

**WENHASTON VILLAGE HALL MANAGEMENT COMMITTEE**  
Minute of the meeting held on Wednesday 25<sup>th</sup> June 2014

**Present:** Robin Dillaway (RD) Chairman; Jane Peters (JP) Bookings Secty.; Phil Corbett (Ph.C), Tony Gow (TG), Ann Jones (AJ), Daphne Jordan (DJ), Bernard Orme (BOr), Donna Squires (DS). Dee Barker (DB), Jenny Jeffrey (JJ), Helen Gairn (HG), Michael Gasper (MG)

**Attending:** Sue Gow (SG) Minutes.

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

1. **Apologies received.** Anne Harvey (AH), Wil Harvey (WH), Sue Norris, Treasurer (SN),
  2. **Appointment of Chair for the ensuing year.** RD willing to stand again. Proposed: PhC, Seconded AJ.  
Agreed by all present. **Noted:** 2014 / 15 will probably be the last year RD will stand. Succession planning essential. **Action: All**
  - 2i. **Appointment of Vice-chair.** No volunteers. Members asked to look actively for a suitable candidate who can be co-opted until the next AGM **Action: All**
  - 2ii. **Appointment of Treasurer.** SN willing to continue. Proposed: TG, Seconded MG. Agreed by all present.
  - 2iii. **Appointment of Bookings Secty.** Jane Peters. Proposed RD, Seconded DeeB. Agreed by all present.
  - 2iv. **Co-option of Minutes Secty. (ex-officio) SG.** Proposed AJ, Seconded BOr. Agreed by all present.
  - 2v. **Co-option of Village Rep. Two vacancies. MG the only VR.** Trustees are nominated by affiliated groups but don't have a representative role. The VR is the only Trustee with a truly representative role. No nominations. **Noted:** topic to be reviewed at all future meetings.
3. **Minutes of previous meeting 30th April 2014.** Proposed TG, Seconded JP. **Agreed:** as a correct record by all present.
- 3a. **Matters arising** (not on agenda): None. RD
- 3b. **Matters arising** from the meeting 30<sup>th</sup> April 2014
- i. **Quiz night:** Appreciation to BOr. and to those who ran the bar. A good event. £303 taken, some items still to be deducted.
  - ii. **Progress reports:**
    - Ladies Toilets. **Noted:** work finished. Painting team needed. SN & AJ volunteered. **Action: RD/SN/AJ**
      - baby change drop down table. RD to get quote. **Action: RD**
      - Toilet roll holder. SN sorting out. **Action: SN**
    - Film Club equipment. **Noted:** Purchase different to that agreed by VHMC. PC bought the projector and lens and other small items. VHMC bought the screen. Extra items of expenditure: cables, wood for boxing etc. Overspend approx. £400.00 over original budget of £1300. The box office take will offset this. BOr. requested the hearing loop be tested. **Agreed.** Roger C. will test with other equipment.
    - Bar refurbishment. **Noted:** To start as early as possible in August. **Action: WH/RD**
    - Defibrillator. **Noted:** The Co-op had queries the contract which RD had signed in Dec. 2013. Co-op had mislaid it. **Action: RD**
- 3c. **Locking up procedures.** **Noted:** RD not keen on another notice. There is a key holder list but groups need to be reminded again. RD will write a letter to the key holders. A call out fee may be levied for those not locking up.
- 3d. **Hall maintenance.** **Noted:** no action taken yet to arrange a work party. **Action: RD**
- 3e. **Boiler.** **Noted:** Serious problems occurred. Boiler decided it was overheating, needed water, flushed water out of the back. Engineer came – a new safety valve fitted. Plumbing needs to be done – using a local plumber for the stop-cocks. **Action: RD**  
The only agency able to support the boiler is based in Northants. HG knows and excellent plumber with the right knowledge. Details to RD. **Action: HG**
- 3f. WW1 commemoration weekend 26/27<sup>th</sup> August. **Noted:** On 26<sup>th</sup> a cross-village arts, crafts and photo archive event to support Help for Heroes with a showing of the film War Horse in the evening. On 27<sup>th</sup> WW1 themed tea party and entertainment, funds going to RBL and the WI. Parish Council paying for hall hire.
4. **Treasurer's Report.** **Noted: Santander - £5,208.82** (includes £1,600 designated for bar refurbishment), **Ipswich Building Society - £9,129.95, Cash -** Expenditure specific to film shows: £1,492.96p on sound equipment and £1,350.00 on cinema equipment. **Profit to date: £628.91p**
5. **Booking Secretary's Report. JP.**
- a. July has been quiet and August so far very quiet. **Noted:** regarding the bar refurbishment plans, a wedding reception is booked for 6<sup>th</sup> September.
  - b. Invoices have been sent out for the quarterly bills.
  - c. The Flower Club have complained about a mice infestation. RD has put traps down

**6. 100 Club. Noted:** the third year is coming to an end. AJ reminded all to renew. JP will accept cash or cheques. Report in July and August Warblers and emails reminders will be sent. **Action: AJ/JP**

**7. AOB**

**a. Fence notice board. Noted:** it is difficult to put notices on the board. **Agreed:** The film group will put up another board two feet in from the fence for large events. TG has fence posts. **Action: RD et al.**

**b. Sue Thurston. Noted:** Sue has asked to attend meetings better to know what is going on. Attendance is only by invitation. As Sue works for the VH, she could attend but can't be a member of the committee or vote. **Agreed:** to explain the boundaries and invite her to the next meeting. **Action: RD**

**c. Fence (MC). Noted:** TG was emailed by MC and has taken action by fixing the loose boards. The whole panel may need to be replaced at some point. TG thanked.

**d. Parking. Noted:** A white van has been parked in the car park for a number of weeks. The owner lives in Wenhaston but will not park outside the house in which he is staying..

**e. Roller Blinds for main hall. Noted:** Three blackout blinds are required, Cream or beige. Cost – £48.74p per blind at 1320 x 228m. Dimensions are wider than present blinds. Purchase proposed B.Or. Seconded TG. **Agreed** by all present to purchase three for the far wall and then assess benefit before considering purchasing more for the remaining windows. **Action: RD**

**f. Compost bins for main hall. Noted and Agreed:** a good idea. 100 club will buy. **Action: TG**

**g. Hall capacity. Noted:** DS asked about capacity for War Horse in case of extra attendance. 240 seated with 140-170 chairs available. The film group members will act as stewards. **Action: WH**

**h. Foot path. Noted** the suggestion from Alan Spindler that the foot path should go all the way round to the gate. Parish Council has taken this to the Highways Authority. Awaiting response. **Action: RD**

**i. Village Show. Noted:** Sunday August 3<sup>rd</sup>. TG encouraged entries and attendance.

**j. Fire extinguishers. Noted:** Need refilling. Will be assessed in August. Cost £100 – £200. **Action: TG**

**k. Bike parking area. Noted:** suggestion from MG for a cycle parking rack if the clothes recycling bin is relocated. **Agreed:** to consider at a future meeting. **Action: MG et al**

**l. VH Trees. Noted:** Oak tree branches need to be lifted. Silver birch beginning to obscure the village sign. Ted Woods might take the wood away. **Agreed:** to consider at a future meeting. **Action: RD**

There were no other items under AOB.

Meeting finished at 20.11 hrs.

Signed:



Chairman:

Date:

24/9/14

**The next meeting will be held on Wednesday September 24<sup>th</sup> 2014**  
(August meeting cancelled)