



Wenhaston Village Hall
Hall Road, Wenhaston, Halesworth, Suffolk, IP19 9EP
Charity Number: CN 1001694
Custodian Trustees: Parish Council
Managing Trustees: WVH Management Committee

Minutes of Wenhaston Village Hall Management Committee (WVHMC)
Tuesday 6th July 2021 at 7pm

Present:- Chair:- Guy Chinery – (GC); **Vice Chair:-** David Elliott (DE);
Booking Secretary Sue Mckeown (SM); **Treasurer:-** Linda Hammond (LH)
Committee Members:- Black Deek Band Rep - Mac Mckeown (MM);
Kurling – Eileen Hayes (EH); Commons Group Rep - Jan Clements (JC); Parish Council Rep
Caroline Way (CW); Village Reps- Jane Peters (JP); Christine Buttle (CB)

1) **Welcome and Apologies**

Apologies from Keven Dean and Carol Hudson – Jary. Belated apologies from Lyn Gedny.

There were no declarations of Conflict of Interest.

2) **Minutes of the 5th June 2021** the minutes were approved and signed off as a true record.
Proposed DE, Seconded MM, all present agreed.

3) **Matters Arising**

(1) **Ukulele Band** - GC explained the reasoning for the refusal of the Village Hall Committee to allow the Ukulele Band to hold their practices in the VH carpark. Duty of care to all car park users and the liability should an accident happen if the car park was not officially closed off as happens when village events are held in the car park.

(2) **Microsoft 365** GC raised possible purchase of as a Microsoft Office operating system for the use of Committee Members who have Excel/Word and currently have problems opening certain document, agreed in principle but GC would investigate further.

4) **Parish Council Report** CW reported that Parish Councillor Smith is offering a small amount of money towards the Queens Platinum Jubilee celebrations (2-4 June 2022) proposals for such celebrations are invited from the Village Hall Committee. Action GC asked all to think about ideas for discussion at next meeting.

The refurbishment of the Village Phone Box as a changing art display/information hub has not been forgotten but ongoing and awaits external restoration.

The Parish Council is addressing the speeding of vehicles in the village by borrowing equipment to gather information as the first step towards solving the problem and asked for volunteers to help with this. Four Committee members volunteered.

CW passed on the message that the PC thanked Sally Amery for her tireless work during her time as Chair of the VHMC and GC asked CW to pass on our thanks to the PC for the financial support that they have given to the Village Hall.

5) **Update on COVID – 19 Regulations**

After much discussion about the likely lifting of all Covid -19 restrictions by the Government on the 19th July 2021, it was decided that we would leave restrictions in place until further guidance from the Government, Community Action Suffolk and Acre (Action with Communities in Rural England).

With the recent rise nationally and locally in the spread of the new variant it seems prudent not to lift present restrictions when there were possibly still many vulnerable to infection and as a community building we have a duty of care to those using it.

A smaller Covid-19 Committee of 6, GC, DE, LG, SM, JP & JC will convene and sieve through the guidance we receive and monitor the situation before any decisions are made about easing out of Covid – 19 restrictions in the Village Hall. Action – DE and GC will draft a VH Covid -19 policy for issue to manage user expectations prior to the Covid meeting to discuss a way forward.

JC pointed out that this could mean that the Village Show might not be able to take place on Sunday 25th July 2021 and would report the VH's decision to the Village Show Committee.

6) **Financial Report and Cash Flow – LH**

- a) At the AGM on 26th June, Sally Amery stood down as Treasurer and Linda Hammond was voted in as the new Treasurer. Santander Bank and Shawbrook (CAF Savings Account) have been notified of the changes to account signatories on both our accounts and these seem to have been actioned.
- b) A financial report for the period since the last meeting of the WVHMC , i.e. 12th May 2021 to 5th July 2021 (available on request) was circulated. During this period income amounted to £8,961 and expenses totalled £6,827 resulting in a surplus of £2,134.
- c) On 5th July 2021 the Santander Bank balance stood at £28,135, a figure which includes cheques issued but not yet been presented to the bank. Our CAF investment account continued to hold £12,000. Our liabilities were minimal at £13 and expected income (already invoiced or waiting to be banked) was £679.
- d) A donation of £36 was received in this period and grants of £7,575 from the Parish Council were banked just prior to the AGM in May.
- e) All remaining costs associated with the roof repairs are believed to have been settled and are accounted for in the current financial report. All other expenses were regular outgoings with exception of one payment of £24 for printing,
- f) Quarterly invoices for room hire fees for affiliated groups were issued at the end of June income from the cinema, café and other groups has been generated.

g) Our 2-year payment plan with Eon expires at the end of August. Renewal quotations suggest a new plan will be based on significantly increased rates. This and alternative options are being investigated.

(3) **Spending Limits** GC raised the question of possible proposed increase of spending. After general discussion it was agreed that spending under £150 needs only the treasurers approval. Between £150 and £250 approval is required by the Treasurer and Chair or Vice Chair. For any significant proposed purchases above £250 requires sign off by the Committee.

4) **Electricity Supplier** - following LH's report, the last item g) was openly discussed and SM & GC are to investigate further and/or to decide whether or with whom to switch to without further Committee consultation.

7) **Booking Secretary's Report - SM**

Invoices sent out in May and June totalling £619.

New enquiry from a metal detectorist who was forwarded to the Village Show to exhibit his finds which unanimously was voted to be free from hirers charge.

SM requested clarification about the hirer's fee for the Audio and Screen systems. JP stated that this was something like £30 which provides set up and pack up by tech know-how people. SM to investigate and redraw a draft protocol for consideration by the committee. Also SM needed clarification of a Bar fee if alcohol is to be served at a hirer's event, JP stated it stands at £15.

8) **Café Bar Report –KD**

(5) Report – Read by GC - The café re-opened again on 22nd May 2021 and has run every Saturday since. These six cafes have raised £344.33 for the Village Hall after all deductions despite having to replace many items because they had passed their sell - by date during lockdown.

We are having trouble finding enough volunteers to staff the café. This may be because people are still cautious about Covid – 19 and hopefully if and when the restrictions are lifted more people will come forward and we can get back to the way things were including Wednesday opening. In the meantime, there is a real possibility that the Café may have to shut over August due to the lack of volunteers.

9) **Cinema Report – LG – Not available**

10) **Maintenance Update – MM**

a) Window cleaning what does Janice (Cleaner) currently do? (JC to supply copy of the cleaners job description) should we get the high windows cleaned once a year? Unanimous agreement MM to action.

- b) Do we need a new work top under the serving hatch or wait until the eventual revamp of kitchen? All agreed this could be delayed. . Broken kick board at base of Kitchen unit to be replaced by MM.
- c) Kitchen refurbishment, maybe look for an ex display kitchen? LH pointed out that the Kitchen was not just for the Café and maybe we need a more professional take on the design as it is hired out for bigger events. To be looked into in the future
- d) Rubbing down and varnishing of front doors to be done by MM, LG & GC as soon as weather and opportunity allows. At the same time look into replacing and standardising outside notice boards.
- e) Painting of white railings outside café back double fire doors. MM to action.
- f) Outside weeds, all agreed not to use weed killer.
- g) Fire extinguisher checks, due in August MM to remind LG.
- h) Men's Toilets revamp, not a priority at this time, maybe a freshen up if time allows.
- i) External notice board. All agreed they should be done at the same time as front doors, all boards to be the same and glass fronted. CW to ask PC size and whether theirs to be lockable? MM to source.
- j) Kitchen refrigerator U.S. leaking fluids, discussion not worth repairing MM, SM, & GC to check out options of renting or purchasing without further Committee involvement.
- k) Fire Risk Assessment check due August 2021 MM to remind LG.
- l) Café Sign Repair and re-varnished.

DE raised the question that the Fire assessment was due last August 2020 and that it was done by a Private Company at a cost. Posed the question that could the Fire Service do it, to be looked into by LG.

Meeting brought to a swift close as getting late, therefore Items :-

- 11) **Looking Ahead 2021/2022** postponed to next meeting.
- 12) **Correspondence** Letter from Peter Wildish re loan of his Piano to VH read out by GC.
- 13) **Any Other Business** - GC enquired whether anyone knew of a renewable Events/Diary?

Action – LH looking for any documents passed to her from Sally Amery regarding regular checks made for Health and Safety and/or building and maintenance reasons.
GC to ask Sally Amery.
GC asked us all to take a look at the Westleton Village Hall website.
Internet Access: - Pending
Re-Wilding Car Park – Pending
Defibrillator - Pending

14) **Date of Next Meeting:** - 3rd August 2021 6pm

A handwritten signature in black ink, appearing to be 'Sally Amery', written in a cursive style.A handwritten signature in black ink, appearing to be 'Sally Amery', written in a cursive style.