

Minutes

Wenhaston Village Hall Management Committee Meeting the Wednesday 4th July 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); Wine club and WEA – Bernard Orme BOr); WPG rep - Lyn Gedny (LG). WI Rep - Carol Hudson-Jary (CHJ). Parish Council – Alison Alder (AA). St. Peter's Church - Jenny Jefferies. (JJ). Kirsten West - 100club.

Village representative members: - Richard Atkins (RA); Becky Canham (BC).

1. Apologies –100 Club - Trish Gower (TrG). Steve Garlick has resigned from the committee due to other increasing commitments.

2. Minutes of last Committee meetings 9th May and 13th March - All in Favour.

3. Matters Arising -

- a. Charity working name has been amended to Wenhaston Village Hall – change headed notepaper/compliment slips/invoices/statements etc
- b. All our policy documents are now on line at Wenhaston.onesuffolk.net
- c. Ridgeons cash account opened
- d. Smoke alarm in old boiler room purchased and installed. Ladder with side rails and top platform purchased. Total cost as agreed at the last meeting.
- e. A box of ceiling tiles to repair the hall ceiling has been purchased and the work will be done on Mon 9th when Townsend have their tower at the hall.
- f. GDPR update by PW.
- g. Invertor – situation to date. Roger Claxton and Nick Amery have looked at it and although it worked sometimes it has not worked now for some time.

4. Charity Commission annual return, status update and CAF account- SA

- a. Trustee situation and information circulated personally prior to the meeting. All Committee members are Managing Trustees and their names need to be on the Charity Commission website. **VOTE - All happy to be named as trustees on the CC website, except BOr and RA who reserved their position and will decide shortly.**
- b. SA proposed that the hall carry out either a CAS Quality Standard award (online and takes up to a year and costs from £150) OR a CAS Organisation Self-assessment option (cost from £35) **VOTE - All in favour for self assessment option.**
- c. Legal cover added to insurance policy at £63 pa on advice of CAS (Trustees indemnity already covered under Financial and Administration liability)
- d. CC annual return will be done once resolved
- e. CAF bank account application pending until resolved

5. Community Action Suffolk – SA

- a. We no longer pay a subscription fee of £25 per annum but have to pay £10 per information sheet.

6. Financial report – MH

- a. All outstanding invoices have now been paid and a tighter monitoring system implemented to ensure prompt payment.

- b. Expected gift aid will shortly be in the account.
 - c. The funds are healthy despite the ongoing hall improvement programme, a huge thank you to all those helping to generate the income.
- Total income since January £29,759.15, Expenditure £11,977.22,
Bank balance £39,387.14

7. Bookings report – JP

June and July quiet months for bookings as groups break up for holidays and resume in September. Blood donor session booked for July and Jazz evening 28th July. All quarterly invoices have been sent out, bringing in income of about £900.

8. 100 Club report and consider ideas for funds to be raised in 2018

There are now 157 members and working on renewals for August. All forms have been updated regarding data protection.

Ideas for spending 100 club money - proposed that we combine this with the donation of £346 from The Broadside Boys to purchase tables and chairs for outside use and also to go towards the cost of the café and kitchen changes.

9. Cafe update - JC

Cafe alterations have greatly improved the working environment, thank you to Roger Claxton and his team. New cafétiers have been purchased and extra teapots will be shortly. Income for May £428 and June £491. Thank you to all new volunteers.

10. Maintenance group report and Maintenance Plan - RA/SA

- a. Better quality taps needed in the ladies toilet. **RA to look into it.**
- b. Emergency exit door quotes discussed. Four quotes have been obtained from local companies and also from David Cox. Various options looked at from PVC to metal doors.
All in favour of David Cox's quote of £3,936 inc vat and grant to be investigated.

11. Entertainments group report - CHJ/SA

CHJ report - Jazz Night all organized, £400 for band, lanterns purchased, £138 on promotion eg. flyers, posters.

September 15th Pat and Danny, comedy and song act. Bar and food provided, ticket price to be decided. Raffle prizes needed, committee members asked to donate. Becky to do posters. Need volunteers for bar.

New Year's Eve - Paul Wallis DJ booked needs £100 deposit. Food to be arranged, and ticket price for different age groups.

Remembrance Day event outlined (will be by donation).

- a. VHMC funding purchases in advance and making contribution. **VOTE - VH to contribute £300 and will fund other purchases in advance. All in favour.** Will ask PC for contribution.
- b. Asked to circulate to all group members to give them advance notice and encourage them to come along.
- c. Bernard will source the wine for the event.
- d. Becky has agreed to do the posters.
- e. Christmas bazaar.

We have an offer of a Father Christmas. Jane and Eileen to stand down as Grotto Tzars. Need new Grotto builder and decorations. CHJ to buy presents. Date 8th December.

12. Update

- a. Café bar and kitchen proposed changes - Shelving units in, main door awaiting mural, blinds on order, expect to be finished in a month.

b. Hall roof – survey report – the tiles are too stretched and on a low roof pitch this allows water to be driven in under the tiles. This is particularly bad above the Tardis. There are no obvious causes of specific leaks other than this. MH has a contingency fund in cashflow if leak reoccurs.

c. Stage curtains – updated quotes

There is a board covered with fabric at the back of the hall near the projector which needed including - to be dealt with as funds allow.

d. Hall floor - possible grant from Adnams – have funded other village floor and decorating. **Ian looking at grant situation. Karl Andrews and other decorator to be approached to quote for decorating work. All in favour.**

13. Fire Risk assessment/actions update – LG/SA - LYN

- a. A sound test was carried out with the hall sound equipment and the fire alarm bells sounding. Concluded not necessary to install an auto switch off device on sound equipment.
- b. Townsend quoted for work on hall emergency lighting and installation of one extra alarm in loft. Cost £1038.07 inc vat. The work will commence on 9th July.
- c. The linked seating issue and conclusion. Advice sought from the Fire Officer and CAS, in relation to Fire Service requirements. Less than 50 seats do not require linking. The hall has more than the number of required fire escape routes and is large enough to enable chairs and rows to be generously spaced and with adequate gang ways to the sides and middle of one metre each. Decision not to amend The Fire Risk Assessment and Policy but seating at larger events should be considered on a case by case basis. A copy of the considerations and conclusion to be kept on the Policy file. **VOTE - All in favour.**
- d. Radiant heater in Tardis removed as radiant bar fires are considered by the Fire Service to be more hazardous and should be avoided. Consider purchase of other safer fan heaters for Tardis and emergency use in the hall/café bar. Cost approx. £30-£40. **Decision to buy 2 heaters - All in favour.**
- e. SA amended the H & S Policy (addition to the agenda) to include a Risk Assessment for the Boiler shed and Wood pellet wood store. (SA recently found a Risk Assessment for these areas and that document will be placed in the Policy files with the H & S Policy). Committee to adopt. **VOTE - All in Favour**
- f. Volunteers servicing the boiler and pellet shed to be made aware of the hazards. The pellet store should not be entered in accordance with this assessment. A copy has been displayed in the boiler shed and this information has been circulated to all volunteers.

14. Post Office lease renewal update – JP/SA

- a. Jane - reported that all was on track and the lease signed and passed on to Richard Day the parish clerk.
- b. The PC are paying the legal costs of approximately £1,500. The lease is in the PC name and is for a period of 3 years to avoid registration of the lease and further expense.

15. Village hall car park update and Sub Committee for project – SA/PW/IB

- a. Cash flow situation - MH reported that there are enough funds to pay for the car park but would prefer to wait for the grants to come in.
- b. Ian – grant situation - District Council have agreed the £10,000 grant, the forms now need submitting once the trustee names are on the CC website. £500 from County Councillor to be followed up for payment date. PC grant of £2,500 will be approximately one month due to delays finishing play area which is delaying 106 payments. **All agreed**

to wait for grant money before giving the go ahead with the car park and to communicate via e-mail.

- c. Possible date to go ahead – Half term week commencing 22nd October. **All in favour**
- d. Cut out planting area to left of front door? Jina will maintain. **All in favour.**

16. Hygiene update and discussion – SA/JC

- a. Cleaning schedule discussed and agreed with some amendments. **Vote - 11 in favour. 3 Abstaining.**

17. Siting of generator at the hall/PC – SA

- a. David Cox quoted £210 for the ramp on the step by café bar emergency exit. Consider this our contribution to the project (plus new door and frame to replace existing rotten one). – **All in favour.**
- b. PC to pay for adjustment to the old boiler room floor in fire proof material as the other walls are already fire proofed. – **All in favour.**

18. Hall hire rates and other issues – SA/JP

- a. Hire rates – discussed options and it was decided to form a small group to look at the rates and bring suggestions to next meeting. **Group to be PW, JP, IB, SA.**

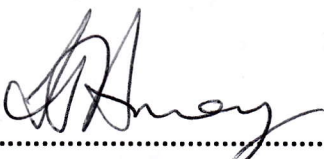
19. Consider planting ideas for bank behind café bar – SA to be discussed at later date.

20. Correspondence - Card received from Heather Phillips thanking the Committee for her birthday celebration flowers given to thank her for all her interest and support of the hall over many years.

21. Any other business

- a. Jane thanked for supplying the hanging baskets outside the main entrance.
- b. Jina to be thanked for replanting the tubs and tidying up on the bank at the back of the kitchen.
- c. Helen's statement re dogs policy at the hall. If a decision is not agreed by all committee members then a decision will be carried by the majority. Such a majority decision should be then accepted by the all committee members.
- d. CB happy to run the market until the end of the year and will then stand down from this duty, although prepared to support. **Suggested we put a notice in the Warbler to recruit someone to take over- CB.**
- e. PW -has had interest from Deborah Monson in running activities/ creative art sessions for children and teenagers. **AA/PW to get in contact with her to discuss further.**

22. Date of next meeting – Wednesday 26th September 2018

Signed.......... (Chair S.Amery)
Dated..... 26.9.18