



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 19th October 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 Rep – Eileen Hayes (EH); Commons Group Rep - Jan Clements (JC);

WALGA Rep - Kevin Dean (KD)); W.I. Rep - Carol Hudson Jary (CHJ);

Cinema Rep – Lyn Gedny (LG); Village Reps -Christine Buttle (CB); Jane Peters (JP)

P.C. Rep – Peter Wildish (PW)

Also present was Arthur Musk (AM) who came to talk to the Committee about the forthcoming Queen's Platinum Jubilee to be held in June next year. He outlined what he and fellow organiser of the previous Queen's Jubilee in Wenhaston would like to do on Sunday 5th June to involve as many village people and groups as possible but focusing especially on the children of the village. Events such as a parade, children's tea party, finishing off at the playing fields with use of the Football Pavilion with games, BBQ, music, stalls etc. AM asked that we all have a think and see if we can contribute to the day and possibly have the VH as a backup for inclement weather and or evening events. It was left that we would contact AM with ideas and he would keep the Committee updated every now and again.

- 1) **Welcome and Apologies** - GC Welcomed PW stand in for new Parish Council Rep Kevin Canham. Apologies from Debbie Monson (DM) and declared the meeting open.
- 2) **Conflict of Interest** - GC – asked if there had been any Conflict of Interest, all confirmed there had been none.
- 3) **Minutes of last Meeting** - (07/09/21) were approved and signed off as a true record. Proposed by EH, Seconded by KD, all agreed.
- 4) **Matters Arising** –SM informed the Committee that for now the Electricity Supply will remain with EON and she will monitor the current energy situation and attempt a change of supplier possibly in the new-year.

SM also mooted whether it would be possible to have some sort of petty cash float that could be accessed at short notice for VH purchases as not always easy to get cheques signed and cashed easily. LH to look into how that would work and also whether Santander would allow bacs on the present account.

- 5) **Update on Covid -19 Regulations** – GC stated that the Sub Covid team had met and studied the latest advice issued by ACRE/CAS, the national charity that is coordinating the response of local communities to COVID. As such we have decided to amend our protocols and restrictions to align us to this guidance and having been circulated in advance of meeting.

It was decided that the following should now be policy and was unanimously agreed when put to the whole Committee.

- 1) The wearing Face masks will no longer be required, however they will still be encouraged.
- 2) Hand Sanitiser will remain available on the entrance table.
- 3) We will relax the halls capacity restrictions to pre COVID numbers, namely, Cafe 38, Tardis 16, Committee room 18
The Main Hall, standing 320, seated at tables 160 and seated in rows 200.
- 4) Ventilation of the hall will be required before use, at any interval and after use. This is in accordance with the new directive and will help us save money on heating.
- 5) A deep clean will be required if used by more than 100 people at the cost of £30 to the hirer.
- 6) We will still have the NHS QR code on show and encourage visitors to use this or provide their name and contact phone number so they can be alerted if there's an outbreak.
- 7) There will be a Red folder kept on the entrance table entitled "Wenhaston Village Hall COVID Policy". This will have our Conditions of Hire, Copy of ACRE's Winter Plan and emergency contact numbers.
- 8) The signage at the entrance to the hall will be simplified to make our COVID policy clearer.
- 9) We will continue to sanitise the tables after use in the cafe and will maintain the use of the hanging screen for the time being.

GC also stated that The Village Hall's own Risk Assessment would need to be amended.

GC informed us a wake had been booked for the following Tuesday and as the total number of attendees would be well over 100 then extra cleaning would need to be done before the Parish Council Meeting that evening - JP, KD, GC, SM and PW Volunteered to help.

- 6) **Financial Report** – LH said all 3 VH licences had been paid and the Treasurer's Report for the period 07/09/2021 to 18/10/2021 was handed out to the Committee and will be available on request.
- 7) **Brief Reports:-**

Parish Council's Report – PW Reported that:-

- The Telephone Box is shortly to be removed for renovation once the electricity supply has been switched off, however it is unlikely to be returned to the village until Spring of 2023.
- Suffolk County Council is doing a report on flooding and poor paths, the Committee were asked to please report areas of concern in Wenhaston to PW by email.

- Suffolk County Council also looking into Speeding Traffic in Wenhaston and a number plate recognition Scheme could be put into place, whereby offenders recognised as speeding could receive letters. Very much in the early stages of discussion.
- PW asked GC whether he was aware that Wenhaston Village Hall had been appointed by the East Suffolk Emergency Control Centre (Ipswich) as an emergency centre, and said he would put a report together for the Village Hall.

Booking Secretary's Report - SM -

- Invoices to the value of approximately £1,300 went out in September.
- SM Currently composing new letter to all hirers explaining the newest Covid 19 Guidelines.
- The NHS dropped off boxes of Lateral Flow tests to the VH for residents of Wenhaston to use following a drop in testing and Covid cases rising. It was agreed that a statement would go in the Warbler for December and that the tests would only be made available on Café Mornings in order to monitor usage.

Maintenance Report – MM

- Work on the entrance has taken longer than expected, mixture of weather and Hall availability. Thank you to all who have given their time. Doors rubbed down, and Cladding nearly completed. Doors will have two coats of varnish before it gets too cold! (MPlan)
- Hot water keeps tripping out and tap in ladies toilets still out of action. It has been reported but due to higher priority problems within the VH plus holidays it has been put back but is definitely on the to-do list.
- Leylandii trees on Daphne's side and bank need a trim, quotes to be obtained and weighed against Maintenance team doing the job and disposing of the brush. (MPlan)
- The top windows in the VH need cleaning, MM to get quotes.

Café Bar Report – KD –

- Café Team would like to have Flyers printed to be inserted into the Warbler to encourage Volunteers for the Café. Cost would be about £45 for 500. All agreed that it would be money well spent. KD to action.
- KD to ask the Café Team if they can arrange staffing and voluntary baking for the Christmas Bazaar.
- GC brought up the idea again of a table set outside in order that dog walkers could sit and have a coffee on Café Mornings after a query from a dog walker. It was decided that a small table and chairs might be the answer, these to be researched and a possible trial set up in the new- year.
- GC also asked KD to research bigger capacity kettles, small urns or similar as the lack of boiling water causes delays in the café.

Cinema Report – LG

- Saturday 2nd October showing Nomadland was a great success bringing in £130 in donations and another £46 in bar profit.

- This was unfortunately marred by the failure of the projector on the Thursday film showing later in the month, which had to be cancelled. Roger Claxton eventually saved the great expense of a new projector by finding the fault and temporarily fixing the problem until a more robust repair can be made. We are indebted to Roger, thank you.

Health and Safety Report – LG Nothing to Report.

Entertainment Report CHJ/MM

- The Quiz is booked for November 27th and application forms will be available from the P.O. from Monday October 25th.
- Jazz in the Village all booked for 18th May next year and the band do their own advertising.
- Xmas Bazaar is taking shape, CHJ will be canvassing for raffle prizes and finding an MC.
- After liaising between CHJ, MM and Richard Atkins (RA), RA's idea for a music night is underway. RC & MM are co-ordinating a Music Night for 20th November 2021 with 3 acts, The Kettle Girls, The Pancakes and the Black Deek Band. Doors open 7pm £7.00 for Adults £5.00 for Children. Tickets will be available from Jane at the P.O. and from Richard from November 5th. Posters will be going up shortly. The whole Committee were asked to promote this event and buy tickets.
- GC enquired about the Bingo nights that Arthur Musk used to run.

8) **Looking Ahead 2021/22** – This was mainly covered in the talk with Arthur Musk about the Queen's Jubilee and the Entertainment Report.

9) **Correspondence** –GC

- GC Received a letter from Felicity Jelliff about the lunches that the Church put on for the elderly concerning the Hall fees, this issue has now been resolved.
- Trish Gower from the 100 Club wrote requesting ideas for items or projects at the Village Hall that could be ring-fenced with the contributions (£900) set aside for the village hall from the proceeds of the 100 club. Several items were suggested and to be decided.

10) **Pending Items from Previous Meeting**

- JC reported that she had little success with a securing a demonstration in the use of lifesaving equipment for the Committee. St John's Ambulance had quoted a whopping £1,600 for instruction on an AED and CPR. East of England Ambulance have failed to return calls and the website states all external training has been halted due to Covid 19. JC was hopeful to contact a paramedic in the near future who might be able to give us a demonstration. Ongoing.
- GC questioned whether the responsibility of the defibrillator laid with WVH or the PC. PW to seek clarification from the PC.
- GC inquired of DE whether he had had feedback from his meeting with the Thorrington Theatre owner. DE said not as yet but was hopeful.

11) **Any Other Business** JP inquired whether the Fashion Show that was being held in the hall on the 20th October needed a deep clean as she thought attendees would number over 100. CHJ a member of the WI holding the event assured us all that not only would the numbers be below 100 but that she personally would ensure the after clean was done thoroughly.

12) **Date of Next Meeting** – Tuesday 23rd November 2021 7pm.
GC Brought the meeting to a Close.

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end.