



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 6th June 2023 7pm

Present:

Chair: Guy Chinery (GC)

Vice Chair: Vacant Position

Treasurer: Linda Hammond (LH)

Committee Members: Eileen Hayes (EH); Jan Clements (JC); Jane Peters (JP);
Mac Mckeown (MM); Mike Wilkinson (MW);
Sue Mckeown (SM)

Not present:- Angela Corsan (AC); Elaine Potter (EP):

Guests: Sally Amery (SM); Liz Cunningham (LC):

GC welcomed SA & LC stating that they wished to address the Committee on behalf of the Café Team on two issues.

- a) When will the issue of the hot water and low flow of the cold water be resolved as it had been inadequate for some time now and they did not think it fair on the volunteers to face this problem every week and wished the Committee to make it a priority. GC replied that it was now finally in hand as although Roger Claxton and Nick Amery had been working on the problem for some time and done a lot of work the main problem is calcification of parts and pipes and further delays as various members did not wish to override the work being done, A plumber to install a new unvented pressurised tank has been commissioned. It is hoped that finally the water problems will be resolved. However the Plumber will have to fit in with Hall bookings and hopefully keep disruption to a minimum.
- b) Following a previous verbal show of interest in the use of a card reader for the Hall and Café use SA contacted GC requesting to put the Café's interest to the Committee. GC stated that it was on the Agenda today and invited their presence at a sub Committee Meeting to look more closely at various types of readers and the requirements of the Café and VH and thrash out any problems or potential pit falls looking into various makes etc. The Café Team declined the invitation and said they would look at the product and its capabilities once the research had been done. SA and LC then left the meeting.

- 1) **Welcome and Apologies:-** GC- Welcomed everyone with Apologies from Carol Hudson-Jary (CHJ) and Kevin Canham (KC)
- 2) **Minutes of Previous Meeting signed off as True:-** GC – Proposed by JP and seconded by EH.
- 3) **Matters Arising:-** GC – None

4) **Correspondence:-** GC –

- An email from Christine Buttle requesting that someone take over from her the collection of Ink cartridges, toners and mobile phones she set up some years ago to help raise money for charity. At present a box is left at the VH for donations of used ink cartridges etc. and every month she picks them up and takes them home for be collected. However as she is currently not driving she needs some-one to take it over. JC to check whether it can be collected from the VH when the P.O is open or offer to run box to CB's. – As the majority of the Committee members did not know of this collection SM to put a notice up advertising its existence.
- From Trish Gower reiterating that she and Kirsten will be stepping down from running the 100 Club at the end of August this year after 7 years. She stated that they are actively looking for someone to take it over but wondered whether any one on the VH Committee would. GC said he was interested but not until he stepped down as Chair of the WVHMC in March 2024. Other members stated they were not in a position to take on more commitments. There was a reminder that whoever takes on the role would need a gambling licence.
- GC Gave official notice that he will be standing down as chair at the AGM 2024.
- Sally Amery re – Card Reader, following the pre meeting address by SA, a Card Reader Sub Committee was set up comprising of GC, CHJ, LH, SM & MW.

5) **Gate Update:-** GC – Waterfields to finally start on the Gate on 10th July. JC asked as we were talking carpark whether the Committee had any objections to a steam model railway to be running for the Village Show in a cordoned off area of the carpark, although it is not yet definite. GC said he was happy and there were no objections.

6) **Brief Reports:**

Chair: GC

- Following a visit by Anglia Security & Fire, their report stated that to have sensors in all areas possibly required would cost £2,400 plus VAT. It was discussed and thought it would prove more trouble than it was worth with so many users of the hall having to disable and reset alarm. The insurance requirement over £50,000 was that all doors have dead locks and the only weak one being the front double doors. CPW Locksmith could add dead locks, bars and plates as per fire-doors and bar and bolts to the existing doors at a cost of £720 including VAT. Extra keys would cost £6 + VAT and would be handed out and signed for by essential Hall users, Clubs etc. After some debate a sum of £10 fee was agreed to be required should any one lose or not return their key. It was also agreed that 40 keys would be required. Two votes were taken, one for the Key Smith work and one for the lost key fee, there was a unanimous Aye on both counts.
- GC stated that as the cost of updating security in the hall was now known we could go ahead with updating the Men's Toilets, to that end a further quote will be given by Beccles Tiles & Bathrooms on the 13th June.
- Plumber Phil Gill has given his quote for the hot water work at £1,120 and the Water Softener will be £1,412. All agreed this was acceptable and JP offered to keep the Water Softener topped up with salt nuggets.
- GC said replacements for the positions of Chair, Vice Chair, Treasurer and Minutes Secretary will need to be sourced over the next 9 months but again asked of the Committee whether anyone would like to take on the role of Chair or Vice Chair. There were no positive replies.
- GC asked whether we need to condense the meetings to try and concentrate on essential matters, as too much meeting time was taken up on the sometimes not so brief reports, and

going over the same issues. It was discussed and a proposal that the Brief reports be distributed by email to Committee members a few days prior to the meetings and any problems raised could be added to the agenda. However it was agreed that The Chairs, Maintenance and Entertainment reports would still be included as there were often debate required. The reports to be emailed to Committee members will still appear in the minutes.

- It was also agreed that WVHMC meetings be every other month with special meetings being called should an issue arise that needs to be discussed.

Financial Report for the period 1st May 2023 to 6th June 2023

1 Bank Accounts at 06/06/23 (including transactions in progress):	
a. Current account balance	£35,159
b. CAF investment account balance	£12,285
	£47,444
2 Assets*:	
a. Income owing to us for hall hire	£162
b. The value of our bar stock	£201
	£363
3 Liabilities / Committed spend*:	
a. A confirmed order for the replacement of the entrance gate	£6,200
b. Accounts payable invoices and expense claims due for payment	£128
	£6,328
4 Since our last meeting	
a. Income	£2,572
b. Expenses	£2,437
c. Leaving a surplus of	£135
5 Details of Income and Expenses from 01/05/23:	
a. Main income streams:	
i. Hall hire	£943
ii. Café (April+May)	£806
iii. Cinema	£225
iv. Kurling	£129
v. Markets (2 events)	£285
b. Payments other than regular monthly outgoings:	
i. Purchase of screens / dividers for the Main Hall	£1,361

*No hall hire deposits held or owing at 06/06/23

Parish Council KC: - Nothing to report.

Booking Secretary: SM - Nothing to report.

Maintenance: MM -

- Planned a Tidy up of Car Park and surrounding areas Work Party on Sunday 11th June at 2pm, MM to look for volunteers at Men's Breakfast. MM to start on Wed 7th.
- SM: already organised a Work Party for the hanging baskets and troughs on Wed 7th June.
- MM spoken to the Cleaner and she would like to order a new special mop and bucket (Swiffers) and a Floor washer/cleaner. Total costs £250. All agreed if it will make the cleaning easier and more efficient to go ahead.
- Consider having the taps replaced in the Ladies Toilets soonest, one tap not working at all, this will be discussed with Plumber after the kitchen plumbing work is completed.

Café: SA via SM - *There were only three Saturday cafés due to being closed for the King's Coronation, so it is an incredible result and made more money than all the other four week months this year although costs were a bit below average. The volunteers have been struggling for many weeks now with no hot water, or a very poor supply in the kitchen and the team hope it will be rectified shortly to avoid losing volunteers. With many of them over 70 and some over 80 it really isn't practical or safe to ask people to use kettles of boiling water in a busy kitchen. We also look forward to hearing about progress made at the meeting regarding card readers for the café.*

Gross takings for those 4 weeks in May £527.45 after expenses profit of £388.30

A full breakdown available on request.

Health & Safety: MM – Stated the H&S Policies had been updated and individual names removed and passed to Roger Claxton to update on the Website

Entertainment: MM -

- Reported that Out of Nowhere had been cancelled for the 24th of June due to illness of one of the Trio. They were very apologetic and we were offered an alternative band but in view of short notice and advertising issues agreed with CHJ & GC to cancel and consider them again later in the year.
- The proposed Caribbean evening scheduled for 22 July shelved due to long term agreement from the Booking Secretary to loan out Tables and chairs for the 21st and 22nd of July. Rethink at a later date.
- Thank you to Peter Wildish for running the last Craft Market while CHJ on holiday.

Any Other Business: -

- SM reported that the photo copier is kaput and she had done some research and would like to purchase a HP Laser Inkjet to replace the old one at a cost of £130.00, all agreed to purchase and to confine use for VH business use only.
- GC enquired whether we still wanted to go ahead and get a Christmas Tree for the Car Park, all agreed yes and GC to action.
- Meeting of the Card Reader Sub-Committee set for Monday 12th June 10 am.

7) **Date of Next Meeting: GC** - Tuesday 1st August 2023 7pm

8) GC brought the meeting to a Close.