

Minutes

Wenhaston Village Hall Management Committee Meeting

Wednesday 23rd January 2019 7pm

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

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 Jeffery(JJ). Christine Buttle (CB) **Village representative members:** - Richard Atkins (RA) Becky Canham (BC) - Trish Gower & Kirsten West 100 Club

1. Apologies –Margaret Hill (MH); Margaret is standing down as Treasurer and from the committee immediately due to personal reasons. MH has been such a big asset to the Committee, looking after our finances admirably and leaves the accounts in excellent order. She was thanked for all her hard work. An advert has been placed in the Warbler for a new Treasurer. Sally Amery will act as Treasurer and operator of the accounts at Santander and Shawbrook in the meantime, until a replacement is found.

2. Minutes of the special Committee Meeting of 6th December - minutes approved by all.

3. Minutes of the Committee Meeting of 31st October - minutes approved by all.

4. Matters arising

- a. Stage curtains sprayed with fire retardant and invoice settled.
- b. David Cox has completed the fire wall/loft door repairs.
- c. Letter sent to all groups on 7th Dec keeping the affiliated rate at £25, with invoicing delayed to the end of March, plus news on the Talent show.
- d. Church lunch for the elderly took place – thanked us for the wine.
- e. The solicitor has advised the Parish council that the registration of the land title will be a long process, possibly 18 months. Registration will not change the vat position even when resolved.

5. Additional village hall representative – Christine Buttle – SA

- a. Now Zumba has finished propose Christine continues as a village representative - **Vote - All in favour.**

6. AGM Wednesday 27th February – SA

- a. All members asked if they were prepared to stay on the Committee for another year. Helen and Becky are both standing down. SA thanked them for their time on the committee. All other members prepared to stand.
- b. Peter is now a Parish Councillor and is the representative for the PC.
- c. MH is unable to continue up to the AGM as originally planned due to personal family reasons and health issues. Treasurer required.
- d. There will be a short meeting after the AGM when officers are elected.
- e. Refreshments, to be served after the meeting with donations asked for.

7. Update on village hall work - SA

- a. Car park

- i. Went very well with no problems. The invoice is for £31,710 ie £658 less than expected due to needing less kerbstones, one disabled bay rather than two and the back path was done free of charge.
- ii. A lady arriving at Bingo in a hurry in the dark, tripped off the disabled ramp. Nick putting a new light shining downwards to improve the lighting here – brighter bulbs to existing lights would not help and may trouble neighbours.
- iii. Eileen raised concerns over not being able to see the step and the need for highlighting it. SA to talk to car park company regarding this.
- iv. Benches/outside seating. The Broadside Boys made a donation for this. A discussion about possible vandalism and nuisance to neighbours was discussed. Decision to install just one bench. **Vote - 7 in favour, 5 against.**

b. Hall decorating

- i. All work completed. Decorator Peter Jolly lent us his tower and sander. The invoice was £1700 which was £150 more than estimate, but we changed the spec, painting the varnished dado rail, stage front and steps which needed special paint with 3 coats plus he purchased special paint for us.
- ii. Roger, Peter and Nick replaced damaged tube lights on the stage and installed new LED lights, plus refurbished the vertical blinds total cost £262.
- iii. Nick and Roger replaced all the stained ceiling tiles cost £122.40
- iv. New fire signs were needed in hall and kitchen.
- v. The sepia pictures have been re- hung. Wil has spoken to the people who took the photos – Viv will have hers back. It has been suggested they are painted in white and people will be invited, possibly the school to paint one and keep changing them.
- vi. Wil has painted the frame of one of his pictures – and will now paint the others.
- vii. Arthur Musk and David Cox are donating a big block picture to the hall of the whacky races called the village in action.
- viii. The WI would like us a picture of all the ladies to celebrate their centenary this year. SA to ask Wil to organize their hanging/position? **Vote - all in Favour.**
- ix. Whilst the decorator and the floor people were at the hall, they were asked to quote to repair the splintery stage floor. The decorator quoted £650 to sand down and paint with 2 coats of floor paint. Roger Hyde Flooring Specialists quoted £1,198 to sand down plus Base prime and 3 coats of lacquer. We would have to get a grant for this which Ian will look into. RA suggested this work could be handled by the maintenance team - to be decided on later in year.

c. Kitchen decorating

- i. Volunteers completed work, costs under £100 for materials. Thanks to Jane, Ian, Jan, Richard, Lyn and Nick. New fire-retardant blinds ordered by Roger as agreed – cost £184.63. Thanks to Roger and Richard for putting them up.
- ii. Replacement of kitchen tiles discussed as old and ill fitting. Approx cost to re-tile as in cafe £117. Proposal to use the balance of the 100 club money for this and to pay for new fire retardant blinds. **Vote- all in favour.**

Eileen thanked all the volunteers for all their work involved in the hall refurbishment.

d. Hall floor

Completed on Friday 18th and balance of £690 due when invoiced.

8. Financial report – SA 23rd January 2019

After payments due of £32,258.13 there will be approx. £15,117 in the Santander account. Income from Cafe/ Kurling/Cinema/Market for the year approx. £10,445.14, hall own events approx. £1322 and hall hire approx. £8,245.60. Final year end accounts not complete yet, so figures will change slightly.

9. Grant situation – IB and SA

- a. Lyn asked to supply before and after photos of the car park for the monitoring report to Suffolk Coastal DC.
- b. Ian looking at Awards For All for replacing/repair of emergency door exits and kitchen serving hatch.
- c. Further Council grants have all been exhausted for their financial year.
- d. Other grants being looked into eg Foyle Foundation and Alfred Williams Charitable Trust.
- e. Nothing further to be done about MS Committee room at present.

Suggested that a photo album of before and after photos of the Village Hall be kept for the archives and another copy presented to Heather. Lyn will organize this.

10. Bookings report – JP

The past three months have been very busy.

November - regular bookings plus others for a Blood Donor Session, an All-day Bowles Tournament, Halesworth Choir and an Evening with Eric Sedge.

December - regular bookings plus the School Play, the Church Christmas Lunch and the Christmas Bazaar.

January - this month was not so busy with all the work going on.

The last quarter generated an invoiced total income of £1,978.60 plus income received from Men's Breakfast Club, Bingo, Wine Club and Drop in Club who pay directly to the Treasurer.

11. 100 Club report – TG Nothing to report. Accounts about to be audited.

12. Café update – JC

Nett yearly profit £5,728.10. A further 4 people have signed up as volunteers. First 2 months of rota filled up. Wenhasston cafe recipe book selling well, thank you to Janice and Roger Claxton, Annie Rice and Lyn Gedny.

Richard and Jan still intend to stand down at end of March. As yet no one has come forward to take over the running.

13. Craft market update – CHJ /PW

Markets start again end of February. Letters have gone out to all stall holders and 14 have booked already. Food producers needed. Adverts going in the Warbler and Community News to advertise Market and an editorial will be included.

14. Maintenance group report and plan for 2019 - RA/SA

- a. Hot water thermostat bought and will be fitted.
- b. Picture rail has been put up in hall and two more to go up in cafe. Donated by Roger Claxton.
- c. Painting of brick wall stage fascia discussed and decided to be left as is.
- d. Tiling in kitchen.
- e. Emergency exit doors priority, waiting for grants.

- f. Main entrance doors need re-varnishing and will get done in better weather.
- g. Work surface in kitchen under hatch, approx cost £120 for materials.
- h. Roof - needs grant.
- i. Boiler discussed and is working well at present.

15. Entertainments group report – RA

Quiz night organised for 23rd February, posters done.

April 27th Jazz Night - Trio booked to play, classic swing. Food to be served £14 a head. Becky to do posters. Plans for future - Ceilidh band.

16. Bazaar report - JP

The Christmas Bazaar was very well attended.

In total there were 31 tables which generated an income of £217.00. Raffle takings £162.00, Father Christmas £48.00, Café £139.50. **Total minus expenses £486**

A lot of work made this event successful and all who gave up their time was thanked.

17. Remembrance Day report – SA

£300 contributed to expenses by Village Hall as agreed. £719 was raised and has been donated to the British Legion in two amounts £600 on 15th Nov and £119 in Dec 2018.

18. Talent show update – SA

- a. Now Sat 23rd March as two people were away who will perform.
- b. Hopefully got Ukulele band, guitar playing, piano/clavinova playing and choir. WI/Viv will also perform and Blyth Woods are thinking about it.
- c. LG, PW and SA have volunteered to run this and other helpers will be sought.

19. China/cutlery and kitchen equipment appraisal – SA

- a. Jill Daines has carried out a stock-take and suggestions were discussed. Old chipped or cracked things (hygiene) will be discarded. Considered increasing the number we can cater for but decided to leave for now as it would depend on a grant. Decided to just purchase milk jugs and sugar bowls. **VOTE - All in favour. SA to let Jill know.**

20. Hygiene regulations – SA

- a. Look into whether we need to register with the Food Standards Agency, now that kitchen and cafe improvements are complete. **SA to look into.**

21. Correspondence

- a. Linda Hammond emailed to say what a good job has been done on the VH car park. Well done to all concerned. Many other positive comments received.

22. Any other business


- a. Heather has thanked the Committee for all the improvements to the village hall and said lots of people have said to her how lovely the hall looks now.
- b. Decided to purchase banner saying Hire this Hall with web address on. Trish has offered to pay for this. CHJ to sort and purchase. To be put up on the fence by the old notice board, which can be removed.

23. Date of the next meeting

AGM 27th February 2019 7pm

Next meeting after AGM 24th April. 7pm.

Signed.


S. Amery

Minutes 04.07.18

24/4/19
DATE