

WENHASTON VILLAGE HALL MANAGEMENT COMMITTEE
Minute of the meeting held on Wednesday 30th April 2014

Present: Robin Dillaway (RD) Chairman; Sue Norris, Treasurer (SN), Phil Corbett, Bookings Secty. (Ph.C), Tony Gow (TG), Anne Harvey (AH), Wil Harvey (WH), Ann Jones (AJ), Daphne Jordan (DJ), Bernard Orme (BOr), Donna Squires (DS). Dee Barker (DB), Jenny Jeffrey (JJ), Helen Gairn (HG)

Attending: Jane Peters (JP) – Co-opted, Post Office, S Gow (SG) Minutes.

Absent: David Remy (DaR); John Levy (JL).

RD: Welcomed Jenny Jeffrey, for St. Peter's Church in place of Derek Roberts and Jane Peters.

1. **Apologies received.** None.

2. **Noted: Minutes of previous meeting 26th February 2014. Proposed: PhC. Seconded: TG. Agreed:** as a correct record by all present.

2a. Matters arising (not on agenda): RD: has still to action 1) letter to the PC regarding the grant and 2) a date for the Quiz night.

3. **Matters arising from the meeting 26th February 2014. Noted as follows:**

a. Defibrillator. **RD:** Still awaiting response on installation.

b. Post Office 'Retail' Development. **RD:** received a letter from JP. The proposal is on hold pending discussion with the PO, and will be re-presented later. The main idea is to sell basic foodstuffs and other products of use to elderly people who cannot easily get to the shops. **Action: JP**

4. **Ladies toilets refurbishment. RD: i) Paper Towels:** Costings to supply papers towels and dispensers in each of the three toilets, including VAT £67.32p and £20.00 for 2.500 towels. The dryers will remain. Request to purchase. **Proposed: MG. Seconded B.Or. Agreed:** by all present. **ii) Sanitary disposal arrangements:** Largest supplier PHS. Pick up every 6 weeks. Annual cost £80.00. Notice indicating which toilet to be put on relevant door. Purchase proposed BOr. Seconded DS. **Action: RD**
iii) Painting work party: **Action: AJ, AH, SN**

5. **Film Club. WH: i) Income over expenditure** for the two events to date is £445.00. **ii) Equipment** has been borrowed to date requiring pick up at Orford and return to Eye with no guarantee at pick up that equipment will be in working order. Costs of purchasing equipment for the village have been researched at approx: £5.000 to £5.000 with a VAT reduction. The equipment will also be available for hire as a village facility **iii) PhC.:** The PC has received a legacy of £3.000 towards the costs of projector and screen. The PC may pay the balance. The projectionist from the Cut will install for £100.00. Rear projection from behind the screen is the least complex to install. Screen to be attached to the ceiling. **iv) Audio:** Advice received from Roger Claxton that the present audio system is not good enough and may need to be replaced as it is 30 years old. **Noted:** request to use reserves to purchase a replacement sound system as an item separate from the film equipment. **Proposed: RD, Seconded B.Or. to a total of £1.500. Agreed:** by all present.

v) Lens: Request to purchase from reserves a spare lens, cost £1.300 incl. VAT. Insurance for these items to be clarified. **Proposed: RD. Seconded: B.Or. Agreed:** by all present. **Action: RD/ Film Club group.**

RD: thanked all for the hard work undertaken by all involved.

6. **Bar refurbishment.** Funding of £1.600 has been awarded towards this project via Cllr. Gower from the Community Enabling Fund. A sub committee is required to manage the work over the summer. **Action: WH PhC AN RD.** Work where possible to be volunteered by skilled residents. Committee to sound out others. **Action: All**

7. **Treasurer's report. SN:** tabled monthly income and expenditure sheets for the previous 4 months. Balance stands at: £16.215.17 (Santander: £5.90.86, IBS: £10.284.95, Petty Cash: £28.36).

8. **Booking Secretary's Report. PhC. Noted: the last report from Phil.**

a. The hand over to Jane is underway & will be complete by the AGM on 6th May. The May calendar is done and the invoices will be finished. Ph.C. has offered to help as needed. **Action: PhC/JP**

b. Bookings for May are looking good: Blood Donors, a wedding, EU polling and Life Long Screening.

c. Blinds at the W. end of the hall may need to be replaced in the future. **Noted: TG** tabled fixings.

d. VH opening up and locking up procedure needed. **TG:** a list of key holders exists? **RD** procedure needs to be formalized. **Action: RD**

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9. **100 Club. AJ:** Recent purchases 4 smaller tables and an extra chair trolley. May take time to stop old tables being used. AJ to put a 'how to close' on the new tables for those having difficulty. **Action: AJ.**
10. **AGM . RD:** May 6th Arrangements. Refreshments at the end. Business will start at 7pm. Tea, coffee biscuits and milk. **Action: AH/We Help (Ph.C).**
11. **Hall Maintenance. RD:** requires a rolling programme, e.g. painting the fascia boards; blinds; lights etc. A building sub committee formed: RD, TG & SG, RC, AN. **Action: RD**
12. **Heating. RD:** Annual maintenance May 7th. (Heating usually turned off on May 1st). A new part required in 2013, cost £25.00. This will wait until after the maintenance visit. A rota for the programming and de-ashing to be set up. **Action: RD**

13. AOB

Robin:

- a. New table tennis table has been moved to end of the hall. A batten may be needed to protect the wall. If old tables are moved this could be stored more safely. **Action:??**
- b. Problems parking in Narrow Way, one event caused major congestion as VH car park was full.
- c. Complaint received from a resident regarding rubbish behind the boiler house. Duly sorted. RD and PhC thanked.

DJ:

- a) Daphne disposes of overspill rubbish in her own grey bin. Request to rent a second bin. **Proposed RD Seconded TG. Agreed: all present. Action: RD**

AJ:

- a) Status of the Youth Club? **DS:** no-one willing to stand. Affiliation and storage fees have been paid. Small items can still be stored in case the Club is re-started.

PhC.:

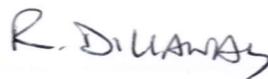
- a) 26th July – First World War Commemoration day. A cross-community event (arts and crafts). Submit all good ideas. The Roll of Honour needs to be restored. **Action: ??**

There were no other items under AOB.

The meeting closed at 8.02 pm.

Signed: 

Date: 25/06/14

Chairman: 

Date of next Management Committee meeting: Wednesday June 25th 2014