

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 THE ANNUAL GENERAL MEETING

Tuesday 28th March 2023 7pm

Present: - **Chair** – Guy Chinery (GC); **Vice Chair** David Elliott (DE)
 Treasurer - Linda Hammond (LH) **Booking Secretary** – Sue Mckeown (SM)
 Committee Members – Kurling Rep – Eileen Hayes (EH); Black Deek Band Rep
 - Mac Mckeown (MM); Commons Group - Jan Clements (JC); W.I Rep – Carol
 Hudson-Jary (CHJ); Village Rep; Jane Peters (JP).

- 1) **Welcome** - GC Opened the meeting by welcoming everyone and thanked them for supporting the Village Hall.
- 2) **Apologies** – GC said there were apologies from Felicity Jelliff - Parochial Church Council Rep, Kevin Canham – Parish Council Rep and Mike Wilkinson who intends to be a Village Rep.
- 3) **Minutes from Previous AGM** – GC asked that these be voted on as a true and accurate record. Proposed by JP and seconded by DE – all in favour.
- 4) **Matters Arising** – None.

5) **Chairman's Report** – GC Thank you so very much for supporting us tonight
I have had the pleasure of being Chair of the Village Hall for the last 2 years, and I am still in awe of all the time and commitment that the committee and volunteers spend to make the Village Hall such a great asset.

Firstly, I would like to thank David Elliot our Vice Chair who has been my mentor over that time, but alas will not be standing for re-election this year. During the last year David has arranged for WI-FI to be connect to the Hall and with the help of Roger the WI-FI is up and running. One of the benefits of this, is the heating can now be remotely adjusted without the need to be in the hall. Also, we have several users who logon to help with their presentations. Can I thank David, Roger, and Nick for their help. David has also spent a lot of time looking into our charity status and whether we should move to a CIO (Charitable Incorporated Organisation). Due to costs and other complication, we have decided not to change for the time being.

Community Action Suffolk has move us from Zurich Insurance to their new preferred insurance company of Hiscock's. David has spent a lot of time scrutinising the new policy to make sure we have the best possible coverage. Thank you, David.

Many thanks to Linda our treasurer who has worked tirelessly over the year keeping our bills paid and our books balanced. And thanks to Graham Hodges who has reviewed these accounts. Linda is also our contact with the Charity commission and makes sure our records are kept up to date. She will present her report shortly. Thank you Linda!!

I also want to thank Jan for the onerous task of taking the committee meetings minutes. It's amazing how quickly she gets the draft back to the committee with very little amendments needed. Thanks Jan!

Regretfully Lyn Gedney our Health and Safety officer resigned from the committee last year and Jill Daines will be stepping down as of today. Can I take this opportunity to thank them both for their help and dedication.

Sue our booking secretary has worked tirelessly over the year. She has done a fantastic job; you only need to look at the monthly schedules to see how busy we have become.

Sue has also been involved with so many of our other activities, whether it's putting up and taking down Christmas decorations, arranging the recent Community Day, Organising, and planting the Hanging baskets or doing the nitty gritty tasks like washing and ironing the tea towels, she is always gets involved. Thank you, Sue!

I would also like to thank the various teams that raise funds that enable the hall to keep running.

The entertainment group Headed by Carol and Mac. We have had some great events, and there are more to come. Carol will let you know more about this later but first I would like to thank them for all their hard work.

Can I take this opportunity to thank Mac for all the time he spends at the Hall, whether it's Testing the alarm with Alistair and Nick, finding lost keys, water leaks, lights left on, helping to cook the men's breakfast or any maintenance issue, even though he has now moved on from that responsibility. He also organises the set-up of tables and chairs for the various events with a team of volunteers that include Peter, Tony, George, Michael, and Terry. May I thank them all for their help.

I would also like to thank Jane, our village rep. Her knowledge of the village and her help in selling various tickets for our events is invaluable.

Thank you to Wink who is our Representative from the Parish Council and our new Health and Safety officer. Can I thank him and the Parish council for the very generous contribution to the funding of the gate. It was very much appreciated.

The 100 Club run by Trish and Kirsten raises funds for the hall every year. I would like to thank them for all their hard work, this too is much appreciated. This year we will be using the funds raise in buying replacement floor screens as the old ones are outdated, heavy and cumbersome. If anyone is still not a member of the 100 club, if you catch up with Trish later, I'm sure she will be happy to enrol you!! Trish will also give the clubs report shortly.

We have a competitive Kurling group run by Eileen. Thanks for all the organising, and Eileen will also give a short report later.

Then there is the Men's Breakfast. Thanks to Andy and Wil

The Craft market, thanks again to Carol and Terry.

And of course, the Cinema club, thanks to Andy, Will, Barry and Tony, I believe Barry will give a short report later.

I would also like to thank Elaine who is not actually on the committee but has become our liaison with the Primary School and has been more than happy to help us with our various hall events. Thanks Elaine it's much appreciated

Last but not least, I would like to thank the café team of Sally, Liz, and Viv for all their hard work in running the café. Also, the teams of volunteers that serve, wash up and all the bakers that make the lovely cakes and savouries. May I take this opportunity to thanks them all for all their hard work. Sally will give a short report later.

We have so many volunteers. If I have forgotten anyone, I am very sorry and I thank them for their help.

I would like to move onto maintenance. We have made several improvements to the Hall over the last year. The Foyer has been finished, painted, varnished and door furniture replaced. The notice boards that were so generously funded by the 100 club look fantastic. The Parish Council will soon follow suit and replace theirs.

As mentioned, hanging baskets were placed on the front elevations of the hall along with some fantastic tubs. These were not only for the Jubilee celebrations and Rickshaw visit to Wenhaston but also to make the Hall more welcoming. I think by the reaction we got from the village it was well received.

We had a few health and safety issues that needed attention.

There is a small step in the gent's loos that has now been painted and is no longer a trip hazard.

The back steps near the old Boiler Room have a new PIR light fitted and is now well lit at night.

The scolding hot water in the kitchen is no longer an issue. This was fixed recently by Roger.

We are looking into the issue of hard water and hopefully will be buying a water softener soon. This should eradicate most of the present troubles we are witnessing due to a build-up of lime-scale in our pipes.

The hall floor has also been treated twice with a type of conditioner that makes it less slippery for the Table tennis and Badminton clubs.

Can I thank Nick, Roger, and Mac for all the help in making these improvements possible.

May I also thanks Janice who keeps the hall so bright and clean, its much appreciated.

The hall boiler is fuelled by wooden pellets. This requires a team of volunteers to make sure everything is running smoothly. This includes, setting the heating times, ordering the pellets, and making sure they are spread evenly in the hopper. A big thank you to the team members Nick, Tony, Andy, and Richard for all their help.

PAT testing is carried out annually and the halls electrics are checked every five years. Thanks to Nick and Sally for organising this.

Just a few of things you may have noticed that have changed over the last year.

We have invested in the acoustic ceiling rafts in the café to improve the sound quality in that area. Although we had the clouds, which were generously donated by Roger, as the sound quality was still not good. I think you will all agree that it now is vastly better. Thanks to Sally, Nick, and Roger for arranging this.

We have a foldup wheelchair that was bought and donated by Jane. This is kept in the Stammers room. This is not only for the hall use but for the village.

Over the next year we will be looking to revamp and make improvements to the Gents WC as this is area is very outdated and at odds with the rest of the Hall.

As I finish, I would like to mention the committee. Last year David, Linda and I were elected to the committee. Linda and I will be staying on for a further year that leaves an elected position vacant. Out of the 12 club members we are allowed, we have 5 that have indicated that they wish to continue.

Eileen, Kurling Club; Mac, Black Deek Band; Carol, WI; Kevin, Parish Council; and Jan, Commons Group

We welcome Felicity joining us from the Parochial Church Council and Michael who is joining Jane as one of our Village Reps.

As you can see, we are getting a bit skinny on members and welcome anyone that would like to help or join the committee.

Finally The Gate!! I think you will be pleased that our preferred contractor has given a start date of May for the installation of the new entrance. It's taken a while, but these things don't move fast, and we will all benefit once the new entrance is finished.

Many thanks to you all for supporting the hall over the last year. Thank you.

6) **Treasurer's Report for the Year Ending 31/12/2022: - LH**

Bank Balances

- At the end of 2022 funds held in our two bank accounts totalled £46,393, up by more than £4,000 on the previous year end.

General Items – Receipts

- 2022 saw the Hall once again returned to normal levels of activity after the difficult Covid lockdowns of the previous two years and hall hire and our regular activities raised £8,120 and £9,441 respectively compared with £2,737 and £3,112 in 2021. Affiliation fees were reinstated in 2022 after a year's 'holiday' in 2021
- We successfully bid for a Covid-19 grant of £2,667 which was offered in compensation for restrictions imposed towards the end of 2021

General Items – Payments

- Routine expenditure totalled £17,957 giving us a net income from General Items of £2,973.

Capital Items – Receipts

- We again received a generous donation of £950 from the 100 Club and were fortunate in receiving private donations, which together with Gift Aid, amounted to £748
- Net income from fund-raising events totalled £783

Capital Items – Payments

- £1,156 was spent on equipment for the Hall, in particular wireless heating controls, a scaffold tower and smoke alarms for the loft area
- There was no expenditure on 'refurbishments' as such. Funds were being reserved for the replacement of the damaged gate area in 2023, the cost of which was expected to be more than £6,000. The Committee was also concerned over the steep rise in the cost of fuel, electricity and inflation in general.

Reserves Policy (End of 2022)

- Fuel costs are expected to continue to be high in 2023. Having allowed for this we have also set aside:
 - £19,000 for projects planned for 2023.
 - £11,000 as a contingency fund for unexpected repairs or for loss of income

Detailed Accounts for year ending 31.12.22 Available on Request.

Many thanks to:

- **Graham Hodges** for checking and approving the Village Hall accounts for 2022
- **Jane Peters** for again making the Treasurer's job much easier by processing Village Hall cash receipts at the Post Office till and receiving Treasury mail.
- **Sue McKeown** for managing Hall Hire - handling enquiries, taking bookings and deposits, raising invoices and generally being a point of contact for all our hirers
- All those who so efficiently manage and record the cash taken at events in the Hall .

GC requested that the year- end accounts be accepted as an accurate record. This was proposed by EH and seconded by JC, all in favour.

- 7) **Booking Secretary's Annual Report:** - SM – The bookings have steadily increased during the year and we now have quite a full diary.

Starting with a couple of negatives. Despite valiant attempts by Linda and myself we have been unable to secure the return of the Blood Transfusion Service, this is mainly due to lack of staff since Covid.

The Knitters and Stitches Group have decided not to continue as they come from Lowestoft it was becoming increasingly difficult, however they wish to return if we have any craft events.

On the Up side we have had some new groups join. The Wenhaston Bowls Club (weekly during the Winter), Quilting Group (monthly), Art Class (monthly), Short Mat Bowling (monthly) and Hooper's Hoot (Bi-monthly- a musical jamming session in memory of Colin Hooper).

At our recent Open Day, we asked for suggestions from Villagers of what they would like to see in terms of things to do at the hall. I am pleased to say we have managed to find a brilliant Yoga teacher who will be taking a class on Thursday mornings, she is already filled for the first class and has a waiting list, dates to be advised.

- 8) **Village Activity Reports:**

- a) **100 Club – Trish Gower – 2021 - 2022 Financial Year (to end of August 2022)**

Firstly our thanks to everyone who has helped to keep this venture afloat, without you it would not have been possible. Gentle reminders will go out in July again about subscriptions being due (£12 for a year for one number to be entered in the draw!) and we hope that you will continue to support the Village Hall for future years.

As many of you know the 100 club started in 2011 and continues to raise funds for the VH. Our thanks go also to Sue Norris who continues to do an annual audit of 100 club finances and Jane Peters at the Post Office who collects mail for us.

To date we have donated approximately £9,035.00 to the Village Hall Management Committee and given a similar total amount in prize money to 37 winners each year. There was a balance of £320.00 at 31st August 2022 and we have for this year 145 paid up members for year ending August 2023. Do think about joining now!

Among the items bought previously for the VH are small and large lightweight tables together with a trolley for storage, a projector, stand, screen and cable covers, furniture for the café area, a freezer, kurling sets, improvements to the café/bar/kitchen area also improvements to the Maurice Stammer's room, Altro-safety non-slip flooring in the main lobby, corridor, ladies and disabled toilets and now refurbishment of doors and windows in the foyer and new lockable notice boards. Again all very worthwhile improvements to our facilities.

Since 1st September 2015 Trish Gower and Kirsten West are promoters and Sue Norris is a third signatory and annual account auditor but otherwise a 'sleeping partner'.

We hope the 100 Club will continue to flourish throughout this year and for the future and once again we thank everyone for their generous support.

- b) **Café Report:** - Sally Amery – Café continues to be popular with Nett profit for 2023 just over £5,000 this includes not just the café but Men's Breakfast and Coffee mornings and the very successful Ladies Coffee mornings. This is only made possible by the ever expanding band of volunteers, front of house, kitchen, and bakers who now number 35 – Thank you all.

In 2022 the Café Team with Nick's help investigated replacing the acoustic boards in the café area as the increasing popularity of the café exacerbated the continuing problem of the amount of noise in that area. This was completed in February by Resonics with Nick & Sally Amery removing the existing Clouds and making good prior to them being fitted. It would appear to have made a great improvement to the noise levels in the Café area.

- c) **Cinema Report:** - Barry Norrington – A good year at 'Pics in the Sticks' Total profit of **£1,863** for 2023, Broken down as Door donations £1, 612.10, and Bar takings £874 with Expenses of DVDs and Bar Stocks of £622.15. Total attendance for the year **426** and most popular films with the best attendance of **41** was **Banshees of Innishirin** with a profit of £194 and **Belfast** and **Top Gun Maverick** both **34** with profits of **£194** and **£153** respectively.
Lowest attendance **Drive my Car** (foreign language) **6** including cinema staff with a profit of £33. Average door donations **£3.78**.

d) Craft Market & Events Report 2023: - CHJ-

We started the Product and Craft Market off on Saturday 26th February 2022 with 21 stalls and carried on throughout the rest of the year with a steady number of stalls of 21 per month.

The actual takings for the Product and Craft Market from 26th February to our last one on 26th November 2022 being 10 months was a total of £1,385.23 which taking into account that we were unable to use all of the hall for the Product and Craft Market in 2021 was well worth the time and effort.

At the Wenhaston Village Hall Management Committee Meeting on Tuesday 7th March 2023 it was agreed that new stallholders would be asked to pay a Deposit of £7 plus £7 for the first table in advance which would be payable by BACS transfer and, that as from the March Market all stallholders would have to pay one month in advance due to the number of “no shows” during 2022

I hope that 2023 will be a better year for the Product and Craft Market as we do need people to come and support the event and the stallholders who come to the market every month.

We held a Ceilidh Dance Night on Friday 3rd June which was well supported and everyone enjoyed it as usual. The actual profit from this event after expenses was £266.56.

On Wednesday 8th May 2022 we had a “Jazz in the Village” Night with Ian Millar & Dominic Spencer from Scotland this was reasonably well attended. The actual profit from this event after expenses was £257.32

The Christmas Bazaar was held on Saturday 10th December. We had a total of 30 tables compared to 2021 when we had only 21 tables. This was well attended and having Marie Young and her musicians playing Christmas Music added to the Christmas Atmosphere in the hall. Our Compere was Barry Hardiman. The actual profit from this event after expenses was £476.25.

The final overall total taken from the Produce and Craft Market and the other events came to £2,385.36.

e) **Kurling:** - EH – Changed from Friday evenings to last Wednesday evening of the month, more convenient for most people. Sometimes find it difficult to find full teams of 8 but after the Open day quite a bit of interest and some people coming to the next Kurling night to observe. Total profit last year £1,131.00 a good little income and a fun night for everyone. Thank you Jane for running the bar.

9) **Voting for Elected Members of the Management Committee for 2023:** - GC asked whether any one wished to put their names forward for the 3 Elected Members – None was forthcoming. DE nominated LH which was seconded by CHJ.

DE, retiring Vice Chair, took over the microphone from GC and addressed the floor thanking Guy for his devotion and unimaginable dedication to the role of Chair last year and nominated him as an elected member, this was seconded by EH and unanimously agreed by all present.

10) **Co-Opted Village Reps for the Committee 2023:** - GC stated there was one position of the three positions vacant as a village Rep and asked the floor if anyone would join JP or MW as a Village Rep. None was forthcoming.

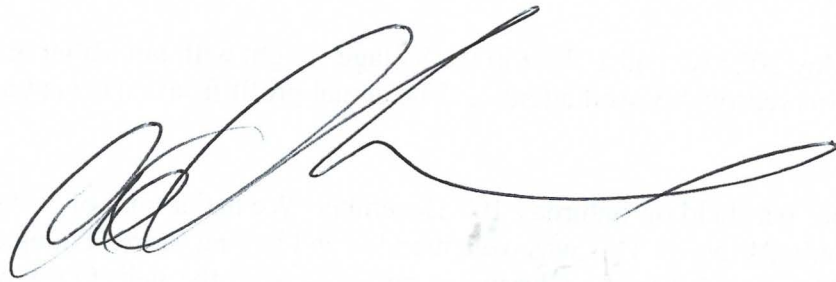
GC stated that as previously mentioned 6 out of 12 positions were currently filled by Club Reps as stated in the chair’s report and asked whether anyone else would like to put their names forward. None was forthcoming.

GC said if anyone would like to come along to any Committee meeting to see what goes on or to see what being a member entails, they are most welcome.

11) **Any Other Business:** GC – MM wanted to reiterate the thanks that GC had given to Roger Claxton and Nick Amery for their constant dedication they have given to the, VH on all the technical stuff that went above the head of a humble maintenance man. Thank you both.

12) GC Thanked everyone again for attending the AGM and said that refreshments were available while the Committee had a sub meeting in the Stammer’s Room and brought

the meeting to a close.

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