



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 23rd November 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);

W.I. Rep - Carol Hudson Jary (CHJ); Cinema Rep – Lyn Gedny (LG);

P.C. Rep – Kevin Canham (KC)

Village Reps -Christine Buttle (CB); Jane Peters (JP)

- 1) **Welcome and Apologies** - GC Welcomed KC as the new Parish Council Rep. Conflict of interest and Data Protection forms will be handed to KC for completion soonest. Apologies from Debbie Monson (DM) and Kevin Dean (KD). GC 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** - (19/10/21) were approved and signed off as a true record. Proposed by EH, Seconded by CB, all agreed.
- 4) **Matters Arising** –GC asked the Committee if they had looked at the website “YourHall.Co.uk”, which was first brought to their attention in August with a possibility of including Wenhaston Village Hall. This site is the No. 1 resource for Village Halls in Suffolk, initiated by Community Action Suffolk.
A general discussion took place airing pros and cons. A decision to join was deferred until the next meeting in January when a little further research had been done.
 - GC stated that a vehicle had probably backed into the adjoining fence belonging to the Village Hall’s neighbour Maggie, damaging a concrete post and possible fence panels. To be discussed during the Maintenance Report.

GC said what a good evening the previous Saturday's Music Night had been, it had been well supported and made a profit of just under £500. GC Thanked everyone involved especially Richard Atkins and Roger Claxton.

- 5) **Update on Covid-19 Regulations** – GC said there had been no further update from Acre and said the Risk Assessments for August and October had been completed and on website.
- GC enquired whether the Lateral Flow Test kits had been handed out. JP & SM said a further box had been delivered to the Hall by the NHS and that a few kits had been given out, also that a notice about them should be in December's Warbler. GC asked whether any feedback had been received by the public since the last easing of restrictions as he had had both positive and negative feedback. On the whole all thought that people were happy with the current situation, MM said that some Café customers have requested that a few tables be kept in the main hall for distancing and ease of movement.

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

- 1) A financial report for the period since the last meeting of the WVH Management Committee, i.e. 19th October to 22nd November 2021 was circulated. During this period income amounted to £2,042 and expenses totalled £1,010 resulting in a surplus of £1,032.
- 2) On 22nd November 2021 the Santander Bank balance stood at £29,440.78 and our CAF investment account now holds £12,248.
- 3) Our liabilities were £173 for cheques issued but not yet presented. We currently hold no deposits for hall bookings. Invoices for which we are still awaiting payment amount to £10.00.
- 4) Income included:-
 - a) Income from the cinema events, October's Craft & Produce market and the Kurling Club.
 - b) Payment of hall hire invoices.
 - c) A generous donation of £935 from the !00 Club.
- 5) Expenses included:-
 - a) Regular monthly, quarterly and annual outgoings.
 - b) General maintenance items including refurbishment of the main doors.
 - c) The return of 3 hall hire deposits.
- 6) Our application for discretionary rate relief has been granted for a further 2 years.
- 7) Looking ahead to December we can expect a significant bill for wood chip pellets for the boiler but this will hopefully be balanced by income from 3 Hall events between 20th November and the end of the year.

Expense and Income Analysis Sheet from 19/10/21 to 22/11/21 is available on request.

7) **Brief Reports:-**

Parish Council's Report – KC Reported:-

- The Parish Council have confirmed they will finance both the existing Defibrillator at the Village Hall and a new one to be installed at the Football Pavilion. This will include the replacement costs of both pads and batteries. JC stated that the Parish Council had reimbursed her for the purchase of a set of new pads and a replacement battery

which have now been installed in the Village Hall Defibrillator and it should not need further pads for two years.

- KD also said that a member of the Parish Council knew a paramedic who will give a demonstration training session at Wenhaston which should be open to all residents of Wenhaston. Groups who use the hall and Sports field would be encouraged to attend along with the VH and Parish Council Committee members. Once a date has been set, the event would be advertised and letters sent to groups
- GC asked KC to pass on the Committee's sincere thanks to the Parish Council.
- KC mentioned the Queens Jubilee in June reminding us that Arthur Musk was arranging events ending up at the sports field and could the Village Hall work in with them. After general discussion DE suggested we put some sort of event on, on the Saturday of the Jubilee.

Booking Secretary's Report - SM – Reported: -

- The Head Master of Wenhaston Primary School had booked to do a Risk Assessment for the Children's Christmas Production. GC asked whether a deep clean would be done and SM said it would be done by the cleaner as a fee of £30 was built in the hire charges to cover this.
- The Flower Club have asked if they could be affiliated. All agreed unanimously. CB reminded SM that the Flower Club would be entitled to have a Representative on the Committee.
MM said that the Black Deek Band also wished to be affiliated, all agreed unanimously.

Maintenance Report – MM

- Work on the entrance is almost finished, the doors have been totally rubbed down and the cladding completed and MM hoped the entrance would be varnished the following day. He thanked all who have given their time and helped.
- The damaged fence mentioned in item 4 was discussed with the probability that one new post and possible panels would be purchased. DE enquired whether the fence was definitely the Village Hall's responsibility, MM replied that historically we had maintained it and he would try to find the deeds to confirm. However for the sake of good will we would get the fence repaired with the minimum expenditure.
- Quote received from N. Hunt £250 for trimming, pollarding and removal of Leylandii trees on Daphne's side of the car park. It was agreed that if it could be done before Christmas then the quote would be accepted as all agreed it was reasonable.
- MM said that JP had reported an overflow of the drain pipe in heavy rainfall near the back kitchen door and after clearing out both drainpipe and downpipe realised the blockage was in the drain or soakaway. Maintenance team to investigate with rods etc. In the meantime GC to check excess on insurance policy should a claim be considered.
- MM reported that the main Hall floor had been re-coated with anti-slip protective solution applied by him and GC after complaints by the Table Tennis and Badminton Clubs that the floor was slippery. This should be done approximately every 6 months and will be factored in to the maintenance plan and GC's electronic calendar.
The Badminton Club have since thanked MM.
- LH asked whether the hot tap had been sorted as there still seemed to be issues - ongoing

Café Bar Report –KD – No report was available

Cinema Report – LG

- The Saturday attendance in November was disappointing, only 2 members of the public other than the cinema team but the Thursday film was well attended.

Health and Safety Report – LG

- The steps road-side leading down from the small front gate of the VH car park had been damaged the previous day by a contracted agricultural vehicle which cracked and shattered the steps when it ran over them. Fortunately a neighbour of LG witnessed the incident and took photographs and made a note of the name and number of the vehicle and reported to LG who removed the broken pieces from the steps, cordoning off the gate to stop it being used. A discussion took place by the Committee as to whether the gate should be permanently removed for Health and Safety reasons or whether to move it.

A vote to close it permanently was quashed by a majority vote therefore GC asked KC to seek advice from the Parish Council on behalf of the Management Committee and if they knew the ownership of the grass on the Narrow Way side of the car park. JC to investigate if there had been a quote for steps on that site when the car park was resurfaced .

Entertainment Report - CHJ

- To date only 14 tables booked for the Xmas Bazaar although advertised well there are a lot of things going on in the area on the same date. Christmas decorations will be put up in the Hall on Friday 3rd December 5pm.
- CHJ stated that she would like to put the price of tables up for the Craft Market up by £1.00 in the New Year to bring us more in line with other markets. All agreed.
- Only 10 tables booked thus far for the Quiz night on the 27th but hope that more will come on the day. Roger has agreed to do the scoring on the night.

8) **Looking Ahead 2021/22 – See 10**

9) **Correspondence –CHJ**

- Rob Neil from The Harbour Lights Trio emailed CHJ as a reminder that they are for hire either as a trio or as a 6 piece Ceilidh Band with a Caller. GC suggested that we book the Ceilidh band for the Saturday night of the Queen's Jubilee , or the Friday if the band could not make Saturday. All agreed. CHJ to action.

10) **Pending Items from Previous Meeting- GC**

The discussion of the Queen's Jubilee next June continued and it was agreed by the Committee that as the Thursday and Friday 2nd /3rd June were to be Bank Holidays then the whole four days Thursday to Sunday the Hall would be kept free for Jubilee events whilst ideas for those days are formulated in case of inclement weather.

- After further discussion of a more permanent way of marking the Jubilee, the idea of flowering the Village Hall with numerous hanging baskets was agreed as an achievable goal. A sub Committee was formed headed by SM with JP, CHJ, CB & JC to action.

11) **Any Other Business – As there was none:-**

12) **Date of Next Meeting – Tuesday 11th January 7pm.**

GC Brought the meeting to a Close.

