

MINUTES OF THE WENHASTON VILLAGE HALL MANAGEMENT COMMITTEE MEETING

Wednesday 31st January 2018 held in the Maurice Stammers Community Room

Present: Chair Sally Amery (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); 100 Club – Trish Gower (TrG); WI Rep - Carol Hudson-Jary (CHJ); Lyn Gedny LG; Village/Café Reps - Ann Jones and Gus Jones (AJ &GJ); Village Rep - Becky Canham (BC);

1. **Apologies** – There were no apologies.
2. **Lyn Gedny** was welcomed as the new Wenhaston Photographic Group representative.
3. **Minutes of the last Trustees Meeting** – Agreed by all present as a correct record.
4. **Matters arising** – mostly listed below.
 - a. General security to be reviewed at another meeting.
 - b. Jane will ask for help with unlocking/locking up late etc, as needed. **Action JP**
5. **Voting for new Vice-Chair** – no one wished to take the position.
6. **Emergency 'phone numbers list** - Sally Amery, Steve Garlick, Richard Atkins and Trish Gower.
7. **Appointing new Minutes Secretary** – no one wished to take the position.
8. **Circulate copies of The Constitution** – SA circulated a copy to all members. As confirmed by email on 9th December to all Committee members, the Parish Council has confirmed they are the Trustees of the Charity, known as the Village Club – Charity no. 1001694, for which the working name is Village Hall Management Committee. The Parish Council is collecting Councillor's details to make the necessary changes to the Charity Commission's website.
9. **Financial Report - SG**
 - a. Report tabled. Inc and Exp 28/11/17 – 27/01/18 tabled. Income over expenditure =£1,939. Petty Cash: £64, Account Totals: Santander £23,053, Ipswich Building Society: £9,870. The monthly and weekly regular events bought in £3,352 over the two months.
 - b. A further donation of £673 was received from sales of Life & Family in Wenhaston.
 - c. The Gardening Club has closed and donated £171.28 plus £50 advance payment for 5 years loft rental for the equipment. Hopefully the club will restart at some time.
 - d. The bazaar made £515 - some income has been attributed in the accounts to the café and table top sales.
 - e. Steve has registered us with HMRC and we will now claim gift aid on the donation of £3000 in March 2017. **Action SG**
 - f. The insurance needs reviewing in March as the current 3 year policy expires. This was done through CAS and it was agreed to review this. All present agreed. **Action SA**
 - g. The Committee agreed that an up to date insurance revaluation of the building should be carried out to ensure it is up to date. This will either be carried out as an on line assessment by an alternative insurance company, if we decide to move the policy, or by appointing a surveyor. All present agreed. **Action SA**

- h. A Reserves policy was agreed for the year end accounts - £15,000 reserve for roof repairs and £10,000 for car park and entrance paving repairs and renewal. All present agreed. **Action SG**

10. Bank account signatories, review of savings accounts and new accounting package

- a. SG and SA are now signatories of the Santander current account. It was agreed that RA and CHJ would also become signatories. It was agreed that previous members Robin Dillaway, Clive Watson, David Smeaton-Small and Sue Norris would be removed as signatories. All members now need to put their details on the change of mandate form, due to a change in the regulations last year. All present agreed. **Action SG**
- b. Ipswich BS savings accounts is a Treasurers account and is now obsolete and paying little interest. It was agreed to close this and as the account operates on two signatories and these are Robin Dillaway, Clive Watson and Steve Garlick they will be asked to attend to this. All present agreed. **Action SG/SA**
- c. We will open a 60 day notice account with CAF bank (Charities bank) where we will currently earn 0.80% interest. The signatories will be SA, RA and SG. Surplus funds from Ipswich BS and Santander will be moved here. All present agreed. **Action SG/SA**
- d. The current accounting package is no longer supported and another package along with the necessary license should be purchased. All present agreed. **Action SG/SA**

11. Bookings Report – JP

- a. Report tabled. January bookings included a blood donor session and a first aid course, WALGA AGM, a Commons Group meeting and a new WEA 9 week course started.
- b. All affiliation fees have been invoiced amounting to £375. Loft storage another £80.
- c. Quarterly invoiced have gone out for £1,006.
- d. New bookings include a Richard Digance evening on 6th Feb, a Church jumble sale in March, a wedding reception in April and a singing theatre in May, a new monthly booking for Knitters and Stitchers who will be affiliated but they do not wish to take a seat on the Committee. This is open to all and items produced are sold for charity.
- e. It was agreed to ask Arthur Musk and June Tate if they still wanted to be representatives as they no longer attend Committee meetings. **Action SA**
- f. December was a busy month with regular bookings and a blood donor session. A WI party, Garden Club party, School rehearsals and a Play, Church Christmas lunch, Bazaar, book launch and a wake took place.

12. 100 Club Report - TrG

- a. £750 was raised in 2016 and £1,224 in 2017 and as we are short of tables it was agreed to purchase a new large trolley and 14 GoPack tables, the same as the existing ones, for an amount of £2,066.51. All present agreed. **Action SA**

13. Café update - GJ

- a. The café continues to thrive averaging a nett income of £500 per month. There are plenty of volunteers. The introduction of savouries has been well received. AJ and GJ are standing down from organising supplies for the café at the end of February and RA and Jan Clements will now take that over, as well as continue to organise the rota.
- b. GJ has organised and installed the new battery for the defibrillator and the PC reimbursed us for the cost of this. GJ carries out the regular maintenance checks.

14. Maintenance group Report - TG

- a. The ceiling in the old doctor's room needs mending once we are sure the leak is mended – the gutter was replaced. Two broken tiles on the roof came off during the recent gales.
- b. The roof under the solar panels is leaking into the loft area making the timbers damp so needs looking at.
- c. A competent roofing company will be asked to come and investigate and carry out necessary repairs. Three quotes will be obtained. All present in favour. **Action SA**

15. Fire Safety Review update and possible Fire Training session

- a. A Fire Officer from Flameskill carried out a Fire Safety Review and a broad summary of his report was given. We need to: consider updating the fire alarm panel within the next year or two as it is very old and no longer maintained, put a building plan by the fire panel; link the smoke alarm outside the loft to alarms within the loft; change the emergency lighting in the hall ceiling to spots lower down and easier to maintain; to ensure the stage curtains are fire resistant; put fire notices outside café doors; put a smoke detector in the old boiler room; do housekeeping in the boiler room; possibly fit emergency lighting in the toilets.
- b. We need to tighten up Booking Conditions – ie no candles, no portable gas fires etc, PAT test electrical equipment – this is work in progress. **Action SA/JP**
- c. We should hold and record Fire Drills and it was agreed to hold one on a Saturday morning when the café is open. **Action SA/RA**
- d. For security reasons, we can lock the side doctors room onto the stage as there are plenty of fire escape routes. Keys to be labelled. All present agreed. **Action SA/JP**
- e. The main door to be unlocked when the hall is in use as it is a main fire escape route.
- f. Fire Policy plan ie escape plan - considering hall use and age of users the Committee decided on the current plan, ie get out and the meeting point to be as existing – in the car park by the main entrance. **Action SA**
- g. We need to appoint a Fire Officer with overall responsibility for our fire safety. Lyn Gedny volunteered. All present agreed.
- h. A fire training session by Flameskill for 15 people taking 90 mins and costing £160 plus vat on either a Friday or Wednesday pm was agreed by all present. **Action SA/LG**
- i. Proceed with the electrical work with Townsend for the above. As a public building with events going on continually, we need a preferred electrical contractor (Townsend) who we can call out at short notice. All present agreed. **Action SA/LG/others**

16. Hall clear out update and hall tables

- a. We have cleared all clutter in the hall and store, removed the doctors couch as he won't return due to CQC regulations and cleared old damaged furniture. A lot was taken by people and the balance was broken up and taken to the tip for recycling.
- b. There are now 5 tables in the Doctors room to provide space for Wil's weekly art group.

17. Health and Safety Review and hot water

- a. Complaints about the very hot water - LG to ask his plumber about solutions. **Action LG**
- b. First Aid Box. Gus has re-stocked it and RA has volunteered to be in charge in the future and monitor it once a month and keep in stocked. **Action RA**

18. Environmental Health Review and kitchen/bar changes

- a. Old chemicals stored in the kitchen have been removed and disposed of.

- b. Propose to fit shelving and a lockable section for chemicals in the cleaning cupboard in the café. Roger Claxton has offered to do this. **All present agreed. Action SA/RC**
- c. A new Hoover has been purchased for the cleaner.
- d. Changes in the kitchen/bar café area to be reviewed and contact made with the Food Safety Standards at SCDC once complete. **Action SA/AJ/GJ/CB/RA/JP**

19. Post Office lease renewal and rent review

- a. The lease expires on 20th April 2018 and the rent is due for review. The PO is viewed by the Committee, the Parish Council and the village as a valuable asset, which we wouldn't want to lose. JP has voiced concerns about the level of the rent and managing to carry on providing a viable service to the village. The PC will have to consider the Charity Commission regulations in making their decision.
- b. The Committee discussed all the issues and agreed to ask the Parish Council, who draw up the lease, for a 10 year lease, with a review at 5 years and ask that there is no rent to be paid. The PC decision will be final. **Action SA/PC**

20. Review of remuneration to the Booking Secretary

- a. This will continue at the present rate and possibly be reviewed at the next meeting in the light of the Parish Council's decision regarding the new lease.

21. Entertainments Group

- a. The Management Committee only hold the Christmas Bazaar and agreed to hold more events. CHJ volunteered to set up an Entertainments Group. Volunteers are RA, BC, and Jan Clements and others will be approached. CHJ outlined some ideas including a Jazz night with a buffet and a Quiz night. **Action CHJ**
- b. BC is holding a Brave the Shave event on Sat morning 14th April when the café is open, raising money for Cancer Research UK. It was agreed to charge 1 hour's rental at the local rate, for use of the hall. All present agreed. **Action BC**
- c. The next Bazaar date was agreed as Saturday 8th December.

22. Gardeners Club donation and Village Show

- a. The Gardeners Club has closed. The Village Show will be run in future under the auspices of the hall, using donated funds to cover expenses. It will be self-funding and any profits will go to the village hall. Woottens sponsor the event. Date Sunday 12th August. All present voted in favour. **Action TG**

23. Editorial and advert - future coverage

- a. CB asked if the village hall wanted to be included in a quarterly Craft market advert in the Community News for £20 per entry. A majority present voted against.
- b. BC reported that she will be running a spotlight section in the Southwold Tourist information site and would include Wenhaston shortly. **Action BC**
- c. CB sending a combined advert to Blyth Valley Times (Team Times) in March. **Action BC**

24. Window Cleaning quote for the Village Hall

- a. A 'one off' clean of the exterior downstairs windows was agreed. **Action SA**

25. Village Hall Car Park and paving

- a. We received £3,000 from an anonymous benefactor in March 2017 specifically for resurfacing the car park and further donations will be forthcoming when a decision is made to carry this out. An additional £1800 was also forthcoming from another source.

- b. The quote in April 2017 needs updating and the benefactor would like a full resurfacing job done. Three quotes will be required. We would be unable to reclaim vat on this.
- c. There are several uneven areas in the car parks with new pot holes forming and the Committee decided to declare a clear intent to go ahead with this work and get quotes.
- d. Quotes would also be sought to replace the uneven slabs outside the main door but the cost of this work would be outside the scope of the donations for the car park area.
- e. A donation was made last year towards seating outside the main entrance and this could proceed once the paving was replaced.
- f. All present voted in favour to proceed with this as soon as possible. **Action SA**

26. Broadband

- a. The majority voted not to proceed with this.

27. Hall hire rates and other issues

- a. Under the terms of the Constitution we are obliged to operate "without distinction of sex or of political, religious or other opinions". Charity Law also demands this.
- b. The recent Christmas lunch for the elderly/people living alone in December was discussed and the possibility of the hall running this in tandem with the church for the community in future. This proposal will be put forward to the Church. **Action SA**
- c. The recent quotation for SWT was discussed and views expressed.
- d. Doctor's room - the rate quoted for physio use recently, was the same as the Maurice Stammers committee room for non village enquiries for a minimum 3 hour period.
- e. Review rates at the next meeting

28. Conditions of hire/booking form

- a. Review this at the next meeting **Action SA/JP**

29. Maintenance file for the hall and Policy files – Sally

- a. This is work in progress, partly completed.

30. Correspondence – none received

31. AOB

- a. The PC are doing an Emergency Plan for the village and are considering raising funds to provide a Generator at the hall so that a warm place can be offered to elderly or vulnerable people in the event of a long power cut. A contractor visited to quote. The proposal was for a wooden casing at the front of the hall to house the generator, secured and with wiring going through the wall into the Committee Room with permanent labelled sockets and with sufficient power to serve two kettles, a heater and microwave. All present voted in favour. **Action PC**
- b. GJ will be standing down on 28.02.18 when he no longer helps run the café. He joined the Committee on 29th July 2015 and was thanked very much for all his help and contribution both on the Committee and behind the scenes over many years.

32. Date of next meeting and the AGM – 28th March meeting at 7pm. AGM at 7.30pm.

I, Lyn Gedny. 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..... 