

# MINUTES

## Wenhaston Village Hall Management Committee Meeting

Wednesday 27<sup>th</sup> November 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); WI Rep - Carol Hudson-Jary (CHJ).

**Village representative members:** - Richard Atkins (RA) Christine Buttle (CB)

1. **Welcome and Apologies** – Jenny Jeffrey, Trish Gower.
2. **Minutes of the Committee meeting of 30<sup>th</sup> October** – approved unanimously.
3. **Matters arising**
  - a. The bench is now in place and adequately secured.
  - b. The drainage channel has been completed and the repairs to the trench where the water leak was totals £708. The plumber will invoice us direct and we are responsible for paying that.
  - c. A cheque for £950 has been received from the 100 club in respect of 2019-20 and they have a total of 165 members.
  - d. A new volunteer is needed for the flower troughs and border outside the main hall doors and CB has agreed to take this on. Jina Hoddy was thanked for looking after them in the past.
  - e. The High Sheriff's award next year was discussed again.
  - f. The provision of ice creams for sale in the café was discussed and LG will consult with the cinema team.
4. **Financial report – SA**
  - a. A financial report for the final quarter to date was circulated, along with a spreadsheet detailing the anticipated and possible expenditure to the end of January 2020. There is currently nearly £17,000 in the Santander current account and £12,060 in the CAF investment account. This includes a reserve of £15,000 for roof repairs and other unforeseen expenditure.
  - b. An amount of £1,660 has been paid for further repairs to the bio-mass boiler.
  - c. After further expense commitments and agreed expenditure for roof repairs in early 2020 and including anticipated income, the current account will be approximately £8,500.
  - d. The hall received a generous £1,000 anonymous donation plus £50 in cash which we are very grateful for.
5. **Booking secretary report – JP**
  - a. Bookings have been very good for the past two months and leading up to Christmas is busy.

- b. The October St Elizabeth Hospice material sale was very successful for them and they made approximately £2,400 on the day.
  - c. Bookings additional to all the regular bookings in October include blood donors, Halesworth choir and WI craft meetings.
  - d. November and December extra bookings include a birthday party, school rehearsals and Nativity play, the General Election, Church Christmas lunch for the elderly and art classes.
  - e. A further birthday party has been booked for February.
6. Entertainments group – SA
- a. Carol has stood down from the group and the others have decided to disband due to lack of numbers and other private bookings taking place. Options were discussed for future entertainment events run by the Committee, including the 75<sup>th</sup> VE day celebrations next year.
  - b. IB will manage the village hall drink stock for events in the future replacing RA.
7. Roof update – all
- a. The estimates for the Tardis roof repairs were discussed and it was agreed to go ahead with the work and a contractor was selected. Proposed IB, seconded RA all in agreement. The possibility of asking the Parish Council to help with the roof costs was discussed.
  - b. Estimates for the cost of repairs to the roof under the solar panels and quotations for a new system, along with the report from Groundworks were discussed. Funding was also considered, but this is difficult to access for repairs. Following additional information regarding the repair costs, this will be discussed further at the next meeting.
  - c. Alternative solutions for utilizing more of the energy provided by the solar panels were considered and will be investigated.
  - d. The Parish Council emergency plan was discussed and the possibility of this including the installation of a secure emergency telephone line and Wifi. Concerns were raised about the ongoing monthly cost of this provision which would need to come under the umbrella of the emergency plan.
8. Projects update – all
- a. Stage floor –the committee members will dispose of the rubbish generated rather than hire a skip.
  - b. MS committee room
    - i. In view of the expenses with the roof it was decided to delay this work temporarily whilst we finalise the roof repair arrangements. Funding would also be investigated to cover some of the cost not covered by the 100 club.
    - ii. The choice of carpet to match the PO carpet and quotation from Halesworth carpets was agreed. (Janice our cleaner is happy with this for cleaning purposes).
    - iii. The choice of fire-retardant blind and the quote was agreed.
    - iv. The choice of tables and the quote was agreed.



