



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 8th March 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);

Cinema Rep – Lyn Gedny (LG); P.C. Rep – Kevin Canham (KC)

Guest – David Canham (DC)

- 1) **Welcome and Apologies** - GC welcomed David Canham as possible new Village Rep. Apologies from Kevin Dean (KD) and Carol Hudson-Jary. GC stated that with regret Jane Peters had resigned as Village Rep in January, GC thanked JP as a valuable member of the Committee for all her input and hard work over the years.
- 2) **Minutes of last Meeting** - GC apologised for incorrect date on the current agenda for the previous meeting of (11/01/22), these were approved and signed off as a true record. Proposed by MM, Seconded by JC, all agreed.
- 3) **Matters Arising** – GC informed the Committee that a sum of £400 had been donated to the VH from the CO-OP for the ongoing maintenance of their donated Defibrillator to the VH. As the Parish Council funds the yearly maintenance of the Defibrillator it was unanimously agreed that the £400 should be given to the Parish Council.
- 4) **Correspondence** –
 - Viv Kemp from the Café team emailed GC requesting that the Café area be smartened up. Touching in on decoration, bring back the Art in the Café and remove the Covid screen. Agreed MM would add the decorating to the maintenance plan and action a volunteer team. The art was already in hand and unanimously decided that providing the majority of café volunteers agreed with the decision the screen could come down. LG and MM

to action.

- The Monthly Community Lunches had put in a request for the hire of a cupboard in the kitchen for their equipment. The only suitable one presently housed the First Aid Kit and VH manuals. SM stated that she had done some research and a First Aid Kit to be mounted on the wall of the kitchen could be purchased. This would solve the problem of where to keep the kit and would be in prominent position for all to find at a glance.

It was unanimously voted to proceed with the purchase and MM to source a lock for the hired cupboard. A new home would be found for the manuals.

- GC stated he had received correspondences from 3 villagers expressing their views and suggestions regarding the closure of the front gate. GC brought the VHC up to date following meetings with the Parish Council (as Custodians) who, having taken advice from solicitors and insurance company supported the VHC's view that the gate should be closed permanently. Historical concern, increased vehicle parking concerns and speeding traffic and now an accident that demolished the steps had put the VH "at risk" that any further accident would amount to contributory negligence in the event of an accident and invalidate the insurance. It was also confirmed we do not own the verge having considered the matter at their Committee meeting the Parish Council voted to support our view to close the gate.

Following discussion a full vote was taken on the permanent closure of the gate which was unanimously carried. GC read out a short statement that had been agreed with the Parish Council, it was agreed this would be placed in the next edition of The Warbler. It was also agreed GC, MM and LG would meet with the residents who had written to GC to offer their views and concerns (as to pedestrians sharing car access to the VH) the purpose of the meeting would be to confirm the decision, explain the decision and discuss action being taken by the VH, their ideas, and possible ways forward.

- JC said she had been verbally told by a two TT members that the Hall floor was still slippery. No other group using the Hall for activities had complained since the floor had a second coat of anti-slip. MM would follow up.

- 5) **Update on Covid-19 Regulations** – GC Stated that since all national Covid restrictions had been lifted, the QR code had been removed as had other notices and stored. We can no longer keep track and trace information due to data protection issues, all such information

has been destroyed. Risk Assessments had been updated by GC. It was expected that CAS would issue a further Covid update from 1st April.

- 5) **AGM** - The running of the AGM was discussed and GC asked if all Committee members were willing to continue in their rolls, all present said they were.

- LH handed out to Committee members for pre AGM perusal the accounts for year ending 2021. A discussion followed and it was decided that KD would be asked to give the Café report at the AGM as he was Café Rep for that year.

A need to identify a couple of people to man the bar/refreshments was highlighted, GC to action.

7) **Queen's Platinum Jubilee Celebrations – GC**

* GC informed the Committee that a sub-committee had held a meeting with rthur Musk and arranged a Fund Raising Event for 9th April 2022. Posters and a notice in the Warbler would be going up shortly. SM and GC met with the Head Teacher of the Primary School concerning the Jubilee event and had a very constructive meeting and agreed to continue dialogue for other events in the future.

All other arrangements are on - going. SM said that the hanging baskets and plants were being costed as were other planters and GC was sourcing a watering system.

- The Ceilidh night booked for the Celebration is on Friday 3rd Jun.

8) **Brief Reports from –**

- **Financial Report and Cash Flow – LH** –The VH accounts balance was in a healthy state as payments for hall hiring invoices had been received. The VH accounts for year ending 31.12.2021 were passed round the Committee for pre AGM perusal and would be publically available at the AGM.
- **Parish Council's Report – KC** Reported that the Parish Council has confirmed a donation of £150 toward the hanging baskets for which GC asked KC to thank the PC. KC also informed the Committee that the PC fully backed the VHMC on the issue of the front gate.
- **Booking Secretary's Report - SM** – Reported bookings slow. One enquiry about weekly karate classes but would be interrupted by current monthly hiring, to be looked into.
- SM has been unable to contact The National Blood Service despite several attempts. LH to assist in contacting them for the purpose of them hiring the Hall for Blood Donor sessions. These had been suspended due to Covid.

Maintenance Report – MM – Stated that the following had been actioned:-

- The VH Windows, barge boards etc. had successfully been cleaned by a local window cleaner at a cost of £150.
- The governor and pipework, and repainted, which regulates the water for which RC was thanked.
- Changing the kitchen hot tap washer/valve. NA
- Tap descaled and mended in the Ladies toilets. RC
- Toilet seats in the Ladies mended. MM

- Valve replaced in the kitchen sink hot tap. NA
- Outside emergency lights fitted with new bulbs and sensors checked. NA/RC
- Fence panels put back at rear of hall between adjoining property after high winds
- MM expressed his thanks to RC & NA for getting this important work done.
To be actioned:-
- Protective piping for bin area has been purchased £130, bolts to be sourced and work will be completed next week.
- Plan to put final coat on the entrance hall doors and fit furniture once temperatures allow.
- Gerry Kemp has an aluminium scaffold tower for sale. It was agreed if it was suitable that we would look to purchase one. MM to follow up.
- Roger Claxton to investigate connecting a governor on the kitchen tap to reduce the temperature.

Café Bar Report –KD – No report was available

Cinema Report – LG

- The Thursday Film in March had very disappointing attendance with the Saturday film drawing in a larger crowd and therefore takings. LG Said that the Cinema Team would like to donate the takings from Saturday's film in April to the Ukraine cause as it was likely to be a popular film. The Committee unanimously agreed.

Health and Safety Report – LG explained that the governor which RC fitted saved the VH a greater expense by adapting it as it allows the hot water temperature to be raised for the purpose of flushing the system for legionnaires testing.

- Annual PAT testing to be done on all small electrical appliances on 17th March with all the Hall general electrics being tested on Friday 25th March.

Entertainment Report - CHJ

- Jazz night all booked for Wednesday 18th May
- GC asked the Committee if it would agree to CHJ putting the above events in the Community News at a cost? All agreed.
- MM explained to the Committee about a "Day for Ukraine" that Wil Harvey would like to arrange with all proceeds to Ukraine Fund probably to be held on Saturday 19th March. This was discussed and all agreed.
- MM said he would like to put on an additional music night in May, however it was discussed and thought that later in the Summer or Autumn might be preferred as quite a lot was already planned.

9) **Looking Ahead 2022 –GC –** Informed the Committee that SM had made Spread-sheets of the results of the informal Brainstorming meeting held last Month. These were passed round the Committee and explained. The doable – this - year items were briefly discussed and allocated to members of the Committee to action or investigate.

10) **Pending Items from Previous Meeting – Wifi –** DE to action.

11) **Any Other Business -** None

12) **Date of Next Meeting –** (AGM Tuesday 29th March 7pm)

Tuesday 26th April 7 pm

GC Brought the meeting to a Close.

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