



**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 14<sup>th</sup> May 2024 at 19.15**

### **Committee Members:**

#### **Present:**

Susie Cooke (SC), Bob Rixon (BR); ,Eileen Hayes (EH): Jane Peters (JP): Angela Corsan (AC): Mike Wilkinson (MW). Helen Jones (HJ); Suzanne McKeown (SMc), Fran Desborough (FD), Helen Jones (HJ) Sarrah McLaughlin (SM)

**Guest** (Café representative) Viv Kemp (VK)

- 1) **Welcome & Apologies:** SC - Welcomed everyone. Also welcomed Viv Kemp (Guest)  
**Apologies:** Carol Hudson-Jary (CHJ), Carey Taylor (CT), Kevin Canham (KC), Lizzie Pitkeathly (LP)
  
- 2) **Minutes of Previous Meeting Signed off :** SC - Proposed by AC and seconded by MW.
  
- 3) **Matters Arising:** SC –
  - **Electricity Meter-** The Hall electricity Provider requested that we have a smart meter installed as our current meter is becoming obsolete. Sarah McLaughlin (SM) has called to schedule an appointment but there aren't any available. SM will advise when it can be arranged.
  - **Health & Safety-** Fire exit from main hall has been checked., this was due to an issue with a wheelchair. A repair is needed to secure the threshold strip. MW to carry out repair.
  - **Kitchen-** The oven continues to be left unclean by users , therefore an professional cleaner to be arranged to deep clean the oven annually at a cost of approx. £50-£60.SC to arrange. Proposed by SM and Seconded by MW.
  - **Oven Trays-** The current trays are worn out and 8 new oven trays to be purchased by AC.
  - **Food Hygiene Certificate-** This has been suggested so-that food can be cooked on a regular basis.
  - **Kitchen Design-** CHJ to make initial enquiries to get some designs and estimates so that we can start looking for funding to upgrade the kitchen. Possible funding options from Lottery fund, Adnams and other local businesses. SC to make enquiries how Holton and Westleton Village Halls obtained their funding. To report back next meeting.
  - **Drinking Glasses-** Jane and Karen have replenished the glasses, with thanks (4 beer glasses have already gone missing since !!)

- **Colour Printer-** Still waiting on prices so deferred to next meeting.
- **New Car Park Sign** – Agreed and purchased, thanks to CHJ for organising. SC to ask Roger to fasten it to the wall at eye level.
- **Card Machines-** A discussion was had of how to differentiate payments from Café, Mens Breakfast, Café on Saturdays there is no issue, Events bar no issue. However for selling Tickets for events, the TKTS screen should be used..
- **Alcohol inventory-** HJ has done an inventory. Thank Helen, current stock £321. Some beer going out of date, 13 cans of Beer and 9 cans of Lager. SC to speak to Tony (Cinema) to see if he would like to purchase it.
- **Events-** Pie and Mash nigh planned for 20<sup>th</sup> September
  - Also looking to have a rota system to help with events and sharing the workload.
  - Purchase of Alcohol and Soft drinks for event , volunteer required. BR has volunteered. Many thanks to Bob.
- **Tables and Trolleys-** They have arrived. A big thank you to Mac, Sue, Terry and Guy for helping to put the Trolleys together. Two tables were potentially needed for the craft market.
  - **Trish and Mike Gower kindly collected the old tables.** We can borrow them if/when needed. SC has thanked them.
- **Toilet Seats-** The new soft closing toilet seats have been purchased and fitted by the toilet technicians ( SC and JP), Thanks both.
- **Craft Market-** Footfall lower than last month at 89. March count was 127 and Carol had 2 no shows.
- **Café Sign-** SC to ask Bruce to design the sign deeper and seal it for weather proofing.
- **Maintenance Team** – SMc has distributed an up to date contact list
  - Emergency keyholders details to be published on the notice board. Proposed by MW and Seconded by HJ.
- **Notice Board** – Potentially having a matching but smaller poster to the Parish Council showing the Village Hall Committee Members on our notice board. It was agreed with the names of committee members but no pictures.

#### 4) Correspondence

- **Electrics-** Quotes from Milne Electrical for Sensor lights in the corridor and to potentially change the strip lights for more modern economical ones (to be discussed.)
- **Invoices/Expenses paid-** Gents toilets (final bill), Pellets, Tables and Toilet Seats.

#### 5) Treasurers Report- CT provided report.

#### 6) Any other Business

- **A 'Whats On' Notice Board-** Suggestion of a 'Whats On' notice board to be put up in the café area instead of having leaflets on tables. To show a by month what's on to make it easier for people to remember.
- **Facebook Page-** Angela and Elaine Thody kindly offered to create a Facebook page to advertise Village events and to maintain it for us. All agreed.
- **Clairvoyant night went well.**
- **Suggestion of Art Displays in Village Hall-** SM to look into options and will report back next meeting

- Cleaner hours review- To think about whether the amount of hours needed for the cleaning was right, to discuss at next meeting.
- Freezer in the kitchen needs defrosting- Sue Gower volunteered to do this.

7) Date of next meeting 11<sup>th</sup> June 2024 at 19.15

8) SC Closed the Meeting at 20.42



Susie Cooke

11/06/2024

