

**WENHASTON VILLAGE HALL MANAGEMENT COMMITTEE**  
**Minutes of the Meeting – September 28<sup>th</sup> 2016**

**Present:** Chairman & Village Rep. - Robin Dillaway(RD); Vice-Chairman & Parish Council Rep. - Clive Watson(CW); *Bookings Secty.* - Jane Peters (JP); WEA -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.); Commons Group - Helen Gairn (HG); Drop -In Club - Eileen Hayes (EH); 100 Club - Trish Gower (Tr.G); Village Rep. - Sarah Robbins (SR); **Minutes:** Sue Gow

**Apologies received:** Treasurer – Steve Garlick (St. G); Jenny Jeffrey (JJ); Daphne Jordan.

**1. Welcome and apologies** (as above)

- 2. Minutes of the meeting 27th July 2016. Agreed** as a correct record by all present, with the following amendment, from AJ: 'chip van charge for car park use is £2.50 per week.'  
**Action:** SG amended.

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

**2b. Matters arising** from meeting 27<sup>th</sup> July 2016

a. Car park repairs. To be carried out as soon as possible. Three to assist. **Action:** RD + 2

b. Use of Doctors' room. **Noted:** some ideas submitted but a village consultation would be preferable. WH suggested a multi-use space e.g. creative activities for community use. Security and other issues to be considered first. i.e. income generation as a requirement. Internet access could be a big cost for possibly minimum use. **Agreed:** An article in the Warbler (November edition). Re-visit next meeting. **Action:** RD

c. Booking Secretary's remuneration. **Noted and agreed:** £20.00 per week, to be paid monthly by standing order. Supervision arrangements will be with RD or CW. JP has accepted the proposal. **Action:** St.G/JP

d) Table Top sale. **Noted:** 17 tables booked with good buzz, boosted the café profits over £100. Table rentals - £70.00. A discounted rate of £4.00 per table for the first event. Next TT sales are Oct. 29<sup>th</sup> & Nov. 26<sup>th</sup>. both at £5.00. Next time AJ and CB hope for more emphasis on produce and crafts as those stalls did well. **Agreed:** all to advertise to their own groups, to help a major marketing blitz. There is no payment for any publicity. **Agreed:** after Kurling to help putting tables out. **Action:** All

f. Grass Cutting – rota. **Noted:** TG thanked. (TG uses his own mower and strimmer.) A rota of help is needed, especially for the front of the VH. **Agreed:** to obtain a quote from Paul Brown. **Action:** TG.

**3. Maintenance**

a. Electricity. Townsends did a pre-inspection inspection for the certificate.

**Noted:** Three burnt out sockets, cable underrated at bottom of attic stairs and overload in the café area. RCD protection required for the stage. PO is not separate from the main installation. 30m amp. RCD (no discrimination between different areas in the hall). All of which constitutes a fire risk. The VHMC has to keep up to date with latest regulations.

*Estimate to put right – approx £1,500 + VAT, not taking into account any additional work and testing.* Work to go ahead. Prop. -AH. Sec.- AJ. **Agreed** by all present. **Action:** RD

b. Guttering. **Noted:** Leaks at fire doors, double doors and gent's toilets. **Agreed:** this is a high level job, contractors to be asked to quote. **Action:** RD

c. Village hall entrance paving. **Noted:** a second quote needed. **Action:** TG

d. Moss clearance. RD to spray. **Action:** RD

**4. Health and Safety** (standing item)

- a) as above at 3 a – d.

**5. Treasurer's Report. Noted:** The current balances for the accounts are as follows: Current account - £8,789.26, Savings account - £9,856.63. Totals for income and expenditure 30/8/16 and 28/9/16 tabled. **Qs.** Ref. Petty Cash and expenditure of £64.00 for 'delivery dog bags'? **Action\*:** SG to St.G \*(Petty cash: unchanged. £64.00 wrongly billed to VHMC. The PC to refund VHMC).

**6. Booking Secretary's report. Noted: August** - a very quiet month with the majority of clubs on holiday. **September** - clubs are back and there are extra bookings: a Blood Donor session, also a WI Kurling event, with hire of a Kurl set at £15. **October** - in addition to the normal events a new Yoga Class starts on Monday afternoons. Church Jumble Sale - 1<sup>st</sup> of Oct.; Leiston Senior Citizen's Club - 8<sup>th</sup> Oct.; Reydon Doctors - annual Flu Clinic on 14<sup>th</sup> Oct. They no longer hold a Doctors Surgery at the VH. Sunday 16<sup>th</sup> Oct. - Irish Folk Music evening, tickets £15.00 at the Post Office. Jane asked for an update on maintenance work. (See as at item 3 above.)

**7. 100 Club report and wish list. Noted:** Club now at 146 with 2 people not renewing. Amount received - £1,752. Prizes - £842. Brought forward - £254.84. A cheque to the VH for £750.

**7a) Wish list. Agreed:** 1) freezer for cakes and film ice creams – £200. Hughes will deliver free and give a discount. **Action:** WH

2) Sound absorption for café. Accoustics are difficult for many, especially if hard of hearing. WH – a sound engineer should advise e.g. L-shaped tiles on ceiling and on walls. Defer for further discussion.

**8. Compliance group** (standing item). Nothing to record

**9. AOB**

**a) RD – policy of no alcohol kept on site. Noted:** RD advised by SCDC licensing dept. No restrictions. When bar modifications take place, a secure cupboard will be built in. JP – Post office not covered. BOr – insurance implications? **RD to check.** Proposal to change the policy. Prop. - TG Seconded – WH. **Agreed.** **Action:** RD

**b) RD – heating.** To be turned on anytime after Oct. 1<sup>st</sup>. **Noted:** Leiston Snrs. Group requested heating for Oct. 8<sup>th</sup> booking.

**c) JP – crockery. Noted:** Lack of matching crockery. 50 sets cups & saucers required. **Agreed:** to purchase. Prop. - B.Or. Sec. – TG. **Action:** AJ

**d) AJ – Noted:** thanks to CB for the work on the TT sale

**e) HG – Policy on dogs in VH.** requested further discussion on the issue. **Noted:** statement read out. **Tabled:** results of a canvass of café volunteers. There is inconsistency of policy between dogs in the café and dogs in the hall, e.g. two large dogs on a level with produce at the recent table top sale. Volunteers are unclear about their responsibilities. No risk assessment has been done. There may be insurance implications as well as for Health and Safety. The issue is regarding the best interests of the VH and not about personal preferences. **TG** - had taken the matter to Gardeners Club, resulting in a tie.

**RD** – reluctant to set precedent by re-opening an issue which had already been discussed. The compliance group could consider under standing orders. **Noted:** The booking form says nothing about dogs. After further discussion, the matter was put to a vote. Of those present there were 10 - for, 3 - against and 2 - abstentions. **Agreed:** to bring forward. **Action:** SG

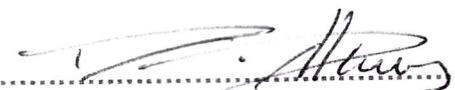
**f) AJ – Noted:** aim - wider broadcasting of the TT sales to increase craft and produce, rather than bric a brac. **Action:** AJ/CB

**g) DS – Noted:** concern that someone had come in via the open Fire Exit door. Looked at CCTV identified the individual - parents informed. Also a problem at the Sports Club. Police will not take action.

**h) TG – Tabled – fire extinguisher certificate. Also noted:** He is no longer the rep. for Gardeners Club. New rep is June Tate. He remains for WEA. He suggested Halesworth Community Choir for the Bazaar rather than Father Christmas. **Agreed.** **Action:** JP

**i) SG – (on behalf of Blyth Woods.) Noted:** the old Blyth Web site is still the first information on Wenhaston. Can this be taken down? Roger C's is far better. **Agreed.** **Action:** RD

Meeting ended 20.10 hours.  
**Dates of next meetings: 30<sup>th</sup> November and 3<sup>rd</sup> December (Christmas Bazaar)**

Signed..........Chair.

Date: 30.11.16.....