



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 11th January 2022 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 Rep - Jane Peters (JP)

Queen’s Platinum Jubilee Ref - Arthur Musk (AM)

- 1) **Welcome and Apologies** - GC welcomed Arthur Musk who attended in order to update the Committee on the progress of the Queen’s Platinum Jubilee celebrations. This included asking whether the Village Hall Committee would be prepared to help raise funds for the cost of the Jubilee activities by putting on a historic video film night about local people and places in Wenhaston, possibly in April? This was received enthusiastically by the Committee and we were asked to consider other fund raising events. After a general discussion GC thanked AM for his time, who then took his leave.
Apologies from Kevin Dean (KD). GC thanked CB and DM who have both now resigned from the Committee.
- 2) **Conflict of interest** - GC asked if there had been any conflict of interest, all confirmed there had been none. Conflict of interest and Data Protection forms had been completed by KC. GC declared the meeting open.
- 3) **Minutes of last Meeting** - (23/11/21) were approved and signed off as a true record. Proposed by DE, Seconded by MM, all agreed.
- 4) **Matters Arising** –
 - GC stated that KD, Amanda Hare and Phil and Denise Corbett intended to resign from the Café Team by the end of January 2021 and thanked them for their work over the last 3 years. GC stated that a person had been approached by a remaining member of the Café

Team and had agreed to take over the role, i.e. The Manning Rota and with the remaining Café Team members would hopefully work out a positive way forward for the running of the Café. A further discussion took place over various aspects of the Café and it was almost unanimously agreed that the Café team should be allowed to make their own decisions without interference, but with support of the WVHMC. SM stated that she would be happy to be Café Rep if required. LH had arranged a meeting with the Café Team to assist with the financial side of the Café.

- DE said he was happy to set up Wenhaston on “YourHall.Co.uk” which would mean including the Booking Secretary’s details for contact. He would also take on the role of maintaining the web site which should not be an onerous one.
- MM raised the matter of the front which remains closed for safety reasons. A meeting is to be arranged with Richard Day and Peter Wildish from the Parish Council to clarify boundary responsibility before we decide how to proceed.

5) **Update on Covid-19 Regulations** – GC said there had been no further update from Acre as the latest on the 16th of December only echoed their previous statement and the Risk Assessment has been updated.

GC had received an email from KD stating that Westleton Village Hall were only allowing double vaccinated people to enter their Hall. A brief discussion dismissed any idea of Wenhaston imposing the same restrictions.

6) **Brief Reports From:-**

Parish Council’s Report – KC Reported:-

- That he will ask The Parish Council at the next Committee meeting for a contribution of up to £150 for the proposed hanging baskets and automatic watering system to mark the Queen’s Platinum Jubilee. Whilst on the subject of hanging baskets, SM said could we think long term and green about water-butts for the village hall as we have a vast roof.

Booking Secretary’s Report - SM – Reported: -

- December invoices gone out along with affiliation fees and loft usage fees. £1986.00 due in.
- Issues again with Hall floor which have we hope now been resolved by another application of sealant. A few clubs are anxious about returning back due to the highly contagious Omicron Virus.
- SM has had a request from Blyth Valley and Southwold Wildlife Trust, they want to use their own audio visual equipment. SM told them she wasn’t sure it would be allowed due to H&S PAT testing on electricals etc. After discussion it was agreed that providing their own equipment was PAT tested they would be allowed to use it at our hall.

Financial Report and Cash Flow – LH -

1. A financial report for the period since the last meeting of the WVH Management Committee, i.e. 23rd November 2021 to 9th January 2022 was circulated. During this period income amounted to £2,882 and expenses totalled £2,520.79 resulting in a surplus of £361.

2. On 9th January 2022 the Santander Bank balance stood at £30,533 and our CAF investment account continues to hold £12,248.
3. Our liabilities were £1,288 for cheques issued but not yet presented plus expenses due to VH volunteers. We currently hold no deposits for hall bookings.
4. Invoices issued in 2021 for which we are still awaiting payment amount to £16.00. A further batch of quarterly invoices were issued in the first week of 2022 totalling £1,986
5. Income since our last meeting included:
 - a. cash from the Café, Cinema events, November's craft & produce market and the Kurling Club
 - b. payment of hall hire invoices to local and private groups
 - c. a stage event and 3 fund raising events
6. Expenses included:
 - a. regular monthly, quarterly and annual outgoings
 - b. General maintenance items including repairs to the boundary fence and hedge cutting
 - c. delivery of woodchip pellets for the boiler
7. Looking ahead to the next 3 months, aside from regular expenses we can expect to pay a significant sum for insurance in March.
Expense & Income Analysis & Forecast sheet available on request.

Maintenance Report – MM – Updated Report ready for AGM handed out to Committee
Which is available on request. Items completed in Red.

- The Front entrance doors have had two coats of varnish and it was hoped that a further two coats would be applied once the weather improved, MM thanked all who have given their time and helped.
- The damaged fence along the rear driveway adjoining Maggie's has been repaired at minimal cost.
- The Leylandii hedge on Daphne's side of the car park had been successfully trimmed back by N Hunt in December and has smartened up that area.
- MM reported that the main Hall floor had again been re-coated with anti-slip protective solution applied by him and GC after further complaints by the Table Tennis club. It appears that there is still one area that again needs retreating.
- MM thanked Nick Amery for changing the kitchen hot tap washer/valve.
- EH stated that the ladies washroom hot tap was still too hot and scalding. MM stated that he will definitely get it sorted ASAP. (See first bullet point in H&S Report)
- MM thanked all those who assist with moving furniture, sanitising tables etc. and generally help in setting up for events.

Café Bar Report –KD – No report was available

Cinema Report – LG

- The Last two film showings had brought in similar income and slight improvement in attendance numbers.
- One of the Ilketshall villages have been in contact asking whether they could bring a coach load of people to see the new Bond Film which is being shown in the near future

at Wenhaston Village Hall. LG said he would check numbers etc. to adhere to Covid restrictions and numbers.

- GC initiated a discussion on DVDs v Streaming films which led to the question again about installing Wi fi in the Village Hall. As the person looking into the details had now resigned - DE with LH will now investigate, ongoing.

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Health and Safety Report – LG

- Continuing on the theme of water temperature and Legionnaires disease, LG read out a statement from The Chartered Institute for Environmental Health which stated that taps could be fitted with independent thermostats to reduce water temperature. MM to seek guidance and further information to address the problem, ongoing.

Entertainment Report - CHJ

- Jazz night all booked for Wednesday 18th May, just local advertising in free papers etc to be done as the band produce their own Posters.
- Ceilidh booked for Friday 3rd June to Celebrate the Queen's Platinum Jubilee.
- Letters sent out to all Craft Market Stall Holders informing them of the £1.00 table hire increase.
- GC thanked everyone involved with the Christmas Bazaar and the last Craft Market for all their hard work and commitment.

7. Looking Ahead 2022 – Date for AGM Provisional Tuesday 29th March 7 pm

8. Correspondence – None

9. Pending Items from Previous Meeting – Wi fi costs – See Item 6. Cinema Report, third bullet point.

10. Any Other Business - KC – Reported that Trevor Stammers has offered his services to assist in any major maintenance projects. GC asked KC to thank him and will pass his details on to MM.

- MM interested in introducing Short Mat Bowling to the Village Hall with a possible view of setting up a club with the Village Hall's own equipment. Ongoing
- It was agreed an informal discussion group would be held on the 8th February at 7pm to brainstorm ideas on how to further improve the VH experience. The VH Committee and the Café Committee are invited.

11. Date of Next Meeting – Provisional AGM Tuesday 29th March 7pm.

GC Brought the meeting to a Close.

