



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 12th March 2024 7.15 pm**

Present:

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

Treasurer: Linda Hammond (LH)

Booking Clerk: Suzanne McKeown (SM)

Committee Members: Eileen Hayes (EH) Kurling Rep; Jan Clements (JC) Commons Group Rep;
Jane Peters (JP) Village Rep; Suzie Cooke (SC) Ukulele Rep;
Helen Jones (HJ) Quilters Rep; Sara McLaughlin (SMc) Village Rep;
Lizzie Pitkeathly (LP) Arts & Craft Rep; Angela Corsan (AC) 100 Club Rep;
Mike Wilkinson (MW) Parish Council Rep; Bob Rixon (BR) Village Rep;
Carey Taylor (Guest).

- 1) Welcome & Apologies:** GC - Welcomed everyone especially new Committee member Bob Rixon (BR) Village Rep and Carey Taylor (CT) Guest with apologies from Carol Hudson-Jary (CHJ) WI Rep; and Fran Desborough (FD) Blyth Spirit Rep;
- 2) Minutes of Previous Meeting Signed off as True:** GC - Proposed by HJ and seconded by AC.
- 3) Matters Arising:** GC – None.
- 4) Correspondence:** GC –
Email from Peter Wildish, Chair of the Parish Council, offering on their behalf a framed portrait of King Charles 111 to the Village Hall. The VVHMC thanked the PC and would site its' position in the Village hall once they knew the size of the picture.
- 5) Post Office Security:** - GC said the fitters arrived to install the new security screens only to find they had miss-measured and it would not fit. A new screen should now be installed this coming Friday.
- 6) Committee Member's Succession;** GC – Following previous discussions re- lightening the future treasurers load of ancillary jobs and other responsibilities from resigning members, would be shared as follows:-

- HJ the bar stock taking.
- JP the Waste.
- SMC would be in charge of Electricity and Wifi
- BR Water readings and Data Protection
- SC to order the boiler pellets
- CH-J would take over the Craft Market table fee bank BAC payments
- JP also to be the Café liaison.
- AC would take over VH procurement of cleaning materials and cleaner liaison
- JP and SM would continue looking after the First Aid box and accident book
- KC, MW and AC to be emergency Key Holders
- JC will still be responsible for the Defibrillator unless anyone else wanted to take it over
- Chair will be responsible for renewal of Insurance and premises Licence
- CH-J will be responsible for Music and Film Licence with help from Film Club
- Betting Licence will stay with the 100 Club

7) Brief Reports from

Chair: - GC

- Had a request from Janice Girling (JG) the VH cleaner, requesting that her pay be increased to meet the Government minimum wage when it rises in April 2024. Unanimously agreed by the whole Committee to increase and review on an annual basis. AC to liaise with her to discuss possible more hours etc.
- The Committee was asked with the exception of those that have agreed to resign at the AGM, whether they intend to remain as Committee members – all agreed they would.
- All aspects of the AGM were discussed.
- Café/Bar signs! To be rolled over to New Committee meeting after AGM.

Maintenance: – No Maintenance Report was available.

Entertainment: CHJ – No Entertainment Report was available,

Treasurer's Report: LH February 2024 **See Attachment Appendix 1**

8) Any Other Business: All

- SM reported that one of the 3 mobile emergency heaters was broken and asked whether it should be replaced. All agreed it should. SM to action.
- SM stated that a couple of external hirers had left the premises unlocked having failed to ring should they finish early and failed to turn up on time having requested the Hall to be unlocked early. SM said she had informed those hirers by email that this was contrary to the conditions of hire.

9) Date of Next Meeting: Tuesday 9th April 2024 at 7.15 pm

10) GC Closed the Meeting.

DRAFT