



**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 3<sup>rd</sup> October 2023 7pm**

**Present:**

**Chair:** Guy Chinery (GC)  
**Vice Chair:** Vacant Position  
**Treasurer:** Linda Hammond (LH)  
**Committee Members:** Eileen Hayes (EH): Jane Peters (JP):  
Angela Corsan (AC).  
Elaine Potter (EP):  
Carol Hudson-Jary (CH-J)  
**Booking Secretary:** Sue Mckeown (SM)

- 1) **Welcome and Apologies:** GC Welcomed everyone with apologies from Kevin Canham (KC): Mike Wilkinson (MW): Jan Clements (JC)

Welcomed Helen Jones visiting. Members of the committee introduced themselves.

- 2) **Minutes of Previous Meeting signed off as True:** - GC – Proposed by JP and seconded by EH.

**Matters Arising:** - GC

Liz Wilkinson to come on to the committee as rep for Arts and Crafts group.

Committee to reshuffle with Elaine to become 100 club rep. Further reshuffles may be necessary.

- 4) **Correspondence:** -

Dealt with in Succession

Letter from the members of Café opposing dogs in the Village Hall. Discussed at item 7.

- 5) **Break in Post Office:**

Jane described the break in on (date?) and that the PO security manager had been called in. he stated that the parcel hatch was still safe and secure. To replace it would cost £1,500 and would be at Jane's expense, she insisted that this was given in writing. Insurance was discussed and needs clarification who is responsible for what areas of village hall. David Elliot to be contacted to clarify as he organised the insurance initially.

P.O insurance is due in three weeks and the premiums will go up. Guy to supply the number for Jane of CAS.

Waveny windows are to quote for a shutter for the P.O window. External locks on kitchen door to be replaced.

- 6) **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 five months to find replacements time was running out. LH stressed that it would take the treasurer position about 3 months to learn the ropes and this position should be focused on. As a result of current publicity, a number of people have offered to come onto the committee and we have a potential treasurer and Chair, although this is still to be confirmed.

Guy asked if anyone was prepared to stand in as Vice Chair until March. There were no responses.

7) **Dogs in Village Hall**

Discussion shelved until the next meeting as there were members missing.

Letter from café team was acknowledged and Guy to reply by email.

It was suggested that the café team have a member on the committee.

8) **100 Club**

Elaine and Angela reported that the handover was going smoothly, and the handover draw was happening at the ladies' coffee morning on Wednesday 11<sup>th</sup> October with existing organisers Kirsten and Trish.

Trish to meet with David to complete handover.

A cheque for £950 has been handed to Linda and it was discussed how the money should be used. Currently the plan is to provide some kind of Christmas decoration for the outside of the hall.

9) **Brief Reports From: -**

**Chair: -**

- **County Broadband:** all things considered it was decided not to go ahead.
- **Parish council funding:** Thanks, given for 50% funding for extra security, Hot water improvements and a water softener.
- **Christmas tree and base:** various alternatives were discussed as Guy was concerned about the safety of a large tree that might blow down. Possibly use 100 club money.
- **Vice Chair:** No volunteers came forward.
- **Maintenance:** MM/SM Floor in hall has been reconditioned and chair stops have been trialled on four chairs to protect the hall. A cost of £300 was estimated to complete all the chairs.

**Entertainment Report: - CHJ/MM**

Carole reported that Ceilidh posters were up.

John Ward posters going up.

November quiz in progress.

Christmas bazaar plans are going well with raffle prizes looking good.



Possible New Year's Eve party organised by Phil and Denise. Small fee per table, bring own alcohol and food. Piped music. More details needed.

**Café Report** Total net income for September for all 4 café days and Ladies' and Men's coffee mornings was £395.54.

**Treasurer's report: LH for the period 3<sup>rd</sup> September to 30<sup>th</sup> September**

<b>1 Bank Accounts at 30/09/23</b> (including transactions in progress):	
a. <b>Current account</b> balance	£26,001
b. <b>CAF investment account</b> balance	£12,370
	<b>£38,371</b>
<b>2 Assets:</b>	
a. <b>Income owing</b> to us for hall hire	£0
b. Value of our <b>bar stock</b>	£196
c. Café floats	£159
	<b>£355</b>
<b>3 Liabilities / Committed spend:</b>	
a. Deposits paid by market stallholders	-£297.
b. Deposits held for Hall Hire bookings	-£100.
c. Payments due to suppliers and volunteers	-£483
	<b>-£880</b>
<b>4 Cashflow 3<sup>rd</sup> September to 30<sup>th</sup> September:</b>	
a. <b>Income</b>	
i. Hall hire	£234
ii. Café (4 weeks revenue)	£392
iii. Cinema	£166
iv. Kurling	£110
v. Markets	£42
vi. Donations (general)	£54
vii. 100 Club	£950
<b>TOTAL</b>	<b>£1948</b>
b. <b>Expenses</b>	
i. Regular expenses	-£794
ii. New entrance to car park	-£1,725
iii. Annual fire equipment servicing	-£164
iv. Licences	-£418
<b>TOTAL</b>	<b>-£3,101</b>
c. Leaving a <b>deficit</b> for this period of	<b>-£1,153</b>

L. Hammond: 1<sup>st</sup> October 2023

**10) AOB**

SM made a request that while cleaner is away 10<sup>th</sup> – 17<sup>th</sup> Oct help is needed to clean loo and keep kitchen tidy.

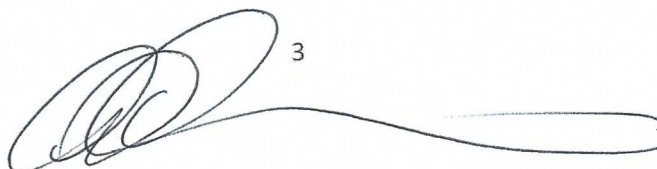
Elaine volunteered and Jane to check loos each day in the week.

Hanging baskets are to be taken down and roses cut back.

Defib pads need paying for, invoice to go to PC.

**11) Next meeting 7<sup>th</sup> Nov in Tardis**

**12) Meeting closed.**

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