



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 THE ANNUAL GENERAL MEETING

Tuesday 26th March 2024 7pm

Present: - **Chair** – Guy Chinery (GC); **Vice Chair** - Vacant
Treasurer - Linda Hammond (LH) **Booking Secretary** – Sue Mckeown (SM)
Committee Members – Kurling Rep-Eileen Hayes (EH); Arts & Craft Rep – Lizzie Pitkeathly (LP); Village Rep-Jane Peters (JP); Quilters Rep-Helen Jones (HJ); WI Rep- Carol Hudson-Jary (CHJ); Parish Council Rep- Mike Wilkinson (MW); Ukulele Rep- Susie Cooke (SC); 100 Club Rep-Angela Corsan (AC); Village Rep-Sara McLaughlin (SMc); Village Rep-Bob Rixon (BR); Blyth Spirits Rep-Fran Desborough (FD) Commons Group Rep-Jan Clements (JC). Carey Taylor (CT). Incoming Treasurer.

- 1) **Welcome** - GC- Opened the meeting by welcoming everyone and thanked them for supporting the Village Hall.
- 2) **Apologies** – GC - There were apologies from the Bowles Rep-Kevin Canham (KC).
- 3) **Minutes from Previous AGM** – GC asked that these be voted on as a true and accurate record. Proposed by JP and seconded by HJ – all in favour.
- 4) **Matters Arising** – None.
- 5) **Chairman's Report** – Thank you so much for supporting us tonight. I have had the pleasure of being Chair of the Village Hall for the last 3 years, and I continue to be in awe of all the time and commitment that the committee and volunteers spend to make the Village Hall such a great asset for Wenhaston. Over the last year we have had quite a settled committee, albeit it running with only around half of the permitted number of trustees. However, things change, and we are losing several members who have been on the committee for a number of years.

Last month Mac decided after 6 years to stand down. He will be a great loss.

Can I just mention a few things that Mac has been involved with in just the last year alone. I'm sure I've missed loads off but here goes: Arranged the hedge cutting, helped with arranging contractors to work on the Men's Toilets.

He's been a Painter and decorator, covering the Village Floor with anti-slip coating, Meetings with Parish Council regarding the Post Office Safety, setting up of tables for various events, helping to cook the men's breakfast when they are low on numbers. Regular testing of the alarm system and digging holes and being raised by a cherry picker in setting up the Christmas tree.

May I take this opportunity to thank Mac publicly for the time and dedication that he has shown especially over the last 3 years, whilst I was Chair!

Another trustee that is standing down after 3 years is Linda, our Treasurer. She has worked tirelessly over that time, keeping our bills paid and our books balanced. Over the last 3 years she has been so supportive of the committee and myself, carrying out many jobs above and beyond the role description of the Treasurer. Such as:-

Bar Stock Controller, in charge of the utilities, various licences, updating the Charity Commission, keeping Santander updated with new and leaving trustees, writing up various reports on our brainstorming sessions, and many more!!

I would like to thank her personally. Thank you!

Jan, our Minutes Secretary participating in many areas from writing up our minutes, to overseeing the "Data Protection". She has been responsible for the managing of the Hall cleaning supplies, and has assisted with the running of the First Aid and Accident Book. Jan has kindly volunteered to continue to be responsible for the Defibrillator with Jane as her back up.

Thank you, Jan, for all your help!

I would like to present Linda, Jan and Mac with a small gift to show our gratitude.

The Committee has welcomed several new members over the past year, Susie Cooke. And Carey Taylor.

We also have: -

Angela Corsan who is taking on the role of Minutes Secretary.

Helen Jones will take on the role as Bar Stock manager.

Bob Rixon will be looking after, General Data Protection, Conflicts of Interest and other Personal Data. He will also monitor our water usage.

Sara MacLaughlin will be responsible for Electricity and WiFi.

Lizzie PitKeathly, joining as rep from Arts and Crafts and:-

Fran Desborough, from Blyth Spirits.

Can I thank them all for stepping up, to help the Village Hall continue to be the centre of Wenhaston.

I would also like to thank Sue our Booking Secretary for all the hard work over the last year.

She has worked tirelessly and done a fantastic job. You only need to look at our monthly booking schedules to see how busy we continue to be. Can I also thank her for helping on so many other areas like arranging the Christmas Decorations, organising and planting of the Flower baskets and troughs and she is a regular member serving behind the bar in the Café. Thank you, Sue!

I would also like to thank the various teams that raise funds that enable the hall to keep running. Carol for organising the Craft Market that brings in so many people to the hall on a monthly basis. The Entertainment group also headed by Carol and Mac. We have had some great events over the last year and there are more to come. Carol will let you know more about that later.

Thanks to Eileen for organising the Kurling, she will also give a short report later.

Can I say thanks to Kevin Canham our Health and Safety officer and Michael Wilkinson for all their contributions.

Thanks to The Cinema Club run by Andy, Wil, Barry and Tony, we will hear a few words from them later.

I would like to thank Jane, one of our Village reps, her knowledge of the village and her help in selling the tickets to various events is invaluable, also, for all her help in other duties behind the scenes.

The Parish Council has continued to support us throughout the year and has provided generous contributions to our various projects. We have received help with the Gate, Gents WC and more recently with security upgrades to the Hall. I would like to thank the Parish Council, with special thanks to Peter and Richard.

The 100 Club that was run by Trish and Kirsten has been taken over by Angela and Elaine, thanks to you both for taking over, Elaine will update us later.

Not least I would like to thank the teams that run the Men's breakfast and the coffee Mornings. Also, the volunteers that run the Café, serve behind the counter, including those that wash up and all the bakers that make the lovely cakes and savouries. Can I take this opportunity to thank them all, for all their hard work, we will hear from Sally later.

May I send our appreciation to Janice Girling, who keeps the hall looking so bright and clean. It's much appreciated.

We have so many volunteers, If I have forgotten anyone, I'm very sorry and thank them all for their help.

I would like to mention some of the projects that have been completed over the last Year.

Firstly "The Gate". All the reports I have received have been positive. I think I can say the decision to move it higher up the road to flatter ground, was the right one! Not only is it now safer, but it also complies with health and safety by having tactile paving and appropriate width for wheelchair access.

The Gents toilets has just been finished. The floor has been levelled and the décor brought up to date. Can I thank Mac and Michael for your painting skills.

The Hot water issue in the Kitchen has been solved. A new cylinder and a water softener has been installed. Hopefully this is the long-term solution.

As mentioned earlier we have had several upgrades to the security of the Hall. This was partly due to the attempted and actual break in last year. Without detailing the improvements, we have made the Hall a safer and more secure place, not only for Jane, but the public and volunteers.

There are a couple of people that have helped, that I have not yet mentioned. Nick and Roger - they helped with several projects throughout the year: - Plumbing for the Hot water; Gents WC; Electrics for the Xmas tree; The outside PIR Lights; PAT testing and many more! **Thank you both very much!**

As I finish, I would like to mention the Committee. Last year only two positions were elected on to the committee, they were taken by Linda and myself, as mentioned we will both be stepping down. This will leave three elected positions vacant. We have three committee members that would like to take up these roles, the process of election will take place a little later. We are allowed, under the constitution 12 member Clubs. The 7 Club members we have, have all indicated they wish to continue.

Eileen Haynes, Kurling Club

Kevin Canham, Bowles Club

Angela Corsan, Wenhaston Allotment Association

Fran Desborough, Blyth Spirits

Lizzie PitKeathly, Arts & Crafts

Helen Jones, Patchwork and Quilting Club

Mike Wilkingson, Parish Council.

We are also allowed three Village Reps, these are occupied by:-
Jane Peters, Sara Mclaughlin and Bob Rixon

Finally, I would like to thank all the people of the village that have supported the hall in so many ways and participated in our fund-raising activities. Thank you!!

6) Treasurer's Report for the Year Ending 31/12/2023: - LH

Bank Balances

- At the end of 2023 the funds held in our two bank accounts totalled £45,607, a slight drop of under £800 from the previous year and less than anticipated thanks to continuing help from the government on electricity charges.

General Items – Receipts

- Our hall Hire income increased by 25% to over £10,000 and private bookings more than doubled as confidence about getting out and about again continued its recovery.
- Income from our regular fundraising events increased by more than 10% to £10,593.
- The PC generously granted funds of nearly £1,700 to assist with upgrading the security of our premises.

General Items – Payments

- Routine expenditure rose significantly to £22,612 – a 25% increase on 2022. Increased charges for electricity accounted for more than half of this, and more work on routine maintenance and repairs was done than in 2022. Our net income from General Items was £619.

Capital Items – Receipts

- We again received a generous donation of £950 from the 100 Club which was spent on various exterior lights to improve security, and a permanent outside waterproof socket for Xmas tree lights. We were also fortunate in receiving private donations, which together with Gift Aid, amounted to £680.
- Net income from fund-raising events totalled a very handsome £4,660 – much higher than in recent years and, together with grants of £7,250 this helped to pay for almost £15,000 on major refurbishments and equipment.

Capital Items – Payments

- £4,248 was spent on equipment for the Hall, in particular room dividers (i.e. screens) for the Main Hall and for enhancement to security.
- Funds held over from 2022, and earned through events in 2023, paid for the renovation of pedestrian access to the Hall and for installation acoustic materials to the café ceiling.

Reserves Policy (End of 2022)

- Fuel and other costs are expected to continue to be high in 2024. Having allowed for this we have also set aside:
 - £5,000 restricted funds – the remainder of Parish Council grants donated for refurbishment of the men's cloakroom and completed in March 2024
 - £11,000 for projects planned for 2023.
 - £12,000 as a contingency fund for unexpected repairs or for loss of income

Many thanks to:

- **Graham Hodges** for checking and approving the Village Hall accounts for 2023.
- **Jane Peters** for again making the Treasurer's job much easier by processing Village Hall cash receipts at the Post Office till and receiving mail for the Treasurer.
- **Sue McKeown** for managing Hall Hire - handling enquiries, taking bookings and deposits, raising invoices and generally being a point of contact for all our hirers
- All those who so efficiently manage and record the cash taken at events in the Hall.

GC requested that the year- end accounts be accepted as an accurate record. This was proposed by Sue Gow and seconded by EH, all in favour.

- 7) **Booking Secretary's Annual Report:** - SM – We have had a reasonable year, in terms of bookings and takings (Linda will have a definitive figure in her accounts FYI)

We increased our charges by a small amount in October 2023 to ensure we didn't fall too far behind and to help with the increase in our expenses. However, if you look at our monthly schedules there is very little white space, which is encouraging and our usual groups are all going strong and playing a big part in keeping us afloat!

- 8) **Village Activity Reports:**

a) 100 Club – Trish Gower 2022 - 2023 Financial Year (to end of August 2023)

Firstly our thanks to everyone who has helped to keep this venture afloat, without you it would not have been possible. Gentle reminders will go out in July 2024 about subscriptions being due (£12 for a year for one number to be entered in the draw!) and we hope that you will continue to support the Village Hall for future years.

To date we have donated approximately £9,985.00 to the VHC and given a similar total amount in prize money to 37 winners each year. There was a balance of £187.00 at 31st August 2023 and we have for this year 147 paid up members for year ending August 2024. Do think about joining now!

Among the items bought previously for the VH are small and large lightweight tables together with a trolley for storage, a projector, stand, screen and cable covers, furniture for the café area, a freezer, curling sets, improvements to the café/bar/kitchen area also improvements to the Maurice Stammer's Committee Room, Altro-safety non-slip flooring in the main lobby, corridor, ladies and disabled toilets and now refurbishment of doors and windows in the foyer and new notice boards. Again all very worthwhile improvements to our facilities.

We hope the 100 Club will continue to flourish throughout this year and for the future and once again we thank everyone for their generous support.

Trish Gower & Kirsten West (Retired September 2023)

100 Club update from September 2023 - Elaine Potter

From September/October we (Elaine Potter and Angela Corsan) took over the running of the Wenhaston 100 Club following Trish and Kirsten's retirement at the end of September. We enjoyed their support as we took over in October and this is the perfect opportunity to thank them for all they have done over the last few years.

The transition has gone fairly smoothly and we are now drawing the numbers regularly at the Ladies' Coffee Morning each month,

The contribution from the 100 Club in August of £950. Was used for the lighting at the corner of the car park and partly for the preparation of the base for the Christmas tree. There still needs to be a permanent outside waterproof electrical socket installed for the Xmas tree lights and maybe power to light a Hall notice board and the remainder of the donation will go towards that.

To date we have managed to recruit 8 new members.

Gentle reminders will go out in July 2024 about subscriptions being due (£12 per year for one number to be entered in the draw) and we hope that you will continue to support the Village Hall in future years.

Our ambition is to move the account to online banking for ease of transactions for those who prefer to have a direct transfer of their winnings. Cheques will still be available for those who prefer this of course.

Thank you also to David Elliott who has agreed to be our third signatory and has audited our accounts for 22/23 and will do so for the next 100 Club year.

- b) **Café Report:** - Liz Cunningham - The Café generated a gross income of £6,874 for the year ending 31.12.23. After expenses for baking and provisions of £2,155 the café banked £4,719 nett income. The card reader was introduced at the beginning of November and has proved a popular way to pay with £706 being paid this way.

The popular Saturday café is busier than ever and it is now routine for extra tables to be put up in the main hall. The Men's breakfast and Men's coffee morning contributed £434 and the Ladies Coffee morning, which has been running a year now £461.

We would like to thank all our lovely 39 volunteers who bake, staff the café counter, wash up and more besides to keep the café running, so friends and neighbours can meet up and new villagers can meet and make new friends.

This year we have held one Bacon Roll special coffee morning on Wednesday 28th February, which was very popular and this will be repeated in March, April and May with a break over the summer.

We would like to thank Linda for all her hard work with the money and providing the breakdown of the figures each month.

We always welcome new volunteers and please contact one of us if you would like to join in and help. The Café Team - Viv Kemp, Liz Cunningham and Sally Amery

- c) **Cinema Report:** - Tony Gow – Another good year for “Pics in the Sticks” Total profit of £1,510 door takings and £386 bar takings after all expenses and the average door donation of £5.50-£6.00. Total attendance for the year was 478 folk and the most popular film with the best attendance of 42 was “The Great Escaper”
Lowest attendance (foreign language) mainly cinema staff with a film about a Donkey!

- d) **Craft Market & Events Report 2023:** - CHJ- We started the Product and Craft Market off on Saturday 25th February 2023 with 24 stalls. Throughout the rest of the year there was a steady number of stalls of 21 per month. The actual takings after expenses for the Produce and Craft Market from 25th February to our last one on 25th November 2023 being 10 months was a total of £1,955.97.

At the Wenhaston Village Hall Management Committee Meeting on Tuesday 7th November 2023, it was agreed that as from the March Produce and Craft Market 2024 the price of a stall will be

going up from £7 to £8 for the first table in advance as well as the Booking Fee going up from £7 to £8 as it has not changed since 2021. This is due to the rising costs in electricity, heating and maintenance of our village hall which has gone up immensely since 2021 which had to be taken into consideration.

I hope that 2024 will be a better year for the Produce and Craft Market as we do need people to come and support the event every month. Plus trying to encourage some fresh food stallholders who sell, cheese, bread, fish, pork, fruit and vegetables.

The Black Deek & Friends held an event on Saturday 18th February which was well supported and everyone enjoyed it. The total profit from this event after expenses was £754.49 what a great result.

Our first Quiz Night on Friday 24th March which was well attended and run by our Quiz Master Terry Cushion with help from Roger Claxton. The profit after expenses was £351.63

A big thank you to Karen Clegg for putting on a Soul & Mo'town Music Evening on Saturday 8th April with a great Vinyl DJ Danny Clegg for the over 18's which was fully booked well in advance of the date. Karen very kindly donated the profit to Wenhaston Village Hall which came to an amazing sum after expenses of £1,786.50 what a fantastic result.

A Ceilidh Dance Night was held once again on Saturday 21st October with Harbour Lights Ceilidh Band playing. This is always well attended not just by Adults but, by children as well. The profit after expenses for this was £126.68 (due to the weather we did not expect a good turnout but people did come and support us).

A big thank you to Mac Mckeown for organising an evening of folk, blues and Americana with The John Ward trio plus The black Deek Band on Saturday 18th November this was very well attended and was a really good night. Once again, the profit after expenses was £946.60 which was another great result.

We held our Quiz Night on the 25th November which was enjoyed by all who attended. A big thank you to Terry Cushion our Quiz Master with the help of Roger Claxton. The profit after expenses was £207.74.

The Christmas Bazaar was held on Saturday 9th December. We had a total of 29 stalls. This was well attended and having Marie Young and her musicians playing Christmas Music added to the Christmas Atmosphere in the hall. We were able have back Barry Hardiman as Father Christmas. The actual profit from this event after expenses was £551.20

The final overall total taken from the Produce and Craft Market and the other events came to £6,680.81

I would like to take this opportunity of thanking all the people who have helped over the year to make sure that all the events ran smoothly which includes, Jane Peters, Sue McKeown, Susie Cooke, Mac Mckeown, Terry Cushion, Roger Claxton, Peter Wildish, Mike Wilkinson, Richard Atkins, Tony Gow and all the washer uppers. If I have forgotten anybody I am sure you will let me know.

- e) **Kurling:** - EH – On the last Wednesday of every month Kurling takes place, it still seems to be a popular fun evening out for people. At times we struggle to make the full complement of teams although in the past few months we have had some new villagers come along to take part, which is a good way for them to get to know people.

For the year 2023 the income raised for the VH from Kurling was £1,176.50.

9) **Voting for Elected Members of the Management Committee for 2024:** - GC

3 Elected members, does anyone apart from Susie Cook, Carol Hudson-Jary and Carey Taylor want to put their names forward to be elected. No others were forthcoming, therefore GC asked for proposers and seconders for:-

Susie Cook was proposed by Mike Wilkinson and seconded by Peter Wildish

Carol Hudson-Jary was proposed by Susie Cook and seconded by Mike Wilkinson

Carey Taylor was proposed by Eileen Hayes and seconded by Jane Peters

The Constitution allows us to have 12 Member Clubs on the Committee: -

Kurling, Represented by Eileen Hayes

Parish Council, Mike Wilkinson

Bowles Club, Kevin Canham

Wenhaston Allotment Association, Angela Corsan

Blyth Spirits, Fran Desborough

Arts & Crafts, Lizzie Pitkeathly

Quilting, Helen Jones

Does anyone want to put their names forward to be a representative of a club not already represented?
None was forthcoming.

10) **The Constitution allows three Co-opted village representatives, your village Reps for any queries are:**

Jane Peters

Bob Rixon

Sara Mclaughlin

11) **Any Other Business:-** All

SM – Thanked GC on behalf of the Committee for his past three years' service as Chair of the WVHMC, especially taking on the Chairmanship three years ago when no one else stepped up. Although a total novice he had proved himself in all he has achieved with the VH in that time. She presented GC with a retirement gift from the Committee.

- 12) GC Thanked everyone again for attending the AGM and said that refreshments were available while the Committee had a sub meeting in the Stammer's Room electing the Chair, Vice Chair and Treasurer and brought the meeting to a close.

DRAFT