



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
Tuesday 31st May 2022

Present: - **Chair:-** Guy Chinery

Vice Chair:- David Elliott

Booking Secretary Sue Mckeown (SM)

Committee Members: - Jane Peters, Eileen Hayes, Linda Hammond, Lynn Gedny,
Kevin Canham, Mac Mckeown

Welcome and Apologies

Apologies received from Jan Clements and Jill Daines

Minutes of previous meeting agreed as true :-

Proposed by LG and seconded by DE

Matters arising from last meeting:-

None

Correspondence:-

Peter Wildish (Chair PC) wrote a letter and thanked the VH committee and volunteers and all involved in making the Rickshaw relay a wonderful event.

Thanks, was also received from Heather Phillips MBE for all our efforts to make Saturday a memorable day.

Queens Jubilee Celebrations:-

The new Plaque has been put up on the wall facing Hall Road this will be officially unveiled on Sunday 5th June.

Hanging baskets and troughs have now been completed and many nice comments have been received . GC thanked SM for putting these together.

Bunting has been put up around the carpark and the hall. The grass verge has been cut and the weeds removed from the tarmac.

GC asked SM if there had been any more interest in our regular groups wanting a table on the playing field for Sunday, SM said she had not had any more requests.

MM said the chairs and tables currently in the backstage area will be moved on Thursday with Arthur Musk. MM also confirmed some signage is in the process of being made.

Gate:-

GC received correspondence from the Highways department on 12th May stating that our proposals are being looked at.

Brief reports:-

Treasurer:- LH

Financial report and cash flow for the period 27th April to 31st May 2022

1. *On 31st May 2022 the Santander bank balance stood at £34,391 and our CAF investment account continues to hold £12,248. The value of the VH Bar stock is £152*
2. *We currently hold £200 deposits for hall bookings and the net value of transactions in the banking pipeline amounts to £ - 935.*
3. *Since our last meeting income amounted to £2570 and expenses totalled £2212 resulting in a surplus of £358*
 - a. *Income was generated from the usual streams of hall hire and our own events including the recent Jazz night, plus the café, craft market and Kurling revenue. A payment of £200 was also received from the PC towards the cost of the Village show. A donation of £50 was sent in by G Hodges from Wootens for the Village show in July.*
 - b. *The main expenditure this month was the addition of planters and hanging baskets £1158.*
4. *Copies of a summary of income and spend in this period are available on request.*
5. *Looking ahead at next months spend*
 - a. *The charge for inspecting the VH electrical circuits has come in less than expected but the estimate for repairs is a little over. Together the two items are within budget of £2500.*
 - b. *Expenses for the Jubilee Celebrations look to be running at just under £40 and any further expenditure is expected to be self funded /covered by additional Jubilee income eg from the Café.*

Parish Council Repot :- KC

KC reported and wanted put on record, of the Parish councils thanks for the work carried out at the VH in preparation for the Rickshaw Torch relay and Jubilee.

Booking secretary's report:- SM

SM had nothing much to report, other than a party booked for July. SM commented that she has had some enquiries but due to regular bookings was unable to offer the dates required. JP said that if a more lucrative booking came in we always used to cancel our regulars in favour of the new booking.

Maintenance Report:-MM

MM reported that the First Aid box had been put on the wall in the kitchen along with a glove box. We suggested a Red Cross notice on the Kitchen door to identify the First Aid Kit inside. SM and LG thought there may be a notice in the kitchen cupboard.

MM said he will replace the plinth in the kitchen. MM confirmed he is currently looking into Circular bench/table options for outside the front doors and Awnings and Café Sail advertising .

Café Report: - SM

The Saturday coffee mornings continue to be very busy and now take place in the café area. On occasions extra tables have been needed in the hall. The café team banked £536.42 for April. This was £395.42 for the Saturday café, £63 for Men's breakfast, £16 for Men's coffee morning, £62 for Ladies coffee morning. Provisions totalled £217.16 of which £52 was for baking, £54 for savouries and £111.16 for provisions. The gross takings were therefore £647.58. Additional small and large cafetieres have been purchased to help keep up with demand. The possibility of bacon baps has been discussed and the team feel the counter volunteers are too busy to do this.

Sally Amery asked for this extra info to be added to the minutes. We banked £345.96 for May. We had a lot of provisions to account for at the end of May as I have bought a lot of coffee etc to last while I am away on holiday mid June until early July.

Café team.

GC felt the café area is now too cramped and invited ideas to increase capacity. Screening off was an option following discussion it was agreed the committee would go away and consider this to discuss again at next meeting.

Cinema report:-LG

LG reported that the last cinema had 15 people and made £51 profit. The next film will be King Richard.

Health and Safety:-LG

Nothing to report LG

Entertainment report:-CHJ

CHJ reported £207 profit for recent Jazz evening. 40 tickets have been sold for the ceilidh this Saturday so cost are covered. CHJ and GC reported that they have arranged to speak with Chris Stone (headteacher) regarding possible events for children. KC said that he had been in touch with someone who produces Jim Davidson with a view to having him perform at the VH. Jim Davidson was not available but there may be other comedians who would be able to come. KC agreed he would follow this up.

GC suggested that the entertainment committee should be reformed to assist CHJ and raise the profile of WVH events. DE suggested he produce an advert for the Warbler seeking volunteers for key roles , (Entertainments , Maintenance, and Café)

JP expressed concern over the size of the bar area if more bigger events were to be held. A long discussion evolved with suggestion of a Bar Manager but no conclusions drawn, agreed we would revisit this at next meeting.

Looking Ahead:-GC

Looking again at the Brain Storming schedule was agreed to be left until next meeting.

Any Other Business:-GC

WIFI – Open Reach failed to turn up for an appointment with DE a further appointment has not been able to be made .

GC will place an ad in the Warbler with Library van details.

Hot water tap in kitchen MM will action with RC.

JP will look at cost of disposable Beer and wine glasses for large events

CIO Status to be looked into by GC DE Peter Wildish and Peter Walker.

DE Re hanging pictures in the hall and café WVH currently takes 20% it was agreed to reduce this to 15%

Key holders LH asked if we had a current list of holders SM said she did have a list inherited from JP but not sure how up to date it was.

Date of next meeting 5th July 2022 7pm

A handwritten signature in black ink, appearing to be 'A. Smith', with a long horizontal flourish extending to the right.