



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 5th December 2023 7pm**

Present:

Chair: Guy Chinery (GC) **Vice Chair:** Position Vacant

Treasurer: Linda Hammond (LH)

Committee Members: Eileen Hayes (EH); Jan Clements (JC); Jane Peters (JP);
Kevin Canham (KC); Carol Hudson-Jary (CHJ).
Angela Corsan (AC); Lizzie Pitkeathly (LP); Suzie Cooke (SC);
Fran Desborough (FD); Mike Wilkinson (MW).

- 1) **Welcome & Apologies:** GC - Welcomed everyone especially new Committee members Liz Pitkeathly as the Arts and Crafts Rep, Fran Desborough as Blyth Spirits Rep and Susie Cooke as Ukulele Rep. Apologies from Sue McKeown (SM) and Mac McKeown (MM) and guests Helen Jones and Carey Taylor.
- 2) **Minutes of Previous Meeting Signed off as True:** GC - Proposed by MW and seconded by CH-J.
- 3) **Matters Arising:** GC – None.
- 4) **Correspondence:** GC – From JP over an article in the Warbler, she had concerns over the School's intention of hiring out rooms and the possible effect of competition with the VH. After discussion majority agreed that this will have little if no impact on the VH bookings. GC wished the school well.
- 5) **Post Office Security:** - GC stated that the metal roller security screen had been chosen and the order would be placed and a deposit made. Also that the electricians bill to connect the screen to security systems would be cheaper than initially thought.
PIR (passive infrared sensor) lights are being fitted to the rear doors of the Hall for extra safety and security.
- 6) **Committee Members Succession;** GC – To allow Village Rep positions to become vacant, MW currently Village Rep to become Parish Council Rep and KC, currently Parish Council Rep to become Bowles Club Rep. The Parish Council have been consulted.
Date set for the AGM 26th March 2024. GC asked the Committee to consider roles that will become vacant on that date, Chair, Vice Chair, Treasurer and Minutes Secretary.
LH Stated that although there were four authorised signatories to our current account, only one of these (herself) has online viewing access to the account and transactions. She suggested she

ask Santander to set up online view-only access for the other three signatories so that they were familiar with the movement of funds in and out of the account.

This action was approved by the Committee.

- 7) **Xmas Tree:** GC - The outside Christmas tree which was kindly donated by Dale Stammers was positioned in the sunken socket with thanks to MM, Roger, Nick, Jason, Ivan, Richard, Louis, Stuart and KC for your help. The lights should be installed on 6th December. Also a big thank you to all who helped to decorate the hall on Friday 1st December especially SC who gifted a huge amount of lights and decorations.

8) **Brief Reports from:**

Chair: GC -

- The Chairs in the VH are beginning to wear and scratch the floor. MM researched various options and found feet sleeves the most suitable at £4 per chair as opposed to £40 each to replace each chair. It was unanimously voted to go ahead and purchase.
- Update of Gent's Toilet revamp. The contractors omitted to include the cleaner's sink in their quotation and it would put an extra £500 on the existing quote. After some discussion it was a unanimous vote that the cleaner could make other arrangements to empty the bucket.
- Pellets had been ordered by GC for the boiler at a cost of £380 per tonne, good news as last years' bill was £582 per tonne.

Maintenance: GC – All items of maintenance was listed in the above Chair's Report.

Health & Safety Report: - GC, MM and KC all checks completed, reports updated and sent for up-dating on website.

Entertainment:- CH-J/MM – CH-J said they had been busy planning 2024 entertainment as follows:

- Booked - Saturday 30th March – Karen Klegg's 70/80 Disco Night.
- Booked Saturday 27th April – Steven Treadaway Clairvoyant £12 per ticket he takes £10. Bar and 50/50 Raffle
- Booked Saturday 18th May - David Green from Open Cast – Play "Remains of the Day" Takings 70/30 - £12 per ticket + bar and 50/50 raffle.
- July - Giles Shenton Theatre Company. 75/25 £14 + 50/50 raffle and bar, TBC.
- Booked 19th October – Soul Alliance Band £250. £10 per ticket, raffle and bar.
- 1st November – possible Halloween party for Children.
- Booked 16th November – Roughcast Theatre Company – Pygmalion 70/30 Tickets £12. Raffle + bar.
- Last event this year Christmas Bazaar on this Saturday 8th December. All organised 32 tables. LH and LP said they could help with serving tea and cakes if SM still unwell.
- AC stated they would like to have 100 Club draw at the Christmas Bazaar. Ch-J said it could be done after the Raffle which would be at 3.30pm.

Café Report: LH for Café team – Total Profit for Café, Men's Breakfast, Ladies & Men's Coffee mornings for November was £436.58.

Generally a gradual increase in use of card payments at our Saturday cafes, but a significant increase to 57% of total takings on Craft/Market day 25th November.

Please note, Café will be open as usual every Saturday throughout December 23.

Treasurer's Report: - 01/11/23 to 30/11/23: - LH

1) Bank Accounts –	Balances Santander Current a/c	£35,787	
	CAF Investment account	£12,370	
	Total Cash in Bank	£48,157	
2) Assets	Debtors	£0	
	Value of bar stock & floats	£232	
	Eon Credit Balance	£1,230	
	Total Assets	£1,462	
3) Liabilities/committed Spend	Deposits held		£626
	Payments due to suppliers & volunteers/cheques not yet presented		£1,855
	Total Liabilities		£2,481
4) Cashflow 01/10/23 to 31/10/23	Income		
	Hall Hire	£438	
	Hall managed activities (net)	£794	
	* Donations	£5,090	
	Deposits	£100	
	Events (net)	£1,149	
	Total	£7,571	
	Expenses		
	Regular outgoings		£832
	General repairs		£359
	Boiler fuel		£1,803
	Total		£2,994
	Surplus/deficit		£4,577

- Notes:
1. * Significant increase in cash at bank due to donation from PC towards refurbishment of men's toilets.
 2. Key expense in November – fuel for boiler - Lower unit cost this time. Anticipate next delivery reqd. Q3 2024.

Questions on Other Reports: - All –None.

9) Any Other Business – All –

- FD asked on behalf of Blyth Spirits about using the microphones when they have speakers at their meetings. GC to check with Booking Secretary and report back.
- LP reported that a lady ran over and flattened a bollard put out to Cordon off the work on the Christmas tree area, getting it stuck under her car. Attempts to free it failed and as far as they know took it home in situ under the car.

10) Next Meeting Date:- GC – Tuesday 9th January 2024 in Committee room.

11) GC Wished all a Merry Christmas and closed the meeting.