

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 1st August 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); Angela Corsan (AC);

Booking Secretary: Sue Mckeown (SM): Carol Hudson-Jary (CH-J)

Not present:- Mike Wilkinson (MW);

- 1) **Welcome and Apologies:-** GC- Welcomed everyone with Apologies from Elaine Potter (EP) and Kevin Canham (KC)
- 2) **Minutes of Previous Meeting signed off as True:-** GC – Proposed by EH and seconded by JP.
- 3) **Matters Arising:-** GC – None
- 4) **Correspondence:-** GC – From Alison Alder, she thought there might be a clothes rail held in the VH loft and wondered whether it was still there? It is wanted for a School uniform recycling scheme for the Village School. The Committee could not remember seeing one in the loft but MM said he would check and report back to GC, who would report back to Alison

GC stated he had received a phone call from Jill Daines congratulating him on the Gate work finally starting, which it had that morning.

5) Brief Reports: -

Chair: GC Circulated by email an update in July to Committee members as there had been no meeting that month, (see as follows) however where since updated will show in *italics*.

- **100 Club**

Trish and Kirsten retiring August 2023

They now have a couple of volunteers, Elaine Potter and Angela Corsan and David Elliott as Support.

- **Martyn's Law**

'Martyn's Law' will place a requirement on those responsible for certain venues to consider the threat from terrorism and implement appropriate and proportionate mitigation measures. The legislation will ensure that people are prepared, ready to respond and know what to do in the event of an attack.

I have contacted CAS to find out how the law will affect Suffolk Village Halls. Awaiting their response.

This will only affect gatherings where there are more than 100 people present. As this is going to Parliament CAS are speaking to ACRE to see what implications this would have on Village Halls, awaiting response.

- **Gate**

Contractors have changed start date from 10th to 17th July due to Holidays

Electrician has been informed and has said he will be on site 17th July-

Waterfields - Actual work began this morning 1st August, they have supplied VH with information to have the yellow markings painted on the carpark in line with insurance and H & S. to be actioned ASAP. Electrician now has wiring in place for lighting when gate completed.

- **Security**

Foyer doors updated Friday 30th July to bring into line with advice from the Police, Locksmith and requirements by our insurers.

- **Hot Water issue in kitchen**

Plumber and Chippy on site as arranged 27th. Water softener and unvented cylinder installed and working.

Many thanks to Roger Claxton for helping with the installation.

- **Card Readers**

We have invested in two "Sumup Solo" machines with receipt printers. One for the Bar area and another that can be used in the Foyer or Hall. These have been tested and are now ready for use.

May I thank Sue, Linda and Michael for the time spent in investigating and setting up the readers.
Meeting with the Café Team this coming Friday 4th August.

- **Gents WC**

We have now had two quotes and awaiting one more.

Once all quotes are in, we can choose the most appropriate contractor.

- **Hanging Baskets**

Thanks to Sue for buying flowers and equipment.

Also, a big thanks for the volunteers for planting and those who have put their names forward to the watering rota. If you can't make your allotted time, please let Sue or me know and we will arrange cover.

- **Wenhaston Primary School.**

I received a request for a donation to help furnish their new library.

Unfortunately, we are unable to help due to two issues. We cannot donate to another Charity. Also, although we look like we are cash rich, we have several projects under way that our capital is already earmarked for.

- **Correspondence**

We received a "Thank You" from Jill D for delaying start to the plumbing work in the kitchen to allow the Community lunch to go ahead without any disruption.

I received the following from Peter Wildish.

As you know I have been thinking about the Clavinova which is stored in the west wing of the stage at the village hall. It has been used only twice in the last five years or so. I asked Chris Stone the head of the Primary School if he would put it to better use but he said he cannot accommodate it.

I have asked Marie Young, Wenhaston's very talented musician, who said that it would be a great loss to the hall if it were to be removed. She has thoughts about getting together children to sing carols at Christmas, for example. So, if you are still happy to accommodate it, I shall leave it where it is.

Best regards,

Peter

PS: I might give it an airing from time-to-time to make sure everything still works.

- **Kitchen**

After stripping out cupboards to facilitate the input of the water softener and pipe work needed for the new unvented cylinder. It has become apparent that the next project we should tackle after the current ones, is the kitchen. This will require possible grants to help us fund. Suggest once we have a stable committee, this should be given priority.

- **Parish Council**

I have approached the PC asking if they can help fund any of our projects, I had the following response.

“The Parish Council are prepared to assist on a matched funding basis towards the cost of the various projects. This is subject to sight of the relevant quotations for the work contemplated and an indication of the proposed timescales”.

I have advised the PC the costs of updating our security and hot water system. I shall be meeting them after I have received quotes for the Gents WC.

- **Xmas tree**

We need to have a small work party to dig out and prepare a base for Christmas tree.

We will also require power to be brought to the area this will need a weatherproof outside socket, power line to the Hall and a holding post.

- **Cleaning the Car Park**

Many thanks to the Mac and Peter Wildish for tidying up the car park, clearing the drains and for cutting the grass surround in preparation for the contractors to install the new gate. It looks so much better. MM also thanked GC, JP and SM for weeding and assisting with this.

End of July Report.

- **Coffee Grounds:-** This is an issue that has been raised before, as the coffee grounds bin is full, grounds should be put in general waste bin - Café Team to be reminded on Friday at Meeting and possible notice up in Kitchen. Bag could be put into Small green bin (under café sink) for disposal.
- **Dirty Tea Towels:-** This remains an issue with the Tea Towel fairies few and far between, however a volunteer has stepped forward to wash and iron regularly but this issue will also be raised with the Café Team.

Maintenance Report: - MM

- Pressurised Boiler and water Softener installed, Pipework and Cupboards and Kickboards made good Water temperature and flow improved. Special thanks to Roger Claxton.
- Hall Floor due to be refreshed in August therefore need to purchase further Bona Liquid.
- GC Pointed out that the Hedge will need cutting soon, Agreed Autumn best time.

Health & Safety: – No report but GC stated that the Annual walk round is due. KC, MM & GC to Action,

Entertainment Report: - CH-H/MM

- 21st October - Ceilidh Night, Harbour Lights £400 no change from last year. 50/50 raffle £12 per ticket and £6 for children under 16. JP on bar possible help from SM.
- 18th November - John Ward Folk Singer £300, Black Deek Supporting Band. Tickets £10. 50/50
- 25th November – Quiz Night – Terry Quiz Master
- 9th December – Christmas Bazaar with Father Christmas.
- 4th November – Committee Evening Out, Wangford Plough 7 for 7.30 – CH-J to book and circulate menu,
- Looking ahead to 2024
February? MM suggested Rogue Shanty Chorus.
March Possible Irish Night
End of March Karen's Music Night
April Possible Quiz Night
May Possible Steven Treadaway Clairvoyant.

Treasurer's Report for the period 4th July 2023 to 29th July 2023

1 Bank Accounts at 29/07/23 (including transactions in progress):	
a. Current account balance	£32,027
b. CAF investment account balance	£12,285
	£44,312
2 Assets:	
a. Income owing to us for hall hire	£278
b. Value of our bar stock	£201
	£479
3 Liabilities / Committed spend:	
a. A confirmed order for the replacement of the entrance gate	-£6,200
b. Deposits paid by market stallholders	-£199
c. Deposits held for Hall Hire bookings	-£0
d. Expenses due to volunteers	-£28
	-£6,427

4 Cash flow 4th July to 29th July 2023:

a. Income

i. Hall hire	£1,587
ii. *Café	£0
iii. *Cinema	£0
iv. *Kurling	£0
v. Markets (June market)	£63
vi. Donations (general)	£130
vii. Donations (Village Show)	£50
viii. Other	£9
TOTAL	£1,839

b. Expenses

i. Regular expenses	-£614
ii. Plumbing repairs to rectify hot water issue (labour)	- £1,120
iii. Improved security (doors and locks)	- £1,030
iv. Village Show expenses	- £71
TOTAL	- £2,835

c. Leaving a deficit for this period of - £996

*Awaiting information on these items

Taking Payments by Credit/Debit card

Since the last MC meeting we've been working towards being able offer the option to make some payments to the Village Hall by card. We've purchased two card payment devices and run trials to see how they operate and how the end-to-end process runs from card reader through to our Village Hall bank account. We're now ready to work with those who will be using the new equipment and hope to have a card payment facility available in the near future.

Booking Secretary: SM - Nothing to report.

Café Report:- SM - None Available


6) Any Other Business: -

- LH was contacted by Blythburgh VH Treasurer who enquired about the Moving Picture Licences increase in Fees. LH asked the Chair whether she could discuss Wenhaston's type of licence with her Blythburgh counterpart. GC agreed.
- JC asked whether the V Hal's position had changed at all over dogs as it had been an issue at the Village Show with people bringing dogs into the hall and had agreed to clarify with the Committee. GC Also raised the issue and this will be discussed at the next meeting. LH asked everyone to think on the matter and to email her their brief thoughts before the next meeting.
- JC also reported that yet again the cost of the dispensable paper towels had increased and would it be more economical and less wasteful to have air dryers in the Toilets. It was pointed out that there were already air dryers in the Gents and disabled toilets which were not very efficient, to replace could be expensive and not as hygienic as once thought. After group discussion it was decided to install centre feed paper wiping rolls to replace all existing paper towel dispensers after an initial trial in the Ladies Toilets. JC and SM to research and action.

- GC Asked the Committee whether anyone would be prepared to take on the role of Vice Chair, none was forthcoming.
- GC stated that we would have think about advertising for replacements of key Committee members very soon.
- The Position of Treasure was discussed as LH felt as a layman the accounts were becoming more complicated and It might soon need a qualified book-keeper or accountant. To be looked into and the possibility of a paid Treasurer.
- GC asked Committee members if they still wanted a Committee meeting only every other month and the census of opinion was that due to importance of some issues we should have them once a month.

7) Date of Next Meeting: GC -Tuesday 5th September 2023 7pm

8) GC brought the meeting to a Close.

A handwritten signature in blue ink, consisting of a large, stylized initial 'L' followed by a long, horizontal flourish.