

MINUTES

Wenhaston Village Hall Management Committee Meeting 12th September 2019

Present: Chair - Sally Amery (SA); Vice Chair and PC rep - Peter Wildish (PW)

Bookings Secretary - Jane Peters (JP).

Committee members: Badminton rep - Ian Bigwood (IB); Commons Group - Jan Clements (JC); Drop In Club - Eileen Hayes (EH); WPG rep - Lyn Gedny (LG); St Peters Church rep – Jenny Jeffrey (JJ); WI Rep - Carol Hudson-Jary (CHJ).

Village representative members: - Richard Atkins (RA)

1. **Apologies from Village rep** - Christine Buttle (CB); 100 club rep Trish Gower (TG).
2. **Minutes of the Committee meeting of 24th July.** Proposed CHJ, seconded PW, and approved unanimously.
3. **Matters arising**
 - a. Bench now delivered and will be installed shortly.
 - b. Gate sourced designed by Roger Claxton (RC) to be fitted shortly. Cost £160 including safety sign. Many thanks to RC for all his hard work which has saved the hall a lot of money.
 - c. Stage floor date – it has been impossible to find an earlier date and it was agreed to organise this for w/c 6th Jan before groups start up again.
 - d. Drainage channel – date to be agreed by Waterfields shortly.
4. **Representative for the Parish Council**
 - a. Following PM resignation PW will now be PC representative.
5. **Financial report – SA**
 - a. A report from Nick Amery (NA) was distributed for the third quarter. The quarter started with a bank balance in the Santander bank of £16,441.55 and ended with £16,681.57. At the date of the meeting the balance is £16,882.51. The quarterly report is not a complete quarter in view of the meeting date.
 - b. General maintenance and repairs were £1,992.87 for the quarter which included the boiler repairs, flu sweeping, replacing the hot water cylinder (done by volunteers) and replacement pads for the defibrillator.
 - c. The boiler contract was renewed at a cost of £672 for the year.
 - d. Annual interest of £60.09 was added to the CAF 60-day notice account making the balance £12,060.09.
 - e. Total hall hire income was £1,806.50. Regular fundraising activities raised £2,121.06 and the village show net takings for the quarter was £122.02.
 - f. Report proposed RA, seconded JC, approved unanimously.
6. **Grants update – IB**
 - a. IB has submitted a report for the grant of £1,250 awarded by Councillor Gower for our fire safety upgrade.

- b. IB has submitted a grant application to East Suffolk Council under their Enabling Communities Exemplar Programme for an amount of £5,582 towards the cost of replacement emergency exit doors. This grant is now only accessible once during the year when all applications are considered together, rather than being open throughout the year, as in the past. A decision is due w/c 23rd September. The PC have written to East Suffolk Council in support of our grant application and that they have agreed in principal (to be minuted in September's meeting) to contribute £500 towards the emergency exits and £500 towards our insurance premium.

7. Bookings report – JP

- a. August is always a quiet month with most of the groups on their summer break. The only outside bookings were a Blood Donor session and a talk by Geoffrey Munn from the Antiques Road Show, held by the Church, plus a private booking.
- b. September bookings are back to normal plus a wake is booked for 17th September. The Ceilidh band is booked for 28th September.
- c. New bookings include a material sale by St Elizabeth Hospice in October when the hall is running the café, another blood donor session in October and a private party for December.

8. Roof report – all

- a. Detailed reports of the roof problems were circulated prior to the meeting and it was unanimously agreed that in view of the report and as a full structural assessment had been completed in 2008 at a cost of £2,500, there was no requirement to carry out another. Proposed RA, seconded EH, unanimously agreed.
- b. It was unanimously agreed to proceed with the repairs recommended and once quotes had been received a further meeting would be arranged to discuss them.
- c. Janet Dillaway, who was involved with the Green Energy Project in 2008/9 has made contact with Cllr Richard Rout for advice regarding possible help with funding to fix the solar panel leaking problem. Wenhaston were trail blazers in the field and won the Greenest County Community award to fund the work at the hall – solar panels, wood chip boiler, double glazing and further insulation etc. A meeting will be arranged in the café one Wednesday to discuss our issues.

9. 100 Club

- a. At the previous meeting the Committee resolved to use this year's 100 club funds for a full structural survey of the roof. Now that this isn't required, the committee proposed that the funds should be used instead to refurbish the Maurice Stammers Committee room by holding a volunteers' decorating session after the New Year. Also to replace the carpet to match the Post Office carpet and to fit a new blind to match the front hall blinds. Quotes will

be obtained and discussed at the next meeting. Proposed EH, seconded JJ, unanimously agreed.

10. Café update – SA

- a. Café continues to run well – more volunteers would be helpful both to man the café and to bake savouries. Extra help will be required on Saturday 19th Oct for St Elizabeth Hospice's material sale.

11. Craft market update – CHJ

- a. CHJ reported that there appears to be a trend in the numbers of stall holders falling off perhaps due to the summer and holidays. There is a continuing problem of no-shows on the day and in view of this it was proposed to charge in advance in future. All regular stall holders are happy and Southwold market routinely does this. Proposed EH, seconded LG, one abstained and the others agreed.
- b. CHJ has talked to food producers at the farmer's market at Snape Maltings to encourage new stall holders.
- c. The September market has 24 tables booked.

12. Maintenance group report – SA

- a. Wood pellet boiler has been serviced and fire bricks replaced 2nd September.
- b. Nettles behind boiler shed – LG cut these down and disposed of them.
- c. RA took the old immersion tank to the tip.
- d. The fence by the boiler shed track has been mended by SA/NA and PW after recent gales but is showing its age. This appears to be our fence, so we need to bear this expenditure in mind for the future.
- e. Various broken chairs have been fixed by NA.
- f. PAT testing – report only just received shows both hostess trollies have been failed. Some items on the list weren't done by the electrician so another visit is planned.
- g. Townsend have quoted to install a 4" fan controlled by a PIR sensor for £379.67 plus VAT in the gents loo. If we want one in the disabled loo what would cost £124.50 plus VAT. The ladies loo has one which is now working. The Committee decided not to proceed with this at present but to investigate other means of freshening up the area.

13. Garden show report – RA/JC

- a. It was widely regarded as the best show ever. There were 41 entrants and a high footfall. Although three members have resigned three new members have joined the team. Finding a free date for next year has been difficult and the only free date available for the hall and the team, is to set up Saturday 25th July 2020 with the show on Sunday 26th July. Proposed PW, seconded JJ and agreed unanimously.

14. Entertainments group report – CHJ

- a. The Celidh on 28th September is being promoted with posters and flyers out and on Facebook. Tickets £10 including nibbles but no food. Ten tickets have been sold so far, but in the past most people book up just before.
- b. The group are considering events for next year.

15. Hall calendar

- a. The Committee agreed via email circulations to fund approximately £300, if required, towards the production costs of this. A group led by Debbie Monson is progressing this.

16. Christmas bazaar planning

- a. Volunteers came forward to progress plans.

17. Correspondence

- a. Patricia Yates from the Garden show committee thanked us for a voucher for the raffle for refreshments for two people at the café.
- b. The High Sheriff of Suffolk, Roz Emison is coming to meet me at the café on Wednesday 16th October. Roz is particularly interested in, amongst other things, rural isolation.
- c. The cleaner is away on holiday from Friday 27th September to Saturday 5th October but will clean before she leaves and do extra when she gets back. Members will ensure the hall is left clean after events taking place during that time.

18. Any other business

- a. Our electricity provider Eon sent information regarding electric charging points for cars and that led to links for Gov grants. There are 3 different types of charge, slow (3kw mainly for homes) fast (7 – 22kw) and rapid (43 – 122kw). All sites must have sufficient network coverage to enable usage data to be communicated via GPRS. Access is granted via a smartphone app or RFID (Radio-frequency Identification) card, and available as a pay-as-you-go or subscription service. However, as yet, there isn't a universal connector for electric vehicles and the different chargers. To summarize we would need to install broadband, get a survey done of our electricity supply by Townsend if they are a registered installer and until there is a universal connector it seems pointless to go ahead at present as we wouldn't know which one to install. We will continue to monitor the situation.
- b. CHJ asked if the committee can discuss installing Wi-Fi next year.
- c. Following a wedding reception enquiry, the Committee decided the hall premises weren't suitable for a hog roast, due to the new and relatively small car park (H & S) and the close proximity of our neighbours. Also, that in consideration of our neighbours, the timings granted under our Premises license can't be allowed to be extended via a hirer's TENS license.

19. Date of the next meeting Wednesday 27th November at 7pm

W. Amey 30/10/19

R. Winger