

MINUTES

Meeting of Wenhaston Village Hall Management Committee

29th September 2020

1. **Welcome and Apologies** from AW and CHJ.
2. **Minutes of the Committee meeting of 10th August** approved and signed.
3. **Matters arising.**
 - a. Filmbankmedia offered us a reduced pro-rata film licence for the 2020-21 licence year at a saving of £47, in consideration of the fact that we were closed for the last 7 weeks of the previous year's licence. Invoicing us had also been delayed.
 - b. Mr Segundo's picture has been re-hung in the Committee room as there is no longer a space in the main lobby due to our COVID-19 requirements.
 - c. Cllr Alison Cackett has confirmed that we can use her £500 grant for the boiler works rather than part three of the stage project. Roger Claxton and the Maintenance team have been informed that they can go ahead with the work.
 - d. The Committee agreed that we can make space for another wheeled table tennis table which the club want to purchase, in place of an old table. The club are meeting to discuss the way they can operate in future.
 - e. Robin Dillaway has donated a laminator and various sized plastic folders to the village hall. It has been PAT tested and is in the Committee room.
 - f. The football table has been sold.
4. **Update on the COVID-19 regulations - SA.**
 - a. Many positive comments have been received since the hall re-opened thanking the Committee for all their hard work to ensure the premises are COVID-19 secure and able to open.
 - b. The latest COVID-19 infection rates for Suffolk were discussed.
 - c. The additional COVID-19 Risk assessment which was previously circulated, was discussed and unanimously agreed. This encompass all the changes since 1st September ie wearing face masks, Covid-19 antigen test and Test and Trace, the Rule of Six, now mandatory to keep register of attendees, Test and Trace QR, premises to close at 10pm, consideration given to table service. It will now be circulated to the regular hirers and put on the website.
 - d. One member expressed concern about the rising rates of COVID-19 and whether the hall should continue to open. JP said that if the hall closed then the PO would have to close as well in line with instructions from the PO. The Committee voted by 9 votes to 1 that they were satisfied the actions taken and the additional COVID-19 risk assessment meant we could keep the hall COVID-19 secure and open safely.




- e. The café procedures were discussed in view of the recent changes and it was agreed the café could run on Sat 3rd October.
- f. Returned books will be kept in quarantine for 72 hours before returning to the shelves. Annie Rice set up the system and Jane Peters is now managing it.
- g. An NHS QR code for Test and Trace has been displayed in the hall lobby.

5. Financial report and grants update - NA and SA.

- a. The Financial report for the third quarter period from 1st July to 25th September was distributed and discussed.
 - i. Expenses totalled £2,779.50 and income £530.90 meaning a shortfall of £2,248.60. It cost over £600 to get the hall COVID-19 secure and the boiler maintenance contract was £672. We received £330 from Blood donor sessions, one cancelled at short notice, but paid for and £36 commission on art sales.
 - ii. The bank balances at the end of the period was £22,561.89 which includes the Government Retail and Hospitality Business grant of £10,000. The investment CAF account balance is £12,156.84.
 - iii. Quarter end invoices for July to September recently sent out amounted to £144.
 - iv. Hall own income for September for the cinema was £134. The café money will be approximately £150 so a total income of £300.
 - v. In total this equates to nearly £450 income, way down on a normal quarter but at last the hall is earning some income again.
- b. The Cash flow to the end of January was distributed and discussed. Allowing for a small amount of income, we anticipate that the bank balance in our current account will have decreased at the end of January by £7,000 to approximately £15,400.
- c. A grant has been applied for from Postcode Neighbourhood Trust for our core costs over 12 months of £10,760. This grant is providing funding to organisations affected by COVID-19 to support resilience and enabling current services to continue which are at risk of closure. A decision is due in October.

6. Booking secretary report – JP.

- a. There have been a few bookings in the hall during September, Men's Breakfast, two café sessions, the cinema, a Mothers Union meeting, the Wine Club, Knitters and Stitchers, and two Parish Council meetings for Wenhaston and also for Blyford. After each booking the hirer was contacted to make sure they were happy with the procedures put in place to make the hall a COVID-19 secure venue and everyone has been very impressed and happy.
- b. Annie Rice has booked an all-day art course in October. Some regular hirers won't return until after the New Year and the Photographic Group has



permanently stopped. The reduced bookings mean it will be a very difficult time for the hall over the next few months.

- c. Hirers are updated about the situation regularly by email.
- d. Confusing advice about the new Rule of Six resulted in two cancellations with a third likely, following the National Federation of WI advice to groups not to meet. WI groups are lobbying to get this decision reversed.
- e. A Youth Film night is going ahead on 2nd Oct with just one class involved who are already in a social bubble.

7. Café bar report - KD.

- a. With the new procedures four volunteers are needed for each café session although we may be able to reduce to three. Concerns were discussed about customers following the rules and more signs will be put up on the walls and on each table reminding people what these are. Action: KD, LG, JC and JP.
- b. Face masks are now to be worn by volunteers rather than face shields.
- c. A record of all attendees is kept securely for 21 days for Test and Trace purposes.
- d. The cash system is working satisfactorily. Customers are asked to use the hand sanitiser after handling cash.
- e. A rota will be set up for sanitising, setting up and clearing away café tables from the main hall, now that other activities are starting in the hall. MM, PW, LG, RA and KD offered to do this and JP will liaise with them regarding hall bookings.

8. Cinema report - LG.

- a. The first Saturday cinema evening in September went very well and the team have decided to start the Thursday evening film showing in October as well.

9. Maintenance update - MM.

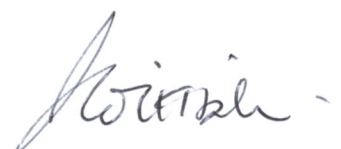
- a. The Committee agreed to postpone fitting a new worksurface in the kitchen below the serving hatch, but the maintenance team would repair the kicking board under the kitchen sink.
- b. Due to lockdown the re-varnishing of the main hall doors wasn't possible in the summer and will now be postponed until next summer in better weather.
- c. The Tardis ceiling will be repaired once the roof is repaired.
- d. The annual service of the bio-mass boiler has been done and there were no extra costs this year for replacement parts.
- e. The team will trim the bank where the new hedge has been planted and rake up the grass.

10. Roof repairs – SA.

- a. The water ingress during the recent wet weather was bad but work to repair the roof should start shortly.

11. Water leak and insurance claim update – SA.

- a. The invoicing should finally be resolved by Wave on Friday 2nd Oct and then a claim can be sent to our insurance company.



12. Management Committee after the next AGM – all.

- a. At the AGM several Committee members will be standing down. SA, Chair, advised members when re-elected after the AGM that she would only serve one more year as Chair and Secretary and will therefore stand down in February at the AGM.
- b. Nick Amery has carried out the data entry on the accounts for the last two years and as SA carried out the rest of the Treasurer duties, being a signatory on the accounts, he will also be finishing.
- c. PW has decided he will stand down as Vice Chair.
- d. JP will stand down from her role of Booking Secretary.
- e. The other members of the Committee indicated they intended to or would probably stay on.
- f. The VHMC will therefore be looking for several new members to help run the hall and enable it to stay open. An Article will be placed in the Warbler.

13. Correspondence. There was no correspondence apart from emails already discussed.

14. Any other business.

- a. RA would like to attend a CAS Village Hall conference at Needham Market in November at a cost of £45 and the committee approved this.
- b. PW reported on the Parish Council emergency plan and does not anticipate a telephone will now be needed at the village hall, which if agreed means Wifi will not be necessary or installed.
- c. PW reported that the PC would be discussing electric charge points for cars. This was researched by the Committee last year and the details would be brought to the next meeting for further discussion.

15. Next meeting.

- a. Monday 30th November at 2.00pm in the main hall.

