

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 1st November 2022 7pm

Present:

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

- 1) **Welcome and Apologies:** GC Welcomed everyone and gave apologies from Carol Hudson-Jary (CHJ).
- 2) **Minutes of Previous Meeting Signed off as True:** Proposed by JP & seconded by EH.
- 3) **Matters Arising:** None.
- 4) **Correspondence:**
 - a) GC had received an email from Peter Wildish, chairman of the Parish Council requesting that the closed off front gate be opened and accessible for the Remembrance Service held on the Village Hall car park, to allow easy access for the wreath bearers to the War Memorial.
After a good deal of discussion it was voted against on Health & Safety grounds, 7 to 0 with one abstention.
 - b) GC received a second correspondence from Peter Wildish requesting two WVHMC volunteers' to be called on to man village hall as a warm refuge should there be power cuts during the winter months. JD and JP volunteered.
- 5) **Gate –** GC informed the committee that a fee of £150 had been paid for a street furniture licence to enable contractors to do the work. Once the licence is issued a CAS H&S expert will be brought in to do preliminary checks to save time and money before works begin. KC stated he thought it would be prudent to get an unofficial

independent Planning Surveyor in to check for any planning or H&S issues and stated that the initial consultation would be free. This was unanimously agreed, KC to follow up.

6) Brainstorming – LH/GC –Priority headings were gone through item by item with outcomes as follows:

- 1.1** Hanging baskets and Troughs to be tidied up and replanted with winter pansies and Spring Bulbs, £100 set aside for plants and bulbs which will be sourced by LH & SM and work to be done soonest by a committee work party. SM to arrange.
- 1.3** The Hundred Club ring fenced money to be spent on new water-proof lockable noticeboards these have been tentatively looked at but will now be sourced and ordered by MM. It is believed that the Parish Council will fund theirs - to be confirmed.
- 1.13** Blood Van – LH has repeatedly rang The National Blood Donor Service to try and bring the service back to Wenhaston but due to shortage of staff and reorganisation it seems unlikely. DE to put short article in Warbler in December explaining situation and giving alternative locations for blood donors.
- 1.18** Wi-fi - Now up and running and working. The password code is available in various locations in the Village Main Hall and Café areas. DE to put notice in the Warbler announcing the arrival of Wi-fi at the VH. GC thanked all those involved especially Roger Claxton for all his work, not only with the installation of wi-fi but with the ongoing update of the Wenhaston One Suffolk web-site.
- 2.1** Grit/Salt- LH had feed-back from MM who offered to grit/salt car park if icy. JP stated she historically just table salted a pathway to the P.O, agreed this would continue.
- 2.3** Review Café Seats. MM & GC to check them over and repair is possible.
- 2.4** Risk assess the use of the Stage. To be done when H&S visit.
- 2.7** Car Park Entrance. As the above.
- 3.20** Community Club Open Day set for 18th March 2023 10 am to 2 pm. Sub team formed to progress, comprising DE, JD, SM & JC Elaine Potter to be asked to join small team to liaise with School. Ongoing.

GC Thanked LH for her work on the Brainstorming Spreadsheet and updates.

7) Brief Reports from: -

Financial Report and Cash Flow for the Period 29th September to 31st October 2022
LH.

- a) On 31st October 2022 our account balance was £32,707 taking into account transactions in progress
- b) Our **CAF investment account** continues to hold £12,248.
- c) The value of the **VH Bar stock** is £167
- d) **Liabilities:**
 - a. We currently hold a £200 deposit for hall hire due to be refunded this week
 - b. £495 is owing for electricity where for several months our direct debit amount no longer reflected our actual monthly usage post-Covid. The monthly direct amount will be adjusted after the impact of the Energy Bill Relief Scheme (EBRS) discount has been applied to our October bill, due in November
- e) **Assets:**
 - a. Monies owed to us for hall hire total £198
 - b. Since our last meeting **income** amounted to £2,810 and **expenses** totalled £1,054 resulting in a **surplus** of £1,756. Copies of a summary of income and spend by category are available on request.

Parish Council – KC - Nothing to Report.

Booking Secretary – SM -Reported that in October there had been a party and a wake and 65 chairs had been on loan with a donation paid and an offer for the VH to borrow white wedding chair covers. In November the Committee room is to be used by JP for her Christmas shop therefore December's Committee meeting will be held in the Tardis.

Café Report –SM –

- Due to increased costs for the bakers both for ingredients and electricity, we have increased the payments to bakers by £1 to £8 for cakes and £7.00 for savouries.
- Three large cafeterias seem to have disappeared a few weeks ago and haven't reappeared so more will be purchased to cope with demand at the craft market sessions.

- In order to regulate the situation the Café now offer café staff volunteers coffee and one piece of cake or savoury free of charge unless they wish to make a donation.
- The Café has decided to hold a café volunteers coffee morning on Thursday 22nd December from 10.30 to 11.30 free of charge to say thank you to all our lovely volunteers.

Maintenance Report – MM –

- Roger has completed stage lighting problems and Wifi, Thank you.
- Cord pull for blinds broken again, they will be repaired by MM and a sign put up for users.
- Tower will be dismantled, and a reasonable donation for borrowing tower was discussed and established that £20 per day, £30 per weekend and £60 per week was thought to be reasonable but not set in stone.
- Stammers Community Room sign had been located and will be cleaned up and put up by MM, all agreed.
- Working party for cleaning up car park, leaves and grass edges. Thought two sessions might be needed. MM to organise.
- Front door furniture outstanding, ongoing.

Health & Safety Report – MM thanked KC on behalf of the Committee for taking on overall responsibility for Health and Safety which included the following: -

- Historically how do we deal with snow? Covered in Brainstorming 2.1
- Flames Skill contact with MM.
- Fire Risk assessment annual check list.. Completed last week, KC will do more regular checks.
- H&S Policy Annual Review and Risk assessment with MM & GC.
- Meter Readings to be done at beginning of month.
- Need to update the Policy documents to include KC, other areas are out of date.
- Reporting of accidents and keeping accident book up to date. MM requested three names on book so always someone available. SM, JP and JC. All agreed.
- Insurance the last chairperson was named, update to GC.
- Once KC, GC & MM have done the overall risk assessments, MM to update the policy documents and give to RC to update website. That will complete updates.
- As we are moving away from heavy tables need to purchase further large Go Pack tables. 4-6 at £83 + vat.
- Go pack Small Trolley, £265 + vat
- Go pack large Trolley for scaffold tower £379 + vat

- Tower to be taken down and removed from stage as KC pointed out could be a H&S issue.
- Find new place for Tower if it does not fit in Go pack Trolley. All ongoing.MM
- EH pointed out that the temperature of the water in the kitchen was still far too hot and a danger of scolding. Agreed that if in-house maintenance could not address the problem a plumber would be brought in.

Entertainment Report – None available

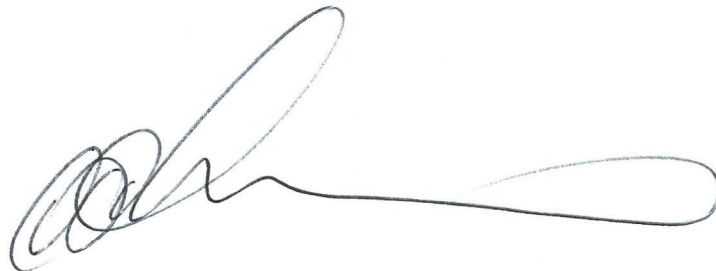
JC requested that two of the original Craft Market banners be replaced as they were coming to the end of their usable life. This was unanimously agreed, JC to source.

8) Any Other Business.

SM stated she had had a request from an outside caterer for various additional items of equipment be available in the kitchen. After general discussion it was agreed that an inventory would be taken and made available to self-catering hirers' who could then address the shortfall of items needed themselves.

9) Date of Next Meeting: Tuesday 6th December 2022

10) Meeting was brought to a Close by GC

A handwritten signature in black ink, consisting of a large, stylized initial 'G' followed by a long, horizontal flourish that ends in a loop.