



## 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 5<sup>th</sup> September 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);

Mike Wilkinson (MW); Elaine Potter (EP); Kevin Canham (KC)

**Booking Secretary:**

Sue Mckeown (SM)

- 1) **Welcome and Apologies:-** GC- Welcomed everyone with Apologies from Carol Hudson-Jary (CH-J)
- 2) **Minutes of Previous Meeting signed off as True:-** GC – Proposed by JP and seconded by EH.
- 3) **Matters Arising:-** JC – Following research into centre feed towel dispensers most economical and robust ones are the existing one we have in the kitchen from “Safety Shop” and will wait until we start to run low on existing green c fold paper towels before ordering.
- 4) **Correspondence: -** JP forwarded suggestion from a villager that although they were pleased with the new front entrance/gate they thought care warning signs should be in place. It was widely thought as unnecessary but the sign that had been on the previous gate could be put up on the new one.  
The issue of Car park markings was raised again and MM suggested that just hatched markings near the new gating area would stop cars parking too close and blocking access from the gate opening to the car park especially for pushchairs and wheelchairs. GC also suggested either pop up bollards or yellow markings be put near the main entrance to prevent vehicles from driving where pedestrians enter. It was agreed to seek guidance from expert contractors before any marking action taken, either in house or by contractors.
- 5) **Succession:-** GC stated that he – Chair; LH – Treasurer; and JC – Minutes Secretary all standing down in March and would have to be replaced as well as the current vacant position of Vice Chair. With only six months to find replacements it should be addressed now. LH stressed that it would take the treasurer position about 3 months to learn the ropes and this position should be focused on.

LH stated she had drafted an appeal that could go out to all clubs asap to highlight the urgency of more club representative influence and activity on the Committee, GC has approved this, and LH would send this to SM for any input from a booking secretary point of view. Once agreed, this would be circulated to all member clubs, with Committee members copied for transparency.

An article requesting help from the village would be written and circulated to committee for comment prior to being sent for inclusion in October's Warbler issue.

6) **Dogs:** - LH had circulated a Pros and Cons spreadsheet she had collated from Committee member's comments pre-meeting which fuelled a lengthy discussion. A vote was taken whether to discuss further to allow dogs into the village hall, or a total ban. The motion was carried 7 to 4 to discuss further.

7) **Gents WC:** - GC – Had now received three quotes, these were discussed and an option selected with work possibly starting in the next year, possibly with decorating completed by volunteers.

8) **Brief Reports From:** -

**Chair:** -

- GC asked whether anyone on the Committee would take over the Vice Chair position, none was forthcoming.
- 100 Club – EP and AC taking over 100 club from Trish and Kirsten, now next October, as teething problems with the bank on changing over signatories.
- Committee evening venue and date change, now Saturday 11<sup>th</sup> November at the Angel Halesworth.
- GC – Lightening the Treasurers load to make take over easier. LH explained briefly her essential role as Treasurer and then went on to list all the extra ancillary things she does besides, from utilities, drinks caretaker, and many more that are not strictly a treasurers role. These could easily be delegated to other members of the Committee and thus making every ones load less onerous.
- The Xmas Tree was discussed with possible costs, this was agreed in principle. GC would investigate further. KC to source possible tree from village resident.

**Maintenance:-** MM - Hall floor refresh is due. MM/GC to action.

**Health & Safety:-** KC- Fire extinguishers checked –one exchanged others OK.

Annual H&S checks to be actioned by KC, GC and MM.

**Entertainment Report:-** CHJ/MM

All booked and Ceilidh Posters to be distributed.

**Café Report:-** Total net income for August for all 4 café days, Ladies Coffee morning and Men's breakfast was £398.92.

**Treasurer's Report:-** LH - for the period 30<sup>th</sup> July 2023 to 2<sup>nd</sup> September 2023

1 **Bank Accounts at 02/09/23** (including transactions in progress):

a. Current account balance	£27,115
b. CAF investment account balance	£12,370
	<b>£39,485</b>



<b>2 Assets:</b>		
a. Income owing to us for hall hire		£76
b. Value of our bar stock		£196
		<b>£262</b>
<b>3 Liabilities / Committed spend:</b>		
a. Deposits paid by market stallholders		-£248
b. Deposits held for Hall Hire bookings		-£0
c. Payments due to suppliers and volunteers		-£1,966
		<b>-£2,214</b>
<b>4 Cashflow 4<sup>th</sup> July to 29<sup>th</sup> July 2023:</b>		
a. Income		
i. Hall hire		£404
ii. Café (2 months revenue)		£999
iii. Cinema		£162
iv. Kurling		£97
v. Markets (2 months income)		£393
vi. Donations (general)		£25
vii. Other		£135
<b>TOTAL</b>		<b>£2,215</b>
b. Expenses		
i. Regular expenses		-£940
ii. New entrance to car park		-£5,388
iii. Annual boiler maintenance contract		-£714
<b>TOTAL</b>		<b>-£7,042</b>
c. Leaving a deficit for this period of		<b>-£4,827</b>

**9) Any Other Business:-**

- LH - Café now using Sumup card machine, all going well.
- JC informed the Committee that the Defib adult and paediatric pads expire at the end of this month and she will be re-ordering them.

**Date of Next Meeting:** GC - Tuesday 3<sup>rd</sup> October 2023 - 7pm

GC brought the meeting to a Close.

