



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 4th April 2023 7pm

Present:

Chair: Guy Chinery (GC)

Treasurer: Linda Hammond (LH)

Committee Members: Eileen Hayes (EH): Jan Clements (JC): Jane Peters (JP):
Mac Mckeown (MM): Kevin Canham (KC): Carol Hudson-Jary (CHJ).
Elaine Potter (EP): Mike Wilkinson (MW).

- 1) **Welcome & Apologies:** GC Welcomed everyone especially the new Village Reps, EP and MW for joining the Committee, they were both issued with the Data Protection and Conflict of Interest forms to complete. Apologies from SM and FJ.
- 2) **Minutes of the Previous Meeting Signed Off as True:** GC - Proposed by CHJ and seconded by KC.
- 3) **Matters Arising:** GC said he was getting a quote from an electrician to run power to the trees for Christmas illumination. This was discussed briefly and the putting up of a real Christmas tree was muted, to be discussed further.
- 4) **Correspondence:** GC had received an email from FJ asking whether the VH would be decorating the Hall for King Charles's 111 Coronation as the ladies who organise the Community lunches were thinking of putting on lunch or teas on the Sunday. Alison Alder had also contacted GC with the Church's possible plans for the Coronation, including an afternoon tea on the Sunday 3-5 pm and a BBQ on the Monday requesting help from the Committee. CHJ also had had a query from the Café Team who with assistance from the Committee would like to put on an afternoon Tea. This was discussed and we agreed to make the hall available and decorate the outside and inside of the Hall. Committee members would help where we could in liaison with Church and Café groups with their suggested activities.
- 5) **Gate Update:** GC – No real update other than it should be started sometime in May.
- 6) **Gent's WC:** - GC stated he had had one quote back from a builder to revamp the Gents toilets, this came out at £12.500. All agreed that we need three quotes or at least one more before committing to acceptance. Since the addition of Hi Viz edging of the hazardous raised tiling in the gents toilets the H&S level have dropped from a 5 to a 3, ongoing.

7) **Open Day:** GC – Following the Village Hall Community Open Day, DE had reported back that he thought it a good idea to put a flyer or questionnaire in the Warbler listing people’s response to what they wanted in the form of activities in the hall and also whether they would be prepared to run them. It was decided that the Open day sub Committee would meet and discuss once DE’s e-mail had been passed to them before they responded. It was also discussed that there were not that many slots left in the time-table of the VH which could also have an impact. However the point was made that the day had achieved a lot of interest in various existing clubs but failed in the gaining interest in attracting new members for the VH Committee.

8) **Brief Reports From:**

Chair: GC –

- a) We now have full complement of three Village Reps; only six out of a possible twelve Club Reps; and only two out of three Elected Reps. This encouraged a discussion with GC asking all Committee members to take a good look at the VH’s constitution before the next meeting as great concern about succession of the Chair after failure to secure a Vice-chair.
- b) GC thanked CHJ and Terry for the success of the Quiz Night.
- c) Committee evening out, to suggest dates and addition of partners at next meeting.
- d) MM had suggested a “Friends of the VH” mailing list, data protection implications etc. to be discussed at next meeting.
- e) Cleaner’s Mop and Bucket outdated and maybe either needs to get a Karcher type floor machine or possibly increase cleaning hours. MM to consult with cleaner and report back.
- f) DE has been looking into VH insurance, coverage, costings etc. No decision made but yearly renewal paid in the meantime.
- g) NHS Noticeboard on outside fence could come down as Covid 19 no longer the pandemic it was, all agreed.

Financial Report and Cash Flow for the period 2nd March 2023 to 1st April 2023. LH

1 Current Account:

a. On 1 st April including transactions in progress our account balance was	£32,748
b. Since our last meeting income amounted to	£1,982
c. Expenses totalled	£2,669
d. Leaving a shortfall of	£687

2 Details of Income and Expenses:

- a. Significant income items since our last MC meeting include:
 - i. £197 was received for **hall hire**
 - ii. £826 was raised through our regular activities – **the Cafe, Cinema, Market and Kurling**
 - iii. The Quiz Night and our Open Day **events** raised £489
- b. Significant expenditure items since our last MC meeting:
 - i. £1,557 insurance

3 Our CAF investment account continues to hold £12,248 and the value of the **VH Bar stock** at 25th March was £102

4 Liabilities / Committed spend over next 3 months:

- a. We have now confirmed our order for the replacement of the entrance gate which will hopefully be completed in May. The cost has been estimated at £6,200
- b. Accounts payable invoices and expense claims due for payment total £354
- c. We hold £200 as refundable deposits on room bookings
- a. **TOTAL - £6,754**

5 Income owing to us as at 01/04/23: £64 for hall hire

Parish Council: KC – Nothing to report from Council but KC was going to check whether it would be worth getting batteries for the VH solar panels. After speaking to Roger Claxton he reported that the solar panels system has been adapted to boost the biomass boiler and hot water systems and would not have enough surplus to store in batteries. GC thanked KC for his research.

Booking Secretary's Report: MM for SM - Nothing to Report

Maintenance Report: -MM-

- Kitchen Hot water settled down need to consider timescale for flush through once a month legionella!
- Phil Gill Plummer has fitted a new ball cock /float valve to Tardis Boiler (plus labour and will bill us for both this and earlier valve fitting (labour only).

Café Report: For 4 weeks in March, The Café, Men's and Ladies coffee mornings and Men's breakfast gross takings of £422.71 provisions £76.00 giving a Nett profit of £346.71.

Health and Safety Report – MM reported that the Water Meter needed to be read regularly to pick up any potential leaks avoiding the problems of a leak and massive water bill the VH had a few years ago.

Entertainment: CHJ/MM

- Motown sold out, tickets reduced from 160 to 140.
- Out of Nowhere booked for June 24th to be advertised in the Warbler and Tide collection of publications.
- Theatre group unable to attend our VH this year, hope for next year.
- Possibility of a Caribbean evening in July, family Quiz and Quiz later in the year.
- Christmas Bazaar 9th December, definitely a Father Christmas Grotto not necessary.
- Race Night - Football Club are interested working together on this, pre-season best time.
- John Ward Trio – unable to do 21st October: 4th 11th or 18th November £8 -£10 ticket price £300 for 2 x 45min slots. Or consider midweek or Fridays.

9) **Any Other Business:** JC enquired about the update of the water softener – GC stated still ongoing.

- KC Raised the question of increasing Hall Hire charges to help meet increased bills etc. After some positive discussion LH - Treasurer to discuss with SM Booking Secretary and report back.
- GC stated following DE standing down as Vice Chairman another Trustee signatory for Santander was needed and asked whether any one was willing to take it over? JP responded that she would and the Committee unanimously agreed. GC thanked JP.

10) **Date of Next Meeting:** 2nd May 2023 7pm

GC Brought the meeting to a close.

