

**WENHASTON VILLAGE HALL MANAGEMENT COMMITTEE**  
**Minutes of the meeting – January 25<sup>th</sup> 2017**

**Present:** Chairman & Village Rep. - Robin Dillaway (RD); Treasurer – Steve Garlick (St. G); Bookings Secty. - Jane Peters (JP); Café - Wil Harvey (WH); Zumba - Christine Buttle (CB); WI – Carol Hudson-Jary (CHJ); Wine Club - Bernard Orme (BOr.); Commons Group - Helen Gairn (HG); Drop In Club - Eileen Hayes (EH); Table Tennis – Ann Jones; St. Peter's Church - Jenny Jeffrey (JJ); Wenhaston Gardeners Club - Viv Kemp; Village Rep. - Sarah Robbins (SR); Minutes Secty. – Sue Gow.

**Observing:** Daphne Jordan.

**Nominated Trustees not attending:** June Tate - exercise class; Jason Gairn – Snappers.

**Welcome and Apologies received:** Clive Watson - Vice-Chairman & Parish Council Rep.; Trish Gower - 100 Club; Tony Gow – WEA; Donna Squires - Sports Club; Anne Harvey – Badminton.

**1. Minutes of the previous meeting, November 30<sup>th</sup> 2016.** Approved as a correct record with the following amendments: 2b(e) Table Top Sale: i) BOr. proposed that the cost of the banner and advertisement be paid for from VH funds. Proposal agreed. ii) The TT sale boosted café funds, not vice versa as written. Minutes prop.: BOr., sec. EH. **Agreed** by all present eligible to vote and signed by the Chairman. **Action:** SG

**1a. Matters arising** (not on agenda). None.

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

a. Car park repairs. **Noted:** Agreed work completed on the biggest holes, temporarily until other options are considered on costs and surfacing, as the present tarmac layer is very thin. TG thanked for purchasing the filler.

b. Use of Doctors' room. **Noted:** walls newly painted by WH, and Roger Claxton has replaced the lights with LEDs. WH is using the room for art. A couple of other residents have booked and use as a healing room is still under consideration. JP is logging bookings.

c) Craft, Produce and Flea Market. **Noted:** new title. Banner ordered and ads. for Community News, Team Times among others, submitted for the next three months. Cost approx. £50 - £60. **Noted:** 12 stalls booked (local produce meat, eggs, cheeses, preserves etc.). Everyone requested to encourage groups to participate and attend to increase footfall. CB to send posters round for distribution. **Action:** CB/ All

d) Grass cutting: TG (via email) P. Brown will do one cut early each month. Estimates about 1½ hrs. = £22.50. Shorter sessions cost less. B.Or. considered this a good deal and to go ahead. SR prop. BOr. sec. **Agreed** by all. TG to trim during the month. **Action:** TG

e) Blyth Web: Wenhaston site: to be actioned. **Action:** RD

f) Café: next stage developments: deferred to 2017 **Action:** RD and others

g) Christmas Bazaar: **Noted:** Several complaints; no Santa and less festive. Lack of any ad. in Team Times. JP has a contact via the school caretakers (security checked). Santa could sit in front of the curtain with a painted backdrop behind. CH-J to purchase gifts and EH will assist with present wrapping etc.? **Agreed.** **Action:** JP/CH-J/ EH

**Date of Christmas Bazaar: December 2<sup>nd</sup> 2017**

h) Broadband: to be actioned – costings required. **Action:** St.G & JG

**3. Maintenance.**

a) Electricity. **Noted:** Awaiting final confirmation from Townsend Electrical for the date.

b) Moss clearance. Requires dry weather. Deferred to 2017. **Action:** RD

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

a) **Key Storage: Noted:** metal key storage cabinet with digital lock purchased – keys for fire alarm, boiler, Drs. room, loft, community room. User groups to nominate a key holder who will take responsibilities to obtain lock code. **Action: All**

**7. Treasurer's Report. Noted:** Ipswich B. Soc. - £9,856.63p. Santander - £12,993.52p.

Petty cash - £54.40. Outstanding creditors: Boiler fuel - £1,075. TG (Macadam) £40.90.

Income has exceeded expenditure. *AJ to circulate Reminders*

*Action AJ*

**Noted:** Broadside Boys donated 10% and Doc Cox donated all of their fees. JP has written to the B.Boys., SG to write to both acts on behalf of the VHMC.

**Action: SG**

**Noted:** Groups to pay when invoices are generated. Invoices to be revised with a payment slip for the Treasurer. Receipt can be either hard copy or emailed. **Action: JP / St.G / All**

**8. Booking Secretary's report. Noted:** Total from above evening, including donated fees, profit from raffle and hall booking fee = £346.50. **Agreed:** VHMC to consider a specific use for this money. Remainder of report. October: A busy month - Church Jumble Sale, Private Party, Irish Folk Music Evening, Southwold Flu Clinic, Table Top Sale, and all usual groups and clubs. November: Blood Donor Session, Church Autumn Fair, Table Top Sale and all usual clubs and events. December: Christmas Bazaar, School Christmas Play, Church Christmas Lunch for the Elderly, Private Child's Party, Garden Club Christmas Party, W I Christmas Party. Most of the Clubs are winding down for the Christmas holidays. 20<sup>th</sup> January - booking for the Broadside Boys, supporting act Doc Cox, was on "That's Life", is donating his fee to the Village Hall, or a charity of VHMC's choice.

**9. 100 Club report. Noted:** Tr.G. (via S.G). 'Everything ticking along nicely.

**10. Compliance group** (standing item). **Noted:** has not met. Nothing to report. **Action: RD**

**11. Correspondence** (Standing item) None

**12. AOB. Noted:**

i. A & G. Jones will take over café management on March 1<sup>st</sup>. AJ has resigned from the VHMC. No nominee has come forward for Table Tennis. AJ thanked for all her work over the years.

ii. Daphne Jordan is standing down from the VHMC. DJ thanked for her commitment to the VHMC for so many years.

iii. VK – Radiators not hot at start of group event. There is a key to over-ride, for extra hours. Programmers to be informed. **Action: RD**

iv. CH-J – a tea dance as a fundraiser, Mondays p.m. **Agreed:** to follow-up **Action: C-HJ**

v. **Noted: Chairman and Minutes Secretary standing down at the AGM in May 2017**

CB – useful to have an idea of the roles of Chair, Vice-Chair and Secty., with main areas of responsibility, the former being daunting. **Agreed.** B/F. March. **Action: SG/RD**

vi. **DS** – what happens to the Bingo money? *Recycled for Bingo.*

vii. WH – good to have more musical evenings with outside groups. **Action: ?**

viii. SG – 'no dog' signs will be up on Feb. 1<sup>st</sup>. **Action: SG**

Meeting ended at 19.57 hrs.

**Date of next meeting:**

Date of AGM: May 24<sup>th</sup> 2017

*March 29. 2017*

Signed \_\_\_\_\_  
Chairman

Date

*29/3/17*