event update – plans include refreshments, display of artefacts etc, children's art work, ukulele performance, raffle etc. Arthur Musk and David Cox planning an exhibit for the day. Roger arranging for War Memorial to be cleaned as now grade two listed. All members asked to e-mail their groups about the event.
- e. Christmas bazaar - 8th December 2 – 4pm. Small group to bring this event together, JP/EH/CHJ/LG Jane to lead – all Committee members asked to participate.

### **16. New Stage Lighting and Screens SA**

- a. Roger Claxton was thanked for very generously supplying and fitting these. It was noted how good they looked at the Comedy Night.

### **17. Village show report RA**

- a. A great success and the team are happy to run event next year on 28th July 2019

**18. Update and Grants SA/IB**

- a. Hall floor and decorating – quotes for hall and stage area - 3 sought and 2 quoted: Ian Poole £1550 +£580 and Peter Jolly £1100 + £450. Peter Jolly confirmed subject to VH obtaining a grant. IB has applied to Adnams for a grant for this and the floor re-sealing. Pencilled in for immediately after New Year’s Day holiday and will take one week. We will be able to use the hall in the evenings.
- b. Stage curtains and emergency exits – IB has applied for a grant from the District Councillor and we will also look into applying to the 'National Lottery Awards for All' for fitting new UPVC emergency exit doors. If we are successful we will go ahead subject to the amount raised. **All in favour.**
- c. Roof - SA - Tardis roof has leaked again, also new leak in front of stage.
- d. Proposal to fit shutters in main hall to kitchen serving hatch and asking Wil to paint. SA to send costing for this by e-mail.

**19. Fire Risk assessment/actions update LG**

- a. The annual inspection of fire extinguishers was carried out.
- b. New ones have now been bought and installed in the boiler house as recommended by the fire risk assessment.

**20. Post Office lease renewal and land registry update – SA**

- a. Lease renewal costs paid by Parish Council £420 – PC thanked.
- b. Land Register ongoing, PC paying for this.

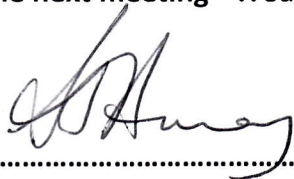
**21. Correspondence**

- a. Email received from Clive Watson regarding correspondence he had with the Charity Commission.
- b. JP offered to reduce her monthly payment to help with Hall finances. Offer unanimously rejected by committee and Jane thanked for her generous offer.
- c. Email from Ann Edwards discussed again requesting we consider putting a Christmas tree up outside the hall. It was decided to leave it this year as the car park resurfacing starts just after the new year and committee members would have to take it down on New Year’s Day.

**22. Any other business**

- a. PW has offered a Clavinova ie. an electronic piano/keyboard for the use of the hall. Gratefully received. PW to arrange delivery and PAT testing and it will be added to the hall’s insurance policy.
- b. PW confirmed that VAT on wood pellets has been confirmed at 5% and he has applied for it to be refunded on the last delivery and possibly earlier deliveries.

**23. Date of the next meeting - Wednesday 31st October 7pm in the hall.**



Signed .....

**Chair – Mrs Sally J Amery**

Date ..... 31-10-18 .....