



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 7th February 2023 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): Jill Daines (JD):
Mac Mckeown (MM): Kevin Canham (KC): Carol Hudson-Jary (CHJ).

Guests: Felicity Jelliff (FJ): Mike Wilkinson (MW): Viv Kemp (VK): Sally Amery (SA).

- 1) **Welcome & Apologies:** GC Welcomed everyone, especially FJ who was joining the Committee as a rep for the Parochial Church Council. Also MW as a possible Committee member and VK & SA who wished to address the Committee. There were no apologies.
- 2) **Minutes of the Previous Meeting Signed Off as True:** GC - Proposed by DE and seconded by GC.
- 3) **Matters Arising:** GC- None.
- 4) **Correspondence:** GC - None.
- 5) **Gate Update:** - GC Waterfields, the contractors installing the gate have given us a time scale of between March and May depending on their availability and weather to execute the job. The electrician installing the new lighting for the gate will need to reroute the electrics under the carpark, at an extra estimated cost of £1,700, will work with Waterfields who will make good the channel.
- 6) **Men's WC.** GC – Stated he was getting quotes to overhaul the Gent's toilets and listed in detail what would be done to bring them up to the same standard as the Ladies WCs. GC also said that one Company who came to look at the job turned it down but that one other was coming to view. DE said it would still be good practice to get two quotes which all agreed. Ongoing.
- 7) **Community Open Day:** SM reported to the Committee the update on our earlier sub-committee. Definite attendees of groups and clubs unchanged since the last report. Individuals to contact groups not yet responded. VH to have a table as well and preferably manned by two Committee members at all times. DE asked Committee members to be available for the day. VK said she was concerned about the café catering etc. for the day but it was discussed and agreed that SM, MM & JC will work closely with the café providing additional baking and

manning rota, VH covering all costs for the day. Save the Date advert to be updated by SM in next Month's warbler -Ongoing. A donation jar was suggested on the bar but it was stated that it was advertised as a completely free day and should remain so.

8) **Café Acoustics:** SA addressed the Committee stating that the Survey had been done and went well.

The surveyor said a bigger panel could be fitted at the end of the café which would be beneficial, at an extra cost of £15.48 including VAT, SA agreed to proceed. Resonics will fit the panels on Wednesday 22nd February and will take all day. The café and hall will be left clean and ready for kurling at 7.30 pm.

Clouds. SA said she and NA aim to take the clouds down and fill in the holes after the café on 18th February. There was some discussion as this clashed with the Music event on the 18th but could re-schedule removal of clouds - TBA.

SA stated that the Stammers Committee Room might benefit from the installation of the Clouds especially as they had been donated.

SA distributed an A4 sheet highlighting the Café Teams recommendations and Concerns for the Café, to all Committee members for their perusal to be taken away and read. This will be discussed as an item on the agenda at the next meeting.

9) **Brief Reports from:-**

Chair: GC –

- The new outside Lockable Notice Boards have been ordered and will be arriving on 17th February.
- Boiler Pellets have gone up drastically, well over 100% increase with 5 tonnes (usually ordered) costing £3060 including VAT and delivery. On average the VH uses approximately 7.5 tonnes per year. It was agreed that increased fuel costs at this time was inevitable and although LH was searching for alternative supplies, it was doubtful this would be achieved and a decision would have to be made well before the end of the month or risk running short. Ongoing.
- **Water Softener:** GC - The problem of the too hot water, especially in Café and Kitchen continues and since the last meeting an independent plumber has been brought in to look at the whole system. As it stands he advises that the problem could be relieved somewhat by a water softener as in his opinion part of the problem is the hard water furring up the pipes and putting pressure on the valves making them stick. Plumber still evaluating situation and will revert back – ongoing.
- **Treasurer - Paid Position:** GC asked the Committee their thoughts about the position of Treasurer as a paid position, considering all the work involved. LH, present Treasurer wanted to make it clear that she did not want to be paid as she had taken on the post as a volunteer. GC said in which case the Committee should consider the post being offered as a paid position in the future. SA stated that under the VH constitution rules, trustees were not allowed to be paid, DE thought that under certain conditions they could and he will look into it and report back. To be discussed at next meeting.

Treasurers Report: LH –

Financial Report and Cash Flow for the period 10th January 2023 to 7th February 2023.

1 Current Account:

- a. On 6th February our account balance was £35,729 including transactions in transit.
- b. Since our last meeting **income** amounted to £5,718 and **expenses** totalled £3,964 resulting in a **surplus** of £1,754.

2 Details of Income and Expenses:

- a. Significant income items since our last MC meeting include:
 - i. £2,200 by the Parish Council towards the cost of replacing the entrance gate to the VH.
 - ii. £200 from the Parish Council as a donation towards the running of the Village Show this year
 - iii. Income from Hall Hire, affiliation fees and loft storage totalled £2,490
 - iv. Net income from the Café, Cinema and Kurling was £305, £200 and £149 respectively
- b. Significant expenditure items since our last MC meeting include:
 - i. £500 to pay off the deficit accumulated on our electricity account.
 - ii. £501 for materials for electrical repairs
 - iii. A deposit of £1723 has been paid to Resonics Ltd. to initiate the work to improve the acoustics in the café.
 - iv. £557 for 2 lockable notice boards for the VH. Delivery is expected later this month. The PC will order and pay for two similar boards for their own use
 - v. £60 for a wheelchair for use in the hall

3 Our **CAF investment account** continues to hold £12,248 and the value of the **VH Bar stock** is £187

4 Liabilities / Committed spend over next 3 months:

- a. CAPITAL
 - i. We have now confirmed our order for the replacement of the entrance gate. The cost has been estimated at £6,200
 - ii. Similarly we have confirmed our order to complete works on the café ceiling to improve the acoustics, and have paid Resonics a 50% deposit. The balance to pay is £1,723
- b. OPERATIONAL
 - i. Only one accounts payable invoice and one expenses claim due for payment -Total £120
 - ii. An order for wood pellets for the boiler is likely to be placed for delivery in the next few weeks – expected cost £3,060
 - iii. Insurance in March £1,800
 - iv. We hold £200 as refundable deposits on room bookings
- c. TOTAL - £13,110

5 **Income owing to us as at 07/02/23:** All monies owed to us for hall hire and related fees in 2022 have been paid. Invoices raised in January 2023 and still to be settled amount to £122.

LH thanked SM for her ability to achieve prompt payment of hall hire invoices and GC thanked LH for all her work on the finances.

Parish Council Report: KC reported that the Parish Council had no plans to mark King Charles 111's Coronation.

GC enquired do the PC know when the refurbished phone box would return. KC said that the concrete base had been laid down and the phone box should return shortly. KC stated that the phone box looks really smart and was a 1946 model which will now house an Art exhibit.

Booking Secretary's Report: SM – Bookings were up with four new monthly activities taking place. GC questioned whether the Committee thought price increases were due and would be looked into and put on the agenda for the next Committee Meeting.

Maintenance Report: MM-

- Problems with the hot water & toilets overflow, it had to be switched off but now back on. Roger C and Plumber worked on this and monitoring.
- Outside lights and Boiler Remote Programming completed and signed off.
- Hall floor resurfaced, Bona Fluid purchased £50. Next due in Aug 23.
- Acoustic boards being fitted 22nd Feb, clouds to be removed after weekend 18/19, Hooper's Hoots cancelled (subsequently discussed with some members of the group the and session will now go ahead) and kurling may have to set up later than usual on 22nd.

Health & Safety: GC –

- The installation of the automatic light by the back steps has been completed and makes a huge difference to the illumination of the area.
JP highlighted the time spent especially under such cold conditions by Roger Claxton and Nick Amery, supported by MM for all their diligent work on this and were all thanked by GC and the Committee.
- MM had painted yellow supported by MM safety lines in the Men's Toilets around the raised trip hazard step.
- H&S Policy will be updated accordingly.

Café Report: SA –Café Nett takings for January 2023 a 4 week month was **£305.80** (last January £228.20). This **includes** Saturday café £197, Men's breakfast £20, Ladies coffee morning £67.80 and Men's coffee morning £21. Costs Cakes £32, Savouries £63 and provisions £133.20 total **£228.20**. Total **Gross** takings **£534**. Costs included replenishing coffee at the end of December and January (prices have risen) food boxes and stocking up of supplies after Christmas.

Cinema Report: - No report was available.

Entertainment Report: CHJ/MM

- The first of this year's Craft Markets takes place on 25th February, 29 tables booked.
- CHJ said she had contacted Radio Suffolk and they will advertise our events on their weekly Programmes. All other usual advertisements placed.
- Quiz Night set for 24th March being planned and as usual book with Jane, SM & MM to run bar JC & CHJ on 50/50 raffle.
- Black Deek Band & Friends music night 18th February all prepared and tickets being sold at PO and posters up, doors open 18.45. Set up after Café at Noon TBC.
- Motown Night all set for 8th April. Posters done, tickets on sale, food organized.
- GC asked the Committee whether they had any preference to venue or dates for the Committee lunch or dinner. After discussion it was proposed that the Plough at Wangford was a possibility and a date after the AGM 28th March, decision to be finalised next meeting

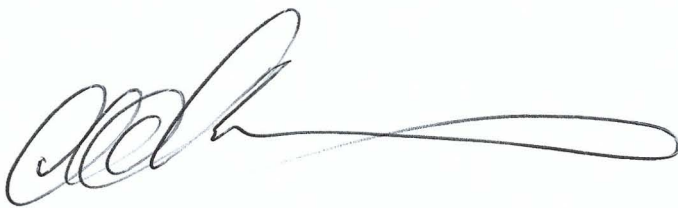
10) Any Other Business:-

- SM Enquired whether the screens discussed as a 100 club purchase in the 6.12.23 Meeting would be purchased in time for the Village Show on 16th July 2023. GC and MM to action.
- JC asked the Committee for clarification on the running of the Café at the Village Show and all voted to carry on as it always had been.
- JP stated she had been having further grumbles from Villagers as to when the new gate/entrance would be in place and would it be possible to either hurry up the contractors and or put a small "Up to date on the Gate" in the Warbler. JD to action article.

- KC Enquired whether it would be possible to store Carpet Bowls mat Rollers at the back of the hall. MM & KC to discuss.
- MM had had an enquiry looking into putting on a charity event and how it could be done, after discussion MM & SM to respond.
- GC - Notice of AGM 28th March 2023 7 pm to go in Warbler soonest.

11) **Date of next meeting:** 7th March 2023 7pm

12) GC Brought the meeting to a close.

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke extending to the right.