

MINUTES

Wenhaston Village Hall Management Committee meeting

7th December 2020

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

Booking Secretary - Jane Peters (JP).

Committee members: Café and village rep – Kevin Dean (KD); Commons Group - Jan Clements (JC); Drop In Club - Eileen Hayes (EH); WI rep – Carol Hudson-Jary (CHJ); Mac McKeown (MM), Alastair Wilford (AW).

Village representative members: - Christine Buttle (CB).

1. **Welcome and Apologies** from Lyn Gedny.
2. **Minutes of the Committee meeting of 29th September.** All agreed and minutes signed.
3. **Matters arising.**
 - a. Jenny Jeffrey (JJ) resigned in October. Jenny has been a stalwart member of the Committee for over six years representing St Peter's Church and was thanked for all her help throughout that time and at events and on the Entertainment Committee.
 - b. Richard Atkins (RA) resigned from the Committee in November and was thanked for all he contributed and the money he raised running the café for two years with JC and the events organised through the Entertainment Committee.
 - i. RA's name to be removed as signatory for CAF (Shawbrook Bank) account and KD volunteered to go on as signatory and forms have been sent off.
 - ii. RA has been removed as signatory from Santander bank and we will continue with the other existing three signatories, PW, CHJ and SA.
 - iii. KD has volunteered to go on the Boiler group in place of RA.
 - iv. KD will replace RA as an alternative emergency key holder.
 - c. Linda Hammond has volunteered for the role of Treasurer and Trustee and will join the Committee at the AGM.
 - d. David Elliott from The Old Rectory has also volunteered for the role of Treasurer but will still come on the Committee as a Trustee at the AGM.
 - e. After PW stands down at the AGM Caroline Way will replace him as Parish Councillor Representative.
 - f. Booking Secretary role – Sue McKeown has volunteered for and accepted the role of Booking Secretary and will take over the role from JP after the AGM.
 - g. JP advised that after the AGM she would stay on the Committee as a Village Representative if agreed.
 - h. JP will email the regular groups who have not got a representative on the Committee.
 - i. Warbler advertising - PW and SA will draft an advert for the February issue.
 - j. MM is now on the fire alarm testing rota.
 - k. The biomass boiler works have been completed by Roger Claxton. Townsend Electrical have tested all the work and connected it all up and the free energy from the solar panels is now helping to heat the water in the boiler saving wood chips. All the invoices have been paid – total cost £1,353.90. Donations received totalling £430 and District Councillor's grant of £500. Nett cost to the hall £423.90. Ian is sending in the grant report required.
 - l. Wood pellets have been delivered and RA negotiated a supply agreement with the company which we have signed, giving us a reduction of £10 per tonne.
4. **Update on the COVID-19 regulations - SA.**
 - a. We all agreed that MM and his band could use the hall for practise now that singing is allowed and they will meet weekly for two hours.
 - b. We also agreed a darts team could use the café bar area weekly for an hour.

- c. We re-considered holding a Christmas market but decided it was too risky.
- d. We were all happy JP's Christmas shop should go ahead.
- e. Information has already been circulated regarding our unexpected move into Tier 2 with increased restrictions for the village hall. Acre will not circulate full details yet, but the Government details for multi-purpose facilities, performing arts and hospitality businesses has been circulated. The tiers will be reviewed on 16th Dec.
- f. Eight members agreed that we should re-open the hall after lockdown on Wed 2nd December with two members raising concerns about the new rules in Tier 2 and what they would mean for individual groups. The groups will reach their own decisions depending on the rules affecting their activity.
- g. We have all agreed that St Peter's Church can use the village hall car park for an outside carol service on 16th December at 6pm. The church is organising this and taking responsibility to ensure the COVID rules are followed.
- h. Janice and Jane have continued to work during lockdown with Janice doing alternative deep cleaning in particular the café area to be ready for re-opening.

5. Parish Council support – PW.

- a. PW and SA requested £5775 grant support from the PC for our core costs with a review in six months and the PC has agreed that they will award us £3200 now and £2575 *would be set aside during the next financial year in case of further need* (making £5775 total).
- b. PW reported on the Quiet Lanes project and also the situation with the Sizewell C development.

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

- a. Outgoings for the period from 1.10.20 to 30.11.20 were £7,723.30 and income was £2,709.45. The outgoings included the roof repair to the Tardis £3,720, the Biomass boiler energy reclamation costs £1,353, woodchip for the boiler £1,190 and licence fees £323. The income included the 100 club donation of £900, café income £370, cinema income £170, hall hire income £555 and private bookings £159. The Santander balance at 30th Nov. was £17,548 and CAF account £12,156.
- b. We also received private donations over the last two months amounting to £105. Also, two donations of £215 each were towards the biomass boiler works – both donors had also previously donated £35 each direct to RC for materials, making £500 in total. We can claim gift aid on £215. Ian is sending in the final grant report for the £500 we received from Alison Cackett.
- c. The committee agreed that the £900 donated by the 100 club should be put towards new flooring in the main lobby and hallway. Quotes are underway.
- d. SA applied for a grant from the Government's Local Restrictions Support Grant due to lockdown for another month and was successful, receiving £1,334 on 3rd Dec.
- e. The updated Cash flow was distributed and discussed.
 - i. PPL PRS license gave us a discount of £317 as we were closed for 7 months. The Film Media license gave us a discount of £43. The Premises license remained the same at £180.
 - ii. By the end of March assuming considerably reduced income, our current account balance will drop to £13,624.

7. Booking secretary report – JP.

- a. Bookings have been very low since the hall re-opened in September. All hall hire was invoiced at the start of the second lockdown.
- b. A wedding reception booked in December has been delayed to July.
- c. There are no bookings for blood donor sessions, but JP will chase for dates.
- d. JP will put free booking slots on social media.

- e. JP has filled out a questionnaire from “Fit for Living” which is a Government sponsored organisation which may be able to help with finding a qualified teacher to run an exercise class and funding it.
- 8. Village show in 2021 – JC.**
- a. The group are keen to run the show in 2021 which will be the show’s 25th anniversary and a decision will be made in the Spring depending on the COVID-19 situation. The Committee agreed unanimously that the group should renew the RHS membership at £35 on 01.01.21. Most of the printing was done for last year’s cancelled show and can be re-used. The total cost is likely to be £100. The PC has already contributed to the cost.
- 9. Café bar report - KD.**
- a. If we go back into Tier 1 on 16th Dec the Committee all agreed they were happy to have a coffee morning on Saturday 19th Dec. NA, SA, Liz and George are happy to run it. A final decision will be made nearer the time depending on the situation.
- 10. Cinema report - LG.**
- a. A successful film evening was held on Sat 7th Dec and another is planned for Sat 19th Dec.
- 11. Maintenance update - MM.**
- a. Monitoring of the energy generated by the solar panels is on-going. The panels are now helping to heat the biomass water boiler.
 - b. The annual service of the biomass boiler has been done and it is now running. Volunteers programme it weekly and Andy Norris has now re-joined the team.
 - c. The fire alarm rota has now expanded to NA, LG and MM.
 - d. MM and AW were thanked for cutting the grass and weeding and raking up along by the new hedge.
 - e. As the Tardis roof hasn’t leaked so MM will progress the repairs to the ceiling with the Maintenance group.
 - f. MM will ask other artists if they are interested in painting murals on the Tardis walls. The hall would reimburse costs.
 - g. The kicking board under the sink will be replaced.
 - h. Hall users will be consulted regarding fitting a narrow counter by the serving hatch.
 - i. The stage corridor and side room refurbishments have been on hold and will be discussed again in the spring.
 - j. The re-varnishing of the front entrance doors will be arranged during the summer on Friday – Sunday while the PO is closed.
 - k. Painting the gent’s toilets will be considered next year but a full refurb is overdue.
 - l. MM will ask volunteers to help ensure the weeds are kept under control in 2021.
 - m. Window cleaning will be reviewed - MM and SA.
- 12. Roof repairs – SA.**
- a. Repairs to the Tardis roof have now been completed and cost £3,720 – no extras.
- 13. Water leak and insurance update – SA.**
- a. The Insurance assessor visited on 13th Nov and all documentation going back a year was sent again and we await an outcome. In the meantime, we part paid Wave £169.40 which was for actual water/sewerage charges used as a show of goodwill.
- 14. Electric vehicle charging point and broadband – all.**
- a. Information was previously circulated to consider applying for a grant from Suffolk CC to install an electric vehicle charging point. This grant is linked to the Plug in Suffolk project and information was obtained from them.
 - b. Drivers would pay by contactless payment with no need to register details. The APP based system called the EO Genius has been designed with fleet charging and commercial charging in mind.

- c. For a 22kw charger the cost is £746 plus the EO hub £400 plus £150 per year. It costs approx. £2,000 to install depending on a site survey by their EO approved installer.
- d. The electricity supply trips when putting 3 kettles on at once and it is a considered view that we would need a new electricity supply to the hall to run a charging point, so additional cost would be incurred.
- e. We need Broadband to operate the system so would have the additional cost of installing it and a running cost of approximately £40 per month.
- f. The Committee decided it was not a good use of village hall funds as the grant was unlikely to fund all the costs and ongoing running costs over the years. The points are not standard yet and technology is improving all the time. The Committee also felt there was not an identifiable need in the village as grants are available for new owners of electric cars to install a charging point in their own homes. Also, we do not have through traffic which might use it. We therefore unanimously decided not to proceed.
- g. Information regarding a grant from East Suffolk Council for new infrastructure had been circulated with the installation of Broadband a possibility. This has been researched in the past and several members were concerned about the ongoing monthly costs. We have in the past discussed levels of use which is likely to be low. The PC didn't want to fund the monthly running costs in relation to the Emergency plan and given the current situation with COVID, even if we got a grant for the set up and perhaps a year's running costs it would be unlikely to go any further than this. We therefore unanimously decided not to proceed.

15. Hall projects – all.

- a. Hallway flooring – The 100 club donation of £900 will go towards this and also a possible private donation. The quotation was discussed and it was felt that with these additional funds it would be a good time to proceed whilst the hall and PO is quiet in January. The work will take three days and the safety non-slip Altro Walkway 20 flooring would be laid with the cap and cove system which makes cleaning much easier.
- b. The kitchen extractor fan and Stage corridor/side room project is on hold.

16. Looking ahead to 2021 – all.

- a. Hall hire rates and the affiliated fee. The Committee decided unanimously to keep the hall hire rates the same. The invoicing of the affiliated fee and loft storage would be delayed to June as we have been closed for so many months this year.


17. Correspondence. – there was none.

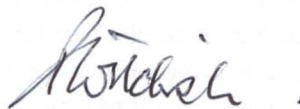
18. Any other business.

- a. The banner outside the hall which has RA's mobile number on can remain.
- b. PW asked if members would be agreeable to the hall being used as an emergency centre for COVID-19 vaccination if requested via the PC Emergency Plan. Members unanimously agreed.

19. Next meeting and date of the AGM.

- a. Next meeting Monday 15th Feb 2pm in the hall.
- b. AGM Wednesday 24th Feb at 7pm in the main hall. If we are able to serve refreshments, we will ask Ian Bigwood if he will get these as he volunteered when he left the Committee earlier in the year.


S AMERY


P. WILDISH