



**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 10<sup>th</sup> January 2023 7pm**

**Present:**

<b>Chair -</b>	Guy Chinery (GC)	<b>Vice Chair -</b>	David Elliott (DE)
<b>Treasurer -</b>	Linda Hammond (LH)	<b>Booking Secretary -</b>	Sue Mckeown (SM)
<b>Committee Members -</b>	Eileen Hayes (EH): Jill Daines (JD):	<b>Jan Clements (JC):</b> <b>Mac Mckeown (MM):</b>	<b>Jane Peters (JP):</b> <b>Kevin Canham (KC)</b>
<b>Guest: School Liaison</b>	Elaine Potter (EP).		

- 1) Welcome and Apologies:** GC Welcomed everyone with apologies from Carol Hudson-Jary (CHJ).
- 2) Minutes of Previous Meeting Signed off as True:** Proposed by DE & seconded by MM.
- 3) Matters Arising:** DE stated that the date of the AGM mentioned in the above minutes should be set ASAP. This was unanimously agreed to be Tuesday 28<sup>th</sup> March 2023 at 7pm and would be advertised as such in February's Warbler. LH also stated that she is working on the year- end accounts and they should be ready by early March.
- 4) Correspondence:** - GC had received an email from Nick Amery to say that the black plastic compost bin, situated just behind the boiler house, was full, mainly coffee grounds and boiler ash. Historically this had been emptied and used by Tony Gow who will empty it now but no longer in the future. It was decided that the grounds will be offered to members of the newly re-formed Allotment holders "Wenhaston Allotment Association" (WAA). If this potential garden improver was not wanted then it will be disposed of in the land-fill bin from now on.
- 5) Gate Updated:** - Waterfields, the Company who surfaced the car-park have been hired for the work and this will go ahead once the electrician has switched off and isolated power from the existing lamp post. He will also be asked to look at the present entry of the electricity cable into the hall. The Old gate and steps will eventually be removed and fence and bank made good.

JP queried whether the car park should have parking bays marked. All agreed this was not necessary.

Further Gate update in Chair's Report.

6) **Community Open Day Update:** - SM - After the sub group meeting SM updated the Committee, she had had a good response from the letter she sent out to all groups with at least 15 thus far confirming participation, some still had yet to reply and reminders sent out and after further discussion some more groups were added to be asked.  
SM has also designed posters and will put a "Save the Date" article in the Warbler for February and a further one in the March issue. SM has also prepared a suggestion box and completion slips. SM & LH to liaise with café. Fliers to be sent to the school via EP who had a positive response from the PTA. JC to look into expansion of Warbler to Thorington and Possibly Blyford. DE suggested all Committee members where possible to be present on the day.

7) **Acoustics** - To be covered in Chair's report.

8) **Brief Reports:** -

**Chair:** - GC

- Reported CH-J had suggested a seasonal Committee Social. All agreed it was a good idea and to be discussed further.
- King Charles 111 Coronation Celebrations – 6-8<sup>th</sup> May. It was agreed that bunting and flags to go up and the flower beds etc. and hanging baskets will have been replanted.
- GC Thanked all Committee members for putting up and taking down Christmas decorations.
- EP enquired why Wenhaston VH does not have an outside decorated Christmas tree? JD stated that historically it did but for whatever reason ceased. All agreed that we might look at getting sponsorship for one this year. GC stated that plans for Christmas were rushed last year and they need to be started earlier this year.
- JP said she had sourced a wheelchair though not sure whether it folded. After discussion it was a majority vote that the VH would purchase it for £60.00 and a place to store it could be found. GC Thanked JP.
- Update Spending over next 12 months. GC – laid out the Priority Spending Forecast with Health & Safety items taking priority such as the replacement of the gate top of the list. GC also informed us that the Parish Council had generously given the VH a donation of £2,200 toward this and asked KC to pass on the Committee's thanks and appreciation to the Parish Council.

Other items voted unanimously to proceed with this year as priority included addressing the over hot water in the kitchen, 4 new outside Notice boards, refurbishment of the Gent's toilets, Outside carpark/steps lighting, 8 extra folding tables to replace old metal ones, Double cage to house tables and scaffold tower and 6 floor divider screens. 2 Non – discriminatory projects, Baby changing table will also be purchased and the Sound Insulation Café Ceiling providing they are removable for decorating etc. would also go ahead. Other non-priority items that have been mentioned in previous meetings were discussed at great length.

## Financial Report and Cash Flow for the period 6th December 2022 to 9th January 2023 - LH

- a) On 9<sup>th</sup> January end of day our account balance was £34,255 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 £188
- d) **Liabilities:**
  - a. £731 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 but will need further adjustment given the government support scheme will be limited from March 31st.
  - b. Expenses due to volunteers and MC members totals £27
- e) **Assets:**
  - a. Monies owed to us for hall hire in 2022 total £63
  - b. 21 hall hire invoices were issued on 9<sup>th</sup> January 23 of which 3 were paid by the end of the day and are included in this analysis
  - c. Since our last meeting **income** amounted to £1,133 and **expenses** totalled £1,085 resulting in a **surplus** of £48. Copies of a summary of income and spend by category are available on request.

**Booking Secretary's Report:** - SM- Due to overrun of meeting time this will be given next meeting.

**Maintenance:** - MM –

- Health & Safety Policy – action taken – Trip hazard in Gent's toilets - warning paint applied.
- Hall Floor Refresh due – MM to action.
- Kitchen hot water – Ongoing
- Work on the remote boiler programmer well under way - Thanks to Nick Amery & Roger Claxton.

**Café:** -See attached spread sheet.

**Cinema:** - No report was available.

**Health & Safety:** - KC- Covered in Maintenance.

**Entertainment:** - MM/CH-J

- **February** - Black Deek Band & Friends Music Night. Saturday 18<sup>th</sup> February  
Posters /Tickets prepared  
Advertisement sent to Warbler  
LH to be invoiced  
Tickets available from JP at Post Office

Volunteers: -

Bar JC, JP, & SM

Door Tickets/Raffle CHJ/EP with GC on standby

Drinks stock MM/GC

- **March** - Quiz Night proposed and discussed, no Saturday dates free. Mid-week dates considered or April. To be further discussed.
- Terry volunteered to run with Roger.
- Format £4.per person table teams of 4.
- Once date agreed CHJ can action Posters, and Volunteers sought for Bar, Raffle etc..
  
- **April** – Motown evening 8<sup>th</sup> April
- All in hand
- Acts Booked
- Posters, fliers completed
- Advertising commenced
- Tickets on sale through JP at Post Office. KC & MM.

CHJ, MM & EP will draw up a programme for second half of year.

- 9) **Any Other Business:** - EH & JP Report further complaints about the hot water in the kitchen from Café volunteers, possibility of scalding. To be addressed ASAP.
- 10) Date of Next Meeting Tuesday February 7<sup>th</sup> 2023
- 11) GC Brought the Meeting to a Close.

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