



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)
Thursday 8th September 2022

Present:

Chair - Guy Chinery (GC) **Vice Chair -** David Elliott (DE)
Treasurer - Linda Hammond (LH) **Booking Secretary –** Sue Mckeown (SM)
Committee Members - Mac Mckeown (MM): Eileen Hayes (EH): Kevin Canham (KC):
Jan Clements (JC): Jane Peters (JP): **Guest -** Elaine Potter

A one minute silence was observed by the Committee as we had just heard that HM Queen Elizabeth II had just passed peacefully away.

- 1) Welcome and Apologies:** GC welcomed Elaine Potter as an interested guest. There were apologies from Carol Hudson-Jary (CHJ) and Jill Daines (JD).
- 2) Minutes of Previous Meeting Signed off as True:** Proposed by JP & seconded by EH.
- 3) Matters Arising:** None.
- 4) Correspondence:** GC
 - a) Nick Amery (NA) had been contacted by Lyn Gedny to inform him that Flameskill wanted to come and do the annual fire extinguisher inspection and service. NA agreed to host them on this occasion but requested that a H&S replacement be found and their details be passed to Flameskill for future reference. Also that the boiler house combination lock had failed and would be replaced with the same code.
 - b) JP had been approached by Janet Dillaway to pass on her thoughts to the Committee - due to the soaring heating costs whether the Village Hall could be used in some way as a drop in centre when it is cold for people who find it difficult to keep warm, meet other people and be supplied with hot drinks. This was discussed and J Dillaway will be informed of our thoughts.
 - c) A correspondence from Tony Gow expressing his difficulty in removing staples that have been used for putting up posters on telegraph poles and finds it almost

impossible to remove them. After a brief discussion it was decided that the use of staple guns were safer than the use of drawing pins as the pin heads often give way injuring the user also are dangerous for dogs and feet alike and can be just as hard to remove. It was agreed that those using staple guns would frequently remove staples with pliers.

d) A card from Shane Smeaton-Small thanking all at the Village Hall responsible for the beautiful floral displays.

- 5) **Brainstorming:** LH/GC - GC thanked LH for producing and updating the spread-sheet of the brainstorming session we had at the beginning of the year and high-lighted its' importance in going forward. Therefore he would prefer we have a separate meeting to give it the time and consideration it needed. Meeting to be arranged. LH asked that we just run through the completed items in the programme and all agreed a good indent had been made.

After discussion it was agreed that we needed to carry on advertising in the Warbler not just for more volunteers to help on the Village Hall Committee to keep the momentum going but also for events happening on a regular basis, like ladies coffee mornings. SM would provide a summary of events and provide her contact details for further information in the Warbler as EP stated she relies on the Warbler for information on what is happening in the village.

- 6) **CIO:** – DE/GC – DE explained to the Committee the background of CIO and its implications to trustees. After a brief discussion DE said he distribute a precis to each Committee member with a choice to proceed or not. Ongoing.
- 7) **Wifi:** - DE said Roger Claxton had installed and the wifi was up and running but still had to access a power source to extend the EAP (Ethernet access point) to allow wifi throughout the entire hall. Ongoing.
- 8) **Gate:** - GC said he had chased up the Highways department after 8 weeks and was told it was ongoing.

9) **Brief Reports from:** -

Financial Report and Cash Flow for the period 5th July to 5th September 2022. LH

1. On 5th September 2022 the **Santander Bank** balance stood at £32,990. The net value of transactions in the banking pipeline amounts to £-1,643
2. Our **CAF investment account** continues to hold £12,248.
3. The value of the **VH Bar stock** is £167
4. **Liabilities:**
 - a. We currently hold a £100 deposit for hall hire

- b. £717 is owing for services (water and electricity) where our monthly direct debit amount no longer reflects our actual monthly usage post-Covid. This will be addressed shortly.

5. Assets:

- a. Monies owed to us for hall hire total £115.

6. Since our last meeting **income amounted to £4,207 and **expenses** totalled £6,273 resulting in a deficit of £2,066**

- a. Income was generated from the usual streams of Hall Hire, Café, Craft Market, Kurling and Cinema revenue. The Village Show generated a profit of £90. We had a further donation of £100, and £100 Gift Aid was reclaimed from HMRC
- b. The main exceptional expenditure this month was the expected invoice for repairs to our electrical installation (£1,503+VAT) and a delivery of wood chips for the boiler (1,886)
- c. Copies of a summary of income and spend by category are available on request.

7. Looking ahead:

- a. The interest rate on our CAF account has been raised from 0.3% to 0.7% from August 2022
- b. On 6th September we started a new 2-year fixed business plan with our existing electricity supplier Eon. In our budget for 2022 we estimated our annual spend on electricity at £2,100. With the increase in charges over the summer and the charges set out in our new plan, this still seems a reasonable estimate. Eon's estimate for charges in 2023 is £2,471.
- c. Expenditure next month will include payment of premises licence and music licence fees – totalling approximately £400

Parish Council: - KC – Two new composite plastic seats to be purchased and positioned at the new Cemetery and Blyford Lane.

Booking Secretary: - SM – Carpet Bowls has returned to the hall on available Thursdays.

The sink drainer had disappeared from the Kitchen and SM had purchased 2 replacements.

SM had purchased a new Accident book and because of Date protection issues needs to be kept locked. SM to ask café if it could live in the locked spare produce cupboard.

Maintenance Report: - MM

- Plinth under sink completed.
- Main doors varnishing finished by GC/MM – just door furniture to add.
- Nathan Hunt tree Surgeon trimmed Oak and Birch trees, shaping round the village sign. Paid.

- Hall floor re-fresh due now! Will be done on a Sunday in September MM to liaise with Janice (cleaner).
- GC wishes MM to organise work parties for projects/jobs to take pressure off and spread the load and encourage wider participation.
- **Café Report:** - SM Café takings available.
- A Fourth kettle was ordered to help with craft market days and a larger milk frother and will be PAT tested.
- A further front door key has been cut and handed to Jane for keeping, to be given to Café volunteers who do not have their own key.
- After discussion with CHJ, Stall Holders and Café Team it has been decided that on Craft Market days stall holders will now make their own instant coffee/tea in the Tardis using takeaway cups with lids at 50p per cup using an honesty box. Biscuits may also be provided.

Cinema: - The cinema team was asked to provide a new Rep after the resignation of Lyn Gedny – No Rep was forthcoming.

- GC asked why the cinema bar did not sell ice-creams or pop-corn. The cinema used to sell ice cream but because of wastage it was discontinued. GC to ask Cinema team.

Health & Safety: -A temporary rota in place until the beginning of October, a third volunteer is being sought.

Record fire alarm checks old records to be held off site and MM has asked LG for H&S annual checks to be listed then KD said he might take it over, MM in the Mean time will read the water meter.

Entertainment: - GC; MM has agreed to help out CHJ with the entertainment and hopefully build up the team, he didn't want to do too much until CHJ returns from holiday though there was lots in the pipeline.

It was unanimously thought that the proposed New Year dinner/dance would not be appropriate at this time of financial and energy hardship but perhaps less expensive functions like quizzes are more appropriate.

- 10) **Any Other Business:** -Broken glass near glass recycling bins, it was agreed a brush and dust pan would be provided to encourage cleaning up. JC to supply.

As we had over run time outstanding items will be deferred to next meeting

Next Meeting 7pm, 29th September 2022

GC Brought the meeting to a close.

