



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 March 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):
Mac Mckeown (MM): Kevin Canham (KC): Carol Hudson-Jary (CHJ).
Guests: Felicity Jelliff (FJ):

- 1) **Welcome & Apologies:** GC Welcomed everyone with apologies from Jill Daines (JD) and Mike Wilkinson (MW).
- 2) **Minutes of the Previous Meeting Signed Off as True:** GC - Proposed by DE and seconded by JP.
- 3) **Matters Arising:** MM – Following enquiry from A Musk with friends who wished to hold a possible Alzheimer's charity night, MM explained to AM that they would be allowed to run the event as long as it was run in their names on the same lines as the Ukraine night and the Children in Need event.
- 4) **Correspondence:** GC –
 - The 100 Club enquired whether the VH had allocated the £950 given to the VH last year and what it would be ring fenced for. GC asked for a confirmation vote from the Committee, which was unanimous, that it was to replace heavy old partition screens which would cost £1,300. The difference would be paid by the VH and this was communicated to the 100 club. A discussion followed on the issue of where and how these screens would be stored and it was agreed that the loft although had recently been tidied up could be really sorted out especially stuff pertaining to the Village Hall itself - SM/JC to action.
 - GC stated he had received an email from a concerned individual about the possible proposed storage of the Indoor Bowls mat roller rack as mentioned in the AOB of last month's meeting. This was discussed at length and no satisfactory place could be found at the current time to safely store this due to its size and weight. A vote was taken and a majority No vote was passed. GC said this could be looked at again later in the year.
 - GC had received another anonymous correspondence with reference to the over hot water issue. GC said that a governor has been fitted to the water system and filters currently being fitted to stop blockages, the temperature of the water has thus been reduced. Roger Claxton currently researching the best water softener system to install to reduce the calcification of the pipes and thermostats. RC to discuss findings/proposal with GC/MM to put before Committee prior to any final decisions made. GC thanked RC for all his hard work on the hot

water system. GC then suggested that the update of the Men's toilets be delayed until the softener had been fitted and asked for a vote on this and the go ahead for the water softener. Unanimous vote of agreement on both issues.

- 5) **Gate Update:** - GC has been trying to contact Waterfields for an update on the gate installation but had yet been unable to speak to them. Assume nothing will be done whilst we have such cold and wet weather. GC to chase.
- 6) **Men's WC:** GC has requested quotes but to date no replies, now on hold until a water softener has been installed.
- 7) **Community Open Day:** SM said 21 tables now booked, 20 posters to go up around village. Set up tables Friday 17th 5pm MM to action. Groups can set up 9am Saturday morning. FJ, SM & JC to contribute baking. SM to purchase coffee, tea etc.
 - SM has to date received approximately 12 suggestion slips back from villagers.
- 8) **Café Acoustics:** GC asked the Committee whether they thought the installation of the new Café acoustics had improved noise levels in the café and all agreed it had. GC then thanked the Café team, Sally & Nick Amery and Roger Claxton for all their research and work in getting them installed. A decision yet to be made about the use or storage of the old clouds.
- 9) **Brief Reports from:-**
Financial Summary for the period 7th February 2023 to 1st March 2023. LH

1 Current Account:

a. On 1 st March, including transactions in progress our account balance was	£33,331
b. Since our last meeting income amounted to	£2,594
c. Expenses totalled	£5,006
d. Leaving a shortfall of	£2,412

2 Details of Income and Expenses:

- a. Significant income items since our last MC meeting include:
 - i. £545 was received for **hall hire**
 - ii. £933 was raised through our regular activities – **the Cafe, Cinema, Market and Kurling**
 - iii. The 'Black Deek & Friends' **event** raised £1,016
- b. Significant expenditure items since our last MC meeting include:
 - i. £1,738 for the second and final payment for acoustic fittings to the café ceiling
 - ii. £2,386 for woodchip for the boiler
 - iii. £155 was paid to the architect who advised on design of the new car park entrances.

Parish Council: KC – Nothing to Report.

Booking Secretary: SM - Nothing to report.

Maintenance: MM – As mentioned in Correspondence work started to reduce temperature of hot water and filters fitted to both kitchen and toilet systems.

- Cistern replaced in Men's toilets, thank you Roger.
- The new replacement exterior Notice Boards have been purchased and due to go up on the 11th March.

Café: SM – Provisions and coffee were stocked up to cover for holidays in March. Income for 4 weeks in January Combined Café, men's breakfast, Ladies Coffee am and Men's coffee am giving a total Gross income of £534.00, provisions/bakers £228.20 therefore a Nett income of £305.80. February Gross income, £530.50, provisions/bakers £170.70 Nett income February £359.80. acoustic ceiling was completed on 22nd February and has made a big difference to sound levels in the café, reducing the volume of noise and giving a softer, more comfortable atmosphere. We have produced some posters for displaying on the table at the Community Day and we will only need a small table.

Health & Safety: KC - Reported that there had been an incident in the Car Park one evening where a Car had reversed into a woman knocking her over. Apparently she was shaken but not hurt. GC said it must be put in to the accident book by the hall hirer. KC to action.

Entertainment: CHJ/MM –CHJ said that there had been a few no- shows of booked first time stall holders at the recent Craft Market with no warning or apologies, not only losing the hall money but other potential new stall holders that might have been turned away. It has been the practice of returning stall holders to pay in advance for the following month to avoid this situation which has been working well. CHJ wanted the go ahead from the Committee to now extend this pay up front to new stall holders to avoid this in future. She then distributed to the Committee a draft letter she would pass to the new stall holders explaining this and about moving cars out of the car park once unloaded and general information of the running of the Market. Also a copy of a similar letter to be passed to returning stall-holders updating information . The Committee was in agreement that the letters be sent.

- A general discussion then ensued about the use of the car park, FJ stated that historically the car park was for village use and not just VH users and it was agreed to liaise with the church should weddings or funerals clash with Village Hall bookings and other arrangements made or at least be aware of.
- CHJ had been in touch with three theatre roving groups to invite use of Wenhaston Hall in the future as it would be good to have theatre plays for a change - ongoing.
- Confusion over Entertainment coffee etc; stocks and Village Hall stocks. Agreed that all Village Hall stocks could be combined and used for any VH event, with each event checking and stocking up as required. SM, CHJ & LH to sort.
- CHJ and MM to plan entertainment for the second half of this year shortly.
- MM – Motown night all planned with 50 tickets sold thus far.
- Quiz night all set, SM, JP & MM to run bar.

10) **Any Other Business:**

- JC passed on the Ukulele Groups concern how cold the hall was on Monday afternoon and asked during cold weather as experiencing now could it be put on earlier. SM has discussed this with Ukulele club rep.
- DE stated that he would be stepping down as Vice Chairman at the AGM as he thought to delay another year would jeopardise the long term chance of all three key positions on the Committee being replaced at once, hoping that someone would step up as Vice Chair and shadow and support the Chair. He said he would still give his voluntary full support to GC and the Committee.
- KC asked had any one thought of boosting the Village Hall's use of existing Solar Panels using batteries and said he would be happy to do some research and Report back. All agreed it would be a worthwhile project and thanked KC.

11) **AGM & Next Meeting Date:** AGM 28TH March 7pm: - Next Meeting 4th April 7pm

GC Brought the Meeting to a Close

