



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 3rd August 2021 at 6pm

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); W.I. Carol Hudson Jary (CHJ)
- Village Reps- Jane Peters (JP); Christine Buttle (CB) Kevin Dean(KD)

- 1) **Welcome and Apologies** - GC Welcomed all and there were no apologies and declared the meeting open.
- 2) **Conflict of Interest** - GC – asked if there had been any Conflict of Interest, all confirmed no. MM confirmed all Conflict of Interest Forms had been completed and filed.
- 3) **Minutes of last meeting** - (06/07/21) were approved and signed off as a true record. Proposed by JC, Seconded by GC all agreed.
- 4) **Matters Arising** – GC Stated that the Ukulele Band were happy to continue to play outside and return to the Village Hall at the beginning of September when they hoped that some Covid Restrictions might be lifted.
- 5) **Update on Covid -19 Regulations** – a) Following further ACRE advice GC said that at the meeting of the small Covid Team on 20th July '21, had agreed that not much had changed and although Freedom Day had been announced we should keep most restrictions in place and that the hall would hold a maximum of 50 persons. Also that a deep cleaning hire levy would be added to bigger hall hirings, after which extra deep cleaning would be needed. The current situation was discussed. It was agreed the Covid Team would meet on Thursday 5th August. During discussion the following was raised.: -
 - b) DE pointed out that Ventilation, one of the key points in reducing the possible transmission and spread of Covid - 19 within the Village Hall was not featured in our own Risk Assessment and should be added. This was unanimously agreed.
 - c) MM stated that he and SM had prepared a Statement to Clarify the booking enquires

as there had been a lot of confusion from the general public and groups using the Hall, as to our current situation and what was required of Hall Hirers. It was agreed this would be considered by the Covid Team at their meeting.

- 6) **Parish Council Report** – CW reported that
 - a) The Parish Council would not need a lock on their notice board outside the VH when renewed.
 - b) Apologies to anyone that had not been advised to telephone Richard Day directly if they were interested in assisting with the Traffic Calming initiative.
 - c) The delay in the restoration of the Telephone Box for Village use was discussed. KD and CW would speak.

- 7) **Financial Report and Cash Flow.** LH
 - 1) A financial report for the period since the last meeting of the WVH Management Committee, i.e. 6th July 2021 to 2nd August 2021, was circulated. During this period income amounted to £899 and expenses totalled £1,525 resulting in a deficit of £626.
 - 2) On 2nd August 2021 the Santander Bank balance stood at £27,648, a figure which excludes cheques issued but not yet been presented to the bank. Our CAF investment account continued to hold £12,157. Our liabilities were £139 (a cheque issued but not yet presented) and expected Income (already invoiced or waiting to be banked) was £733.
 - 3) Income included:
 - a. income from cinema, July's craft & produce market and wine club
 - b. hall hire invoiced at the end of June
 - c. a deposit for an October room hire booking
 - d. An 'account adjustment' by Santander bank
 - 4) Expenses included:
 - e. regular monthly, quarterly and annual outgoings notably payment in July of our boiler service contract - £672
 - f. ad hoc / unexpected expenditure including - purchase of bunting for craft market and other hall events - £137 and replacement fridge - £220
 - g. Refunding of a room hire deposit
 - 5) The switch to a new electricity supplier for a 2-year contract is underway and will be initiated at the end of August
 - 6) Our Charity Commission Annual Return for 2020 was logged at the end of July

Full WVH Expense and Income sheet for the period 06/07/21 to 02/08/21 available on request.

GC Thanked LH for the above and also SM for the work involved in switching Electricity supplier which is ongoing.

GC told the Committee a new fridge had been purchased from Hughes Halesworth for £220 reduced from £250 and the old one taken to Leiston for recycling and thanked SM & MM.

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

SM investigated how long a deep clean would take after a larger event and it has been decided that 3 hours would be needed at £10 per hour giving a cleaning surcharge levy cost of £30 to be deducted off the return of the deposit whilst Covid – 19 restrictions in place.

Also the booking form has been amended to include hire of the audio/lighting systems at £30 if required.

SM also mentioned that she has had to constantly justify/explain the Hall's current Covid -19 position to hirers and potential hirers and will be issuing the statement prepared In item 5.c).

Quiet month on the booking side but Knitters and Stitches have booked to return.

- 9) **Café Bar Report** – KD – The café Committee met on 30th June. Main item of interest is that from September the price of cake will go up to £2.00 and scones and sausage Rolls up to £1.50. Viv has increased payment to bakers from £6 to £7 for cakes and from £5 to £6 for savouries.

Viv is now producing some gluten free products following requests.

The Café will continue to open on Saturdays only until restrictions are fully lifted and we have enough volunteers.

From May to July the Café made a profit of £682.44 increased to £716.64 to include men's breakfast profit.

- 10) **Cinema Report** – LG – The Cinema Group restarted film shows on Saturday 5th June and Thursday showings on 17th June. Thursday 22nd June produced a record turnout for a Thursday film which raised a record profit of £117! The four events of June and July raised £316 for village hall funds.

- 11) **Health and Safety Report** – LG - The annual Fire Risk Assessment and Policy update for the Village Hall was carried out in January 2021 and adopted at a Committee Meeting in February 2021. The annual Hall Fire Extinguisher's check is due in August 2021, contact has been made with Flameskill to arrange said checks and renewal of certificate and will be done within the month.

The annual Health & Safety Risk Assessment for the Village Hall has been carried out, as has the tap water temperature checks to minimise Legionella contamination. Dates for both safety checks can be found in the documentation supplied to our new Chairperson by the retired Chair.

These dates will be transferred onto a year planner proposed by our new Chair to enable such periodic checks for the Hall to be carried out when necessary.

LG confirmed the new fridge does not need PAT testing until a year old but will be added to the usual list for PAT testing due annually in March.

- 12) **Entertainment Report** – CHJ – A Quiz night has been booked for 27th November at 7pm if the Hall is still under Covid restrictions we could have 11 tables to comply with numbers. Other possible money raising events in the pipeline for next year.

LH enquired about VH event alcohol and stocks and said that Ian Bigwood who has done it in the past would be willing to carry on.

It is being investigated by LH/GC whether the Village Hall does have a licence/insurance to store Alcohol on site.

- 13) **Maintenance Update**- MM- a) jobs done: -rubbed down primed and glossed rear safety railings also strimmed, weeded and brushed the back alleyway. GC thanked MM for his work.
b) Emergency doors not closing as they should and Waveney Windows coming 10th August hopefully to rectify.
c) The 12 Traffic cones, bollards lent to VHall for the craft market have now been donated to the Hall. Thank you MM.
d) Maintenance planned for August – weed block paving near the foyer JP & MM.
Rub down/sand front doors Maintenance team.
e) MM flagged up bad practice at the bottle bank, glass left in bags along with other general waste and JP reported general public putting food and general waste in the VH recycling and general bins out the back. Notices to be put up. MM
f) No hot water in the kitchen today TBI.MM

- 14) **Looking Ahead 2021/22** – All- Ongoing discussions on Queen’s Jubilee – thinking caps on still. DE – raised the idea about possibly linking Thorington’s Summer Theatre with Wenhaston VHall in the Winter months- DE to investigate.

- 15) **Correspondence** – GC – None,

- 16) **Pending Items from Previous Meeting** – GC – a) Events diary, all data to be collated when things are due for renewing/updated – Action:- Everyone to provide GC with relevant information.

- b) Internet access, all agreed this was now necessary and possible to be looked into further.
c) GC put it to the Committee that the glass recycling bins were an eyesore and to think about possibly moving them to another position and or for us to think about screening them by Re-Wilding the edges of the Car Park with a native hedge and wildflowers. Action:- To be pondered on by all and carried over to next meeting.
d) GC suggested the dog bin by the bench on the outside verge was inappropriately placed, discouraging people to sit, all agreed. Action GC raised the issue with the Parish Council Rep.

- 17) **Any Other Business** – LH asked who the cleaner was accountable to and took direction from. It was stated that it had been exclusively the previous Chair and would now be MM.

KD currently Village Rep to be made WALGA Rep to make room for Debbie Monson to join Committee as Village Rep.

Defibrillator – pending

GC Brought the meeting to a Close.

MM thanked GC as chair for encouraging the participation of all.

- 18) **Date of Next Meeting** – Tuesday 6pm 7th September 2021.

