



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 2nd May 2023 7pm

Present:

Chair: Guy Chinery (GC)

Vice Chair: Vacant

Treasurer: Linda Hammond (LH)

Committee Members: Eileen Hayes (EH); Jan Clements (JC); Jane Peters (JP);
Mac Mckeown (MM); Carol Hudson-Jary (CHJ).
Elaine Potter (EP); Mike Wilkinson (MW); Sue Mckeown (SM);
Angela Corsan (AC);
Not present:- Kevin Canham (KC):

- 1) **Welcome and Apologies:-** GC- Welcomed everyone especially Angela Corsan who is joining the Committee as the Wenhaston Allotment Association's (WAA) Rep. He also said how sad he was that Felicity Jelliff had resigned from the Committee due to ill health, he thanked Felicity and on behalf of the Committee wished her a speedy recovery. Viv Kemp as part of the Café Team sent her apologies.
- 2) **Minutes of Previous Meeting signed off as True:-** GC – Proposed by EH and seconded by MM.
- 3) **Matters Arising:-** GC – None.
- 4) **Correspondence:-** GC – Said he had received several items of correspondence:-
 - From EP requesting that with his permission AC would be joining the Committee this evening.
 - From Felicity Jelliff's daughter tending Felicity's resignation on behalf of her Mother as stated in item 1.
 - A communication from the Treasurer LH giving formal notice that she will be standing down as Treasurer next March 2024 at the AGM. She has given a long notice as she would like to be able to secure a successor and have sufficient time to train them up and allow them to shadow Her for approximately three months before she steps down. If sufficient notice and advertisement of the position is given she hopes this will be the case.
 - Following the destruction of the alarm and possible attempted break in at the P.O. last month, The Parish Council (Peter Wildish and Richard Day) arranged a meeting between the VH Committee (Guy Chinery and David Elliott) and Anglia Security and Fire to look at possible security improvements. Anglia Security and Fire are specialists in camera and alarm systems and they will be forwarding a report to Guy Chinery. As they are not specialists in door and

window security they will recommend a company that we can contact to get advise in improving these access points to the Hall.

- 5) **Gate Update:-** GC – Waterfields are not able to install the gate in May as previously advised, should now be in June but GC to chase again. Ongoing.
- 6) **Open Day:-** GC asked whether the open day was discussed by the sub Committee and results posted in the Warbler. JC stated that the information needed had not been received but would follow up soonest.
- 7) **Gent's WC:-** GC – The refurbishment of the Gents toilet to be temporarily on hold until the costs of the Hall's new security systems are known, which could be substantial. MW requested that another quote be sought in the meantime. Ongoing.
- 8) **Brief Reports:-**

Chair:- GC –

- Asked of the Committee if there was a need for a card reader to be made available in the Hall as this had been raised by several people including, Committee members, Café Team and Bar staff. Unanimous agreement that it would be beneficial to Hall and users. JC to do some research and report back.
- GC reported that he had ordered the new Screens for the Hall which will have a dual purpose, both screening off areas as required and for use as information boards. GC then enquired if the Committee members knew who owned the old heavy wooden screens which are currently stored in the loft area, as no one knew it was decided to be investigated and that SM would contact all groups that rent storage space to ask them to tidy up their area and dispose of any old equipment no longer required.
- GC thanked all those on the Committee who helped put on the Motown event last month which was a huge success, with special thanks to Karen Clegg and the whole team who made it happen.
- No update on the Water Softener.
- GC had discussed with Roger Claxton about running electrics for a Christmas Tree in the Car Park, possibly installing a plug in safe outdoor socket. Ongoing.
- GC enquired whether MM had discussed with the cleaner about improving cleaning equipment etc. MM said he had not spoken to the cleaner yet about her thoughts on improving cleaning equipment but would follow this up.
- If a Committee social evening was still wanted a date should be fixed – all agreed that a Friday in November would suit most people, CH-J to book.
- GC enquired whether the afternoon tea being arranged for the Coronation by the Community Lunch or Church was still going ahead, MM said it was and the Hall had been decorated and the tables would be put out for them on the Sunday Morning.

Financial Report for the period 1st April 2023 to 30th April 2023

1 Current Account:

a. On 2 nd May, including transactions in progress, our account balance was	£35,024
b. Since our last meeting income amounted to	£5,432
c. Expenses totalled	£2,928
d. Leaving a surplus of	£2,504

2 Details of Income and Expenses:

- a. Significant income items since our last MC meeting include:
 - i. Hall hire earned £1,597
 - ii. Our regular activities – **Cinema and Kurling*** raised £365
 - iii. Our **Soul & Motown Night** raised a net income of £1,787
- b. Payments other than regular monthly outgoings:
 - i. **Filming licence** fee £159
 - ii. **General maintenance and equipment** - £312

3 Our **CAF investment account** earned £37 interest in the last 12 months. The balance is now £12,285

4 The value of our **Bar stock** at 19th April was £201

5 Liabilities / Committed spend:

- a. A confirmed order for the replacement of the entrance gate, estimated at £6,200
- b. Accounts payable invoices and expense claims due for payment total £1,477
- c. A refundable deposit on a room booking - £100

TOTAL - £7,777

6 Assets:

- a. Income owing to us for hall hire at 02/05/23 £391

TOTAL - £391

* Income from the Café and Craft & Produce Market for April is not included here. Figures available shortly.

The Treasurer distributed to the Committee the proposed increase in Hall Hire Fees jointly composed with the Booking Secretary, which would come into effect on 1st October 2023. This was deemed necessary to help cover the increase in Hall running fuel costs and inflation. A 10% increase on Hall hire fees and loft storage only, with all other fees remaining the same. This increase still leaves Wenhaston VH favourably competitive with other local Village Halls. A unanimous vote to go ahead was taken and SM will send out prior notice to all groups and users. A yearly review of charges was agreed upon.

Parish Council: - None available.

Booking Secretary: - SM- April invoices out this week. New Yoga class started as a direct result of the Community Open Day.

JP has requested that a Security Notice Reminder be sent round to all Hall hirers to double check security and Safety upon vacating the premises.

Maintenance: - MM – The Outside area of the VH needs tidying up and a general clear up. SM stated the troughs this year just need a tidy but the hanging baskets need re-planting but a little simpler. SM to source with GC from local nursery and should easily cover with a smaller budget. As too early to put out Summer hanging baskets MM to organise a work party for Sunday 21st May just for the Clear up. Watering system to be looked into or at least an extension pole for hose to assist the hanging baskets watering and possibly a new watering rota for those volunteering.

Café:- SM for SA- For five weeks in April the Café, Men's and Ladies Coffee Mornings and Men's Breakfast produced gross takings of £648, provisions and baking expenses were £230.30 giving a nett profit of £417.70. This reflects the increase in provision costs especially coffee which went up earlier last month.

Health & Safety:- MM – Roger Claxton updating H&S Policies on VH web site once they have been edited to remove individual names. GC to assist.

Health & Safety annual walk round due, KC to action.

Entertainment: - CH-J/MM – 'Out of Nowhere' booked for 24th June advertising in place and tickets on sale, Further events being planned briefly listed including a family quiz and Caribbean Night. CH-J will circulate an updated list to the Committee shortly.

9) **AOB:-**

- JP had had a request whether some of the money raised at the Motown night be ring-fenced to enhance further events, this was discussed and deemed a good idea.
- EH reported the kitchen Freezer drawers were iced up and ask whether the Café team had plans to defrost it, JC would enquire and report back this week.
- GC informed the Committee he would be away for WVHMC meeting due on 4th July and enquired whether anyone would like to chair it, it was suggested as we had monthly meetings we could afford to take a meeting holiday in July. All agreed.
- GC also enquired whether any member would take on the role of Vice-chair. None was forthcoming.

10) **Date of Next Meeting:** - Tuesday 6th June 2023 7pm

11) – GC Brought the Meeting to a Close.

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end.