

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 13th February 2024 7:15pm

Present:

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

Treasurer: Linda Hammond (LH)

Booking Clerk: Suzanne McKeown (SM)

Committee Members:

Eileen Hayes (EH): Jane Peters (JP): Angela Corsan (AC): Suzie Cooke (SC):

Fran Desborough (FD); Mike Wilkinson (MW). Helen Jones (HJ);

- 1) **Welcome & Apologies:** GC - Welcomed everyone.
Apologies from Sara McLaughlin, Jan Clements, Kevin Canham, Lizzie Pitkeathly, Mac McKeown, Carol Hudson-Jury and Carey Taylor
- 2) **Minutes of Previous Meeting Signed off as True:** GC - Proposed by MW and seconded by AC.
- 3) **Matters Arising:** GC – None.
- 4) **Correspondence:** GC –
 - Mac McKeown has decided to resign from the committee forthwith.
 - However he will continue to help CHJ as part of the events team with poster set up for events etc and will continue to do this as time allows. He will also be happy to be on a list of maintenance helpers to be called upon when required and will continue to be part of Nicks Alarm Rota.
 - GC Thanked him for the 6 years that he was on the committee and for all the time and dedication he has shown during that time.
- 5) **Post Office Security:** - Passive Infra-Red (PIR) Sensor lights have been installed on east facing doors and increased security for the post office is due to be installed on 23rd February 2024.
- 6) **Gents WC-** GC Thanks to Mike, Mac and Guy for their handy decorating skills. The works are going well.
- 7) **Committee Members Succession;** GC – New Chair, Vice Chair and Treasurer to be elected at AGM AC to take on the Minutes Secretary role and Procurement role from JC after the AGM. Additional other roles/jobs to be allocated. Contact sheet to be updated once roles have been allocated.

8) Brief Reports from

Chair: - GC

- GC will run through AGM Agenda and Post AGM meeting next committee meeting.

Maintenance: MM – email report-

- Stoppers have been fitted on all chairs in hall
- Townsend have checked all lights and ordered ones required.
- Hall floor due a refresh, a decision is needed whether this is left till after 70s/80s/ booked for 30th March when heavy foot traffic expected on the floor. Work to be carried out by SC, GC and MM.

Entertainment: CHJ email report-

- Completed advertising for Market in March and Clairvoyant evening
- Tickets sold out for 70s/80s Event (Reserve names being taken)
- 27th July Quiz
- Village Hall Show scheduled for 21st July.
- We would still like to put something on for families for Halloween including fancy dress and light food at end of October, ongoing.

Treasurer's Report: LH 01/01/24 to 31/01/24 – See Attachment Appendix 1

Questions on Other Reports: -

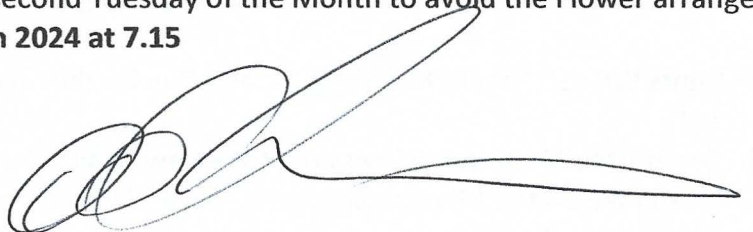
- Sum Up – Linda is named person on the profile and as it needs to be a trustee of Charity Commission she will arrange for this to be changed.
- Accounts for 2023 have been signed off and will be distributed at next meeting.

9) Any Other Business:-

- JP and EH have sourced a set of saucepans for use in the kitchen. The cost has been donated so thanks to both.
- Maintenance Manager. Now Mac has resigned we need a volunteer Maintenance Manager. As an interim measure any maintenance issues to be reported to the Chair.
 - Plumbing
 - Electrics
 - Energy
 - General maintenance
- Emergency Procedures (crib sheet) to be updated and added to the Website.
- Café Sign for internal wall to be investigated and discussed at next meeting GC
- External Notice board- to discuss at next meeting GC

10) Date of Next Meeting: – (Now to be second Tuesday of the Month to avoid the Flower arrangers clash of evening) **Tuesday 12th March 2024 at 7.15**

11) GC Closed the Meeting.



Village Hall Management Committee - Cash Flow from 01/01/24 to 31/01/24

1. BANK BALANCES at 31/01/24 *Including net +£145 uncleared transactions		Credit	Debit
	*Santander Current a/c at 31/01/24	£34,035.01	
	CAF Investment account at 31/01/24	£12,369.77	
	TOTAL CASH IN BANK	£46,404.78	
2. CASHFLOW IN JANUARY 2024			
2.1	Income		
	Hall Hire	£1,795.25	
	Affiliation fees and loft storage annual fees	£468.00	
	Café (incl. late receipts from Dec. and petty cash top ups)	£371.04	
	Cinema (donations + bar sales less expenses)	£90.60	
	Kurling (Jan. meeting earned £100 net but not banked till Feb)	£0.00	
	Markets (table fees)	£64.00	
	Deposits received	£8.00	
	Donations	£35.00	
	Misc Income	£8.00	
	TOTAL INCOME	£2,839.89	
2.2	Expenses		
	Regular outgoings		£1,020.23
	Equipment		£171.85
	Gent's Toilets Refurb		£750.00
	Deposits returned		£100.00
	TOTAL EXPENSES		£2,042.08
2.3	Surplus/deficit in January 2024	£797.81	
3. OTHER ASSETS/ LIABILITIES at 31/01/24			
	Cafe Petty Cash	£128.15	
	Bar Stock	£108.20	