

**WENHASTON VILLAGE HALL MANAGEMENT COMMITTEE**  
**Minutes of the Meeting - July 27<sup>th</sup> 2016**

**Present:** Chairman & Village Rep. - Robin Dillaway(RD); Vice-Chairman & Parish Council Rep. - Clive Watson(CW); Treasurer – Steve Garlick(St. G); WEA & Gardeners Club -Tony Gow(TG); Table Tennis - Ann Jones(AJ); Sports Club - Donna Squires(DS); Café - Wil Harvey(WH); Badminton - Anne Harvey(AH); Zumba - Christine Buttle(CB); WI - Dee Barker(DB); Wine Club - Bernard Orme (BOR.) **Minutes:** Sue Gow

**Observing:** Daphne Jordan (DJ);

**Apologies received:** Jenny Jeffrey (JJ); Trish Gower (Tr.G); Helen Gairn (HG); Sarah Robbins (SR); Jane Peters (JP); Eileen Hayes (EH).

1. Welcome and apologies (as above). RD welcomed Kirsten West (100 Club)

2. **Minutes** of previous meeting – **March 30<sup>th</sup> 2016**. Approved as a correct record by all present.

**2a. Matters arising** (not on agenda).

a. SG spoke briefly about Blyth Woods. Affiliation paid. Proposed BOR. Seconded CW. Approved by all present as an affiliated group. SG to be contact pro tem. **Noted:** recent groups, Snappers and Qi Gong to pay affiliation fees. **Action: St.G/JG**

**2b. Matters arising** from meeting 30<sup>th</sup> March 2016

a. Quiz night. **Agreed:** to set dates for Autumn. **Action: RD/BOR.**

b. Calendar. A chart for groups to add to for future special events. **Action: RD**

c. Car park repairs. **Noted:** RD talking to Andy N. and Roger C. **Action: RD**

d. Use of Doctors' room. **Noted:** GP has a full list when at VH. Southwold practice may stop. RD to talk to Practice Manager. **Action: RD**

e. Fish and chip van charge. **Noted:** ~~£2.50~~ <sup>increased as of 2016</sup> per week, unpaid since April. Difficult to collect. AJ expressed concern that not charging will set a precedent for other commercial users. **Agreed:** AJ to try to collect from July. **Action: AJ**

f. Café. **Noted:** email from JJ received regarding quality of cake and description as 'home-made'. WH – shop bought very infrequently. New cake makers are now on the rota. He would have dealt with the issue if approached directly.

**Agreed:** description to be changed and guidance to be given to servers re. any reimbursements. RD – to respond with free offer. **Action: WH/RD**

**3. Maintenance:**

a. Electricity. Any failure is a major problem for the P.O. Townsend assessed wiring over two days. No report or invoice received. **Action: RD**

b. Guttering. Nothing done, still a problem. **Action: RD**

c. Window cleaning. Done (D. Foster). St.G to check if paid. **Action: RD**

d. Village hall entrance paving. David Cox to assess. **Action: RD**

**4. Health and Safety:**

a) 2b(c) & 3(d) above – noted for action.

**5. Treasurer's Report:** Income for the month - £999.75p. Exp. £949.73p £ 50.02 in profit. £250.00 still to be paid in. WH to give café money.

**Post hoc. Accounts as at 28/7/16:** Ips. Bldg. Soc. - £9,856.53. Santander c/ac - £8,190.01, Petty cash - £62.90 (some in film and café float). **Noted:** The present electricity plan ends at the end of August. **Agreed:** St.G to follow up. **Action: St. G.**

**6. Booking Secretary:** report and resignation

**Report:** SG read in Jane's absence. June and July were busy months with extra bookings. Qi Gong is held twice a week and is popular. Wenhaston School have an afternoon July booking. Wenhaston Gardeners held their annual show. There were two Blood Donor sessions in June. Halesworth Choir has held two practices and a charity disco also in June. The hall is booked for two days by the Ogden Project (charity which gives information to schools on grants and facilities to help encourage children to exercise more).

**Cont. Item 6.**

**Resignation:** Jane has tendered her resignation as booking secretary (for December 2016). RD has had a conversation in order to be clear about her concerns. All agreed that she had provided a valuable service, bookings have gone well and there are no others willing to come forward. RD proposed that Jane be offered an honorarium of £20.00 per week, which would be reviewed on an annual basis. DS seconded. **Agreed** by all present. **Action: RD**

**Post hoc. RD:** Jane Peters (present Booking Secretary) has agreed to take on the post of Booking Secretary on a self-employed basis. As agreed by all present at the VHMC (July 27<sup>th</sup> 2016) she will be paid £20 a week. She may attend VH Management Committee meetings but will not be a member, nor be able to vote. RD agreed that he<sup>\*\*</sup> would act as her manager on behalf of the VH Management Committee.

**7. 100 Club report:** Kirsten requested ideas for expenditure – approx. £700. **Agreed:** not another Kurling set, or for maintenance. TG suggested a fridge for ice creams to be sold on film nights. **Action: ALL**

**8. Compliance group.** Present members are RD CW and St.G. Issues for this group include Health and Safety, Constitution, Charity Law, Banking and Finance records etc. Approved.

**9. AOB**

- a) **AJ i)** Table Tennis Tables: care needs to be taken in moving them - keep faces together. If given notice they can be moved. **ii)** Suggested that an ad hoc table top sale could be run on Saturdays, when the café is open, for a small fee. Low key, 1<sup>st</sup> Sat. in the month. Advertise in Warbler in September. Each group could organise. **Agreed:** an interesting idea. All consider and discuss at the September meeting. **Action: ALL**
- b) **TG. i)** Bill for the fire extinguisher checks is due in August. **Action: TG**  
**ii)** Grass has been cut at the back. Not aware front was to be done as well. **Noted:** RD to organize a rota. **Action: RD**
- c) **CW.** Moss at the back of the hall needs to be cleared. **Action: RD**
- d) **SG.** checked the group representatives for the notice board. To be revised. **Action: SG**

**Meeting ended at 19.52 hrs.**

**Dates of next meetings:** September 28<sup>th</sup> and November 30<sup>th</sup>

Signed:  
Chairman



Date: 28/09/16