

WENHASTON VILLAGE HALL MANAGEMENT COMMITTEE
Minute of the meeting held on Wednesday 25th Sept. 2013

Present: Richard Tucker, Chairman (RT), Sue Norris, Treasurer (SN), Phil Corbett, Bookings Secty. (Ph.C), Maggie Cartwright (MC), John Clarke (JC), Helen Gairn (HG), Tony Gow (TG), Anne Harvey (AH), Wil Harvey (WH), Ann Jones (AJ), Daphne Jordan (DJ), Bernard Orme (BOR), David Remy (DaR), Derek Roberts (DeR), Donna Squires (DS). **Attending:** S Gow (SG) Minutes.

1. Apologies received: Robin Dillaway (RD) Vice-Chair, Michael Gasper (MG).

2. Minutes of previous meeting 31st July 2013. Noted: Attendance list to be amended - Bernard Orme was not present and had sent apologies. **Proposed: DeR. Seconded: PhC.** Carried and agreed by all present as a correct record with the above amendment.

a. Other matters arising (not on agenda): See item 7 below.

3. Matters arising. Noted the following:

a. **Car park exit hand rail:** Members of VHMC asked that this be attended to as a matter of urgency. It can be quite simply done with 2 pairs of handles, one on the inside of the exit posts and on the road side. **Action: RD**

b. **Defibrillator:** Still awaiting installation date. Certificate for the electric supply now available.

c. **License: Forms have been completed.** The VHMC is now the licensee, with corporate responsibility. RT proposed that in addition to the main document, a separate document be drawn up detailing the requirements for the provision, sale and supervision of alcohol in the VH at time of booking. RT tabled the document. If there is a breach of this agreement the deposit will be forfeit. Affiliated groups would sign this agreement when they renew affiliation for the year.

Agreed: to have the document in time for the Christmas Bazaar (and other events) where alcohol is a raffle prize. DaR offered to assist with this as the law is complex with regard to the sale of alcohol to under 18s. **Action: RT**

d. **VHMC & PC working group:** Had met. An agreement has been produced and was tabled by RT. PC is satisfied with the document subject to one minor amendment: the word 'exception' to be added to Para. 5. A new Para 4 has been agreed to remedy the misconception that the PC is the landlord of the Post Office. The PO also has to be adequately insured. The PC will still consider grant aiding the VHMC if asked for financial assistance. The PC representative (Robin Dillaway) will not take part in decision making about the VH. The VH is held in trust for the community with VHMC acting as manager. The constitution allows for the disposal of the VH and assets if all went wrong.

e. **Car park repair.** In hand - awaiting a date from contractors.

f. **Hot water heater.** Plumber to come on October 1st.

g. **Hand dryers.** Ladies toilets - still awaiting results from the damp meter. **Action: RD**

h. **Film Club.** Still awaiting a date for the training. Those interested will be informed. **Action: WH**

i. **Bar area refurb.** - In abeyance due to other priorities. There will be a two-stage proposal to reduce the costs. **RD/WH** leading to come back to the VHMC with new costings. **Action: RD/WH**
Carl (The Star) had offered to fund the refurb. In return for a franchise on running the bar for events. Members thought this would reduce regular revenue. **RD** to discuss further with Carl. **Action: RD**

j. **Events**

o **Quiz.** RT to agree a date with BOR. **Action: RT/BOR**

o **Christmas Bazaar. 7th December.** £5.00 per table, more than one table possible. Priority is for non-profit making local groups. **Decorations up 30th November 2pm.** **Action: ALL**

o Grotto to be built. RT to check with John Levy for a date. **Action: RT/JL**

o Santa is booked. SN will buy presents (Exec. to discuss how many). **Action: SN/Exec.**

o Catering - tea, coffee, juices, mine pies.

o Table plan - RD has last year's **Action: RD**

4. Executive Committee report. Noted: most of the report already covered above, with the addition of:

a. Secure money box and sign for donations for use of car park - a work in progress. **Action: TG**

b. Ex. Committee has agreed that a new Table Tennis table can be stored in the main hall next to the hall tables. This should be possible after new stackable tables have been purchased with 100 club money. **Action AJ/JC**

5. Treasurer's report: Petty cash - £104.01; Santander - £6,140.32p; Ips. B. Soc. £10,261.57.

Three large bills to come in: Hot water tank - £900.00, Boiler fuel - £900, boiler service b/w £800 & £1,000. **JC** asked for a monthly profit and loss account. Annual costs given at the AGM. **SN** agreed to provide an expenses report for each meeting plus forecasts. **Action: SN**

Booking Secretary's Report: a) October bookings stable for the time of year). Philatelist has offered to pay £6.00 per k. for used stamps. Jane P. not aware of any current used stamp collections. PhC to follow-up. **Action: PhC.**

c) Bill Bloomfield died 7th Oct. There will be a private funeral and a wake at the VH 1.30 - 4pm.

d) Diabetic clinic 15th Oct – Mid. Nov. to take place in the M.S. Committee room which will be kept locked. This will be good income for the VH. Photocopier to be moved. **Action: RT & PhC**

e) no response to date to the advertisement in Warbler for a new Bookings Secty.

6. **100 Club:** AJ had researched new lighter weight folding tables similar to those donated by TG. GoPac will provide six 6'x2' tables plus storage trolley for under £900.00. These will replace the old tables presently stored on the stage and will be stored in the main hall. RT proposed that the purchase should go ahead. BOr seconded. **All agreed.** **Action: AJ**

7. **AOB**

a) **DaR:** Bar license still extant to 2016

b) **DS:** villagers have expressed concern about the short pavement at the end of Narrow Way making the road difficult to cross. DS to put to PC. **Action: DS.**

c) **JC:** recycled paper from VH? No money in it any more. Noted: JC gave two window keys. Thanked by RT. The key will be with the others in the kitchen cupboard with one to go on the master set. **Action: RT**

d) **MC:** Surgery room needs an extra heater. Heat will improve with new boiler.

Large cupboard belongs to Halesworth Flower Club. There is a loose mirror on the top (Flower Club may own?). If the CQC decides to inspect they would have concerns about access. Could use the committee room if necessary. Re-cycling bottle bank is noisy. Needs a notice. RT – to warbler.

Action: RT

e) Main hall door has been left unlocked more than once recently, the latest last week. The Post Mistress is required (PO Regs.) to notify the police if doors found open in the morning. **Agreed: A** notice will to go up reminding key holders to lock up. **Action: RT**

There were no other items under AOB.

The meeting closed at 8. pm.

Date of next meeting. November 27th. 2013

A handwritten signature in black ink, appearing to be 'S. P. ...', written over several horizontal lines.