



**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 6<sup>th</sup> December 2022 7pm**

**Present:**

**Chair -** Guy Chinery (GC)      **Vice Chair -** David Elliott (DE)

**Treasurer -** Linda Hammond (LH)

**Committee Members -** Eileen Hayes (EH): Jan Clements (JC): Jane Peters (JP):  
Jill Daines (JD): Carol Hudson-Jary (CHJ)

**Guests:** Sally Amery (SA); Liz Cunningham: (LC)

- 1) Welcome and Apologies:** GC Welcomed everyone including SA and LC who wished to address the Committee. GC gave apologies from Mac Mckeown, Sue Mckeown , Kevin Canham and Elaine Potter.

SA as a member of the café running team wished to speak to the Committee about the problem of the acoustics in the café area. It has always been a problem when busy that the noise level became so great that hearing became almost impossible especially for those who had hearing aids. Sally reminded us that initially "clouds" had been fitted to minimise the problem and although it had reduced the reverberation a little the continued popularity of the café now made the problem almost unbearable for some people who have ceased to use the facility altogether.

She along with Nick Amery and Roger Claxton had researched and contacted acoustic ceiling companies with varying results, with the best quote for an acoustic ceiling for Wenhaston VH café area which should reduce the noise by 40% at approximately £3500. SA said that Cratfield Village Hall had had their hall done and that RC had visited it and talked to users who agreed it had vastly improved the acoustics.

DE asked whether the acoustic boards were fire proof? SA stated that she did not know specifics at this time.

SA left all paperwork with GC to look over and hoped the Committee would make a quick favourable decision. GC thanked SA, LC, NC and RC for their work on this and would be in touch. SA and LC left the meeting.

- 2) Minutes of Previous Meeting Signed off as True:** Proposed by GC & seconded by EH.

- 3) Matters Arising:** None.

- 4) **Correspondence:** - GC had received an email from Nick Amery requesting that the present weekly manual programming of the boiler be updated to remote control as the hall now has wifi? This would entail equipment/software of approximately £500 and save the band of volunteers from having to physically programme the boiler. This was put on the list of possible expenditure.
- 5) **Community Open Day:** - DE had drafted a letter which SM had sent out to all groups explaining the concept of the Community day and inviting them to participate. DE believed there had been some positive response and only one negative thus far. Many ideas had been discussed at the sub group meeting and the next meeting was loosely planned for the first week in January.

6) **Items to be Included in minutes from 28<sup>th</sup> November 2022.**

- GC had received an email from Peter Wildish asking GC to pass on his congratulations to all involved in the Music afternoon put on by the Black Deek Band for Children in Need. He said it was a fun afternoon and everyone including himself thoroughly enjoyed it.
- Christmas Bazaar – CHJ said all was in hand and that everything was organised with exception of who would run the raffle. GC and DE put their hands up and after some discussion it was decided to bring the raffle forward from the end of the Bazaar to 3.15. LH will provide the floats as necessary.
- GC Thanked all those who put up the Christmas decorations.
- GC stated that Wenhaston VH was unable to participate in the Grant from “Community Partnership Warm Rooms” as the VH’s bookings would not leave enough time slots to make this possible.

7) **Brief Reports from: –**

**Financial Report and Cash Flow for the period 1<sup>st</sup> November to 5<sup>th</sup> December - LH**

- a) On 5<sup>th</sup> December our account balance was £33,947 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 £100 deposit for hall hire for an event at the end of the month.
  - b. £439 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 has been adjusted to resolve this.
  - c. Expenses due to volunteers and MC members total £41
- e) **Assets:**
- a. Monies owed to us for hall hire total £18
  - b. Since our last meeting **income** amounted to £2,570 and **expenses** totalled £1,247 resulting in a **surplus** of £1,323. Copies of a summary of income and spend by category are available on request.
- f) The government electricity discount scheme for businesses (EBRS) took effect on 1<sup>st</sup> October this year. We receive invoices from Eon on a quarterly basis, and our first invoice to benefit from the scheme is due mid-December. This will confirm the benefit to our account and enable us to estimate ongoing charges under the scheme

**Parish Council –** No report was available..

**Booking Secretary –** School Children’s Play booked Wednesday 7<sup>th</sup> December 12.30 - 3.30 pm.

## Maintenance Report: MM

- Door furniture complete.
- Blind cords repaired and care notices put up.
- Tardis tidied up, just Wil's art equipment to be moved.
- Strip light (stage right) replaced and chiller bulb also replaced, thank you Roger C.
- Recommend double table storage trolley "Go Pak" to be purchased (£450 in VAT) With 4 new lightweight tables (£116 inc. VAT). Trolley could also be used to store the scaffold tower.
- Right-side of stage (replace heavy tables)
- Notice Boards – 18/21 x A4 lockable – Jason happy to fit – Do we purchase? Best buys discount displays 18/A4. Lockable Aluminium frame £483 includes VAT, felt or cork. 2 for £468 free delivery. Cost Cutter UK, weather shield outdoor lockable 18 x A4 aluminium, blue felt £429.31 in VAT. Need to ask PC whether VH or they purchase theirs and reimburse.

**Café:** Covered in item 1).

**Cinema:** No Report available.

**Health and Safety:** - GC - reported three stage 5 safety hazards –

- 1) Raised quarry tiles are a dangerous trip hazard in the Gents toilet. Do we update urinals and put in a cleaning sluice at the same time?
- 2) Steps at rear of Hall are unlit, requires low level PIR lighting to rectify situation.
- 3) Increased possibility of scalding by hot water in kitchen/bar due to increase in numbers of new volunteers and hall users.

Quotes and help from residents being sought.

**Entertainment;** - CHJ – Stated Motown Night planned in April – looking into a quiz night maybe February- other music evenings being considered.

- 8) **Any Other Business:-**
- GC Thanked SM, LH & JC for replanting the hanging baskets and planters for Winter.
  - GC proposed that following a medical incident at the church last month that a wheel chair be purchased for village use and kept at the Village Hall. This was unanimously agreed and several Committee members would look into it.
  - GC also raised the question of screens that could be used for privacy if anyone is taken ill and could also be used for displays at Village Show etc. Possibly a 100 club ring fenced purchase.
  - **Gate:** Update on Gate - Street Furniture Licence Issued by Council for go ahead with getting quotes for gate works. GC Passed round proposed plans that had been drawn up, quotes to be sourced asap. – Ongoing.
  - **AGM GC** – AGM discussed probably hold end of March beginning April.
- 9) **Date of Next Meeting: Tuesday 10<sup>th</sup> January 2023 7pm**
- 10) **GC Brought the meeting to a close.**

