

MINUTES

Wenhaston Village Hall Management Committee Meeting

Wednesday 24th April 2019

Present: Chair - Sally Amery (SA); Vice Chair - Peter Wildish (PW).

Bookings Sec. - Jane Peters (JP); **Committee members:** Commons group - Jan Clements (JC); Drop In Club and Kurling - Eileen Hayes (EH); WPG rep - Lyn Gedny (LG); WI Rep - Carol Hudson-Jary (CHJ); St. Peter's Church - Jenny Jeffrey (JJ); **Village representative members:** Richard Atkins (RA); Christine Buttle (CB).

1. Welcome and Apologies

- a. Ian Bigwood (IB) Badminton and Blyth Woods, Trish Gower (TG) 100 club.

2. Vice Chair for the Committee

- a. PW is willing to stand again. Voted unanimously.

3. Secretary for the Committee

- a. No offers for minutes secretary so SA will take the minutes for this meeting. The Constitution doesn't specify any rules.

4. Treasurer for the Committee

- a. Discussed under point 8 below.

5. Minutes of the Committee Meeting of 23rd January

- a. Proposed RA, seconded PW, all approved.

6. Minutes of the short meeting held after the AGM 27th February

- a. Proposed JC, seconded CB, all approved.

7. Matters arising

- a. We have vacancies for 3 elected members (1 for a Treasurer) and 1 village rep and an additional 4 members representing local groups involved with the village hall. PW has asked Debbie Monson who is happy to come on the Committee as an elected Youth Representative. All agreed and PW and SA will contact her.
- b. Outside edges of the new steps have been marked with yellow paint and planters have been moved to the edge of the disabled ramp by the front entrance. A new spotlight has been installed which lights this area better.
- c. It was agreed that a metal bench, powder coated in black, good quality and heavy, would be suitable for outside the main entrance. CB to circulate ideas.
- d. Jina moved the bulbs and plants to the new border outside the front door. New planting scheme to be considered in May.
- e. Kitchen tiling – old tiles removed pending re-tiling when time.
- f. Kitchen worksurface – under investigation.
- g. Kitchen appraisal of china etc – Jill to resume once back from travelling.
- h. Pictures in the hall – the Remembrance day artwork may be re-hung at future Remembrance days or the school may want it. SA to speak to Wil Harvey.
- i. New banner –TG and RA were thanked for organising this.

8. Treasurer situation, financial report and additional bank account signatory – SA

- a. Treasurer – we have been unable to find a Treasurer and at the AGM we were asked if we were legally obliged to have a one. The Constitution refers to a Treasurer under no 21 (b) "The appointment of an auditor, treasurer and any

such other unpaid officers as the Committee may consider necessary.....” The only officer the Constitution refers to is the Chairman who is to be appointed at the first meeting after the AGM. The CC says the Treasurer **usually** takes the lead at board level, but there appears to be no legal requirement to have one and it says we have to follow our Constitution, which doesn’t specify it. The CC lists the Treasurer’s responsibilities:

- i. Making sure the charity keeps proper accounts.
 - ii. Reviewing the charity’s financial performance.
 - iii. Drawing up or reviewing policies for finance and investment.
 - iv. Ensuring the charity has robust and effective financial controls in place.
 - v. Liaising with finance staff and the charity’s independent examiner/auditor.
 - vi. Reporting on financial matters to the members.
- b. No treasurer has been forthcoming. From February 2019, as agreed Nick Amery (NA) is doing the data entry on ACE but is **not a signatory on the bank accounts or the contact on utility bills etc.** Sue and Andy Norris offered to take on the data entry role if necessary. An independent examiner checked the 2018 accounts and annual figures are sent to the CC. All controls and procedures required above, are done and will remain in place. SA will be the main contact for the banks and utility bills etc. The Committee voted unanimously that they are content that the appropriate financial controls are in place.
 - c. The financial results detailing income and expenditure for the first quarter of 2019 were prepared by NA and distributed. At 1st January the Santander bank held £47,779.45 and at the 31st March £15,058.32. The balance is currently £16,356.71. The only invoices for hall hire which are unpaid, are not overdue.
 - d. Peter has agreed to be an additional bank signatory on the Santander bank account, so we have four. Proposed RA, seconded LG, all in favour.
 - e. Consideration was given to moving further funds to the CAF investment account which holds £10,000 at present and a decision was made to transfer £2,000. Proposed PW, seconded JJ, all in favour.
 - f. Music license review completed and is £420 for this year.
9. **Grant situation – IB report read out:-**
- a. **Replacement of emergency exit doors** – totalling £7,128. Suggested we apply to East Suffolk Council’s Enabling Communities Exemplar Programme late May. The decision period is likely to be around 10-14 weeks.
 - b. **Stage floor refurbishment** – £1,437. A grant of £650 has been received from Mike Gower, Suffolk Coastal District Councillor. The balance could be funded by applying to the Postcode Lottery. A quote has been requested from Peter Jolly to decorate the stage wings (high ceilings) which could be added to the application and would be circulated to the Committee for agreement.
 - c. **Serving hatch** – quotes are being obtained and would be circulated to the Committee. If agreed this work could be added to a grant application for the emergency exit doors.
 - d. **Balance of grant for safety upgrades** - £219 remains unspent of the £1,250 Suffolk Coastal District Council grant (£635 paid for stage curtains treatment,

£144 for fire wall repairs and £252 to provide rear exit ramp). This must be spent on similar works by October, perhaps to replace the serving hatch.

- e. It was agreed that the Parish Council should be approached for a grant towards these works and also our annual insurance premium. Fund raising event income would also contribute. The Committee agreed that PW, IB and SA would progress the appropriate grant applications.

10. Bookings report – JP

March and April have busy months with many additional events on top of the regular groups. The Ink rehearsals took place over two days and they were very impressed with the hall and our facilities and hopefully further bookings will result from it. A local band has hired the hall twice to practise and this looks like it could become a regular booking.

We have two bookings in May for the Local Elections and the European Elections, also a private booking. Later in the year there are two private bookings for wedding anniversaries and two bookings for outside events have been taken for next year. It would appear that the hall is now becoming popular especially with all the improvements that have been done, the feedback from new hall users is very positive and encouraging.

11. 100 Club report – TG was unable to attend and there is nothing to report at present.

12. Café update – JC

March was a good month for the café all round and raised £500, bringing the total for the quarter to £1158. This is JC and RA's last month of running the café. The management of the café has now been divided between a group of volunteers, which should make the running easier. JC and RA wished the café continued success. JC and RA were thanked for all their hard work over the previous two years in making the café so successful.

- a. A key safe is being considered for café volunteers and advice has been sought from the hall's and PO's insurers. SA will make a decision in due course.
- b. Apron washing needs organising and SA will contact the café volunteers.

13. Craft market update – CHJ/PW

- a. The February market had 24 stalls and took £132, the March market had 28 stalls and took £147.50 and 30 stalls are booked for the April market.
- b. New stall-holders are coming forward for the May market.
- c. Recognition was given to CB for running the markets previously and CHJ and PW thanked for taking on the organisation.

14. Maintenance group report and plan for 2019 - RA/SA/JP

- a. The swift boxes will go up shortly. NA and RA will manage the electrics.
- b. RA will put the hooks up on the walls in the toilets.
- c. RA will assist NA to do the tiling in the kitchen when time permits.
- d. RA will arrange for the signs on the wall opposite bottle banks to be lowered.
- e. SA will arrange for the ball games sign, which is old and rotten to be replaced.
- f. The front doors and the cladding above will be re-decorated during the summer months. Volunteers are requested to help.
- g. The recent stagnant smell in the hall lobby will be investigated.
- h. H & S and fire risk assessment – this was reviewed by LG and PW and the Policy files updated. For safety reasons a gate should be installed for the pedestrian

entrance to the main road. LG will investigate sourcing a gate which can be pushed to open and weighted to close automatically and circulate to members.

- i. PAT testing – a new schedule is being prepared and testing will follow shortly.

15. Entertainments group report – CHJ

- a. The quiz night on 23rd February raised £373.18 net and was well attended.
- b. The Jazz night takes place on Saturday 27th April. 29 tickets sold so far and 75 to be catered for. The band costs £240.
- c. A ceilidh will take place on 28th September and will include a ploughman's supper. Proposed ticket price £14.
- d. More volunteers are needed on the Entertainment committee.
- e. The group will apply for a Makro wholesaler's card for catering food purchases.
- f. Alternative entertainment ideas were discussed.

16. Talent show and other hall event/fundraising results – SA

- a. Talent show raised £749 and has been divided up between the 7 participating groups as agreed. Articles sent to the Warbler and the Community News.
- b. Poets and Puds (Ink Festival fund raiser) – the hall ran the bar and cleared £100. It was a good fundraiser for them too and they were all delighted with the hall and stage, lights and sound improvements.
- c. Sale of books – total sales to date Heather's mother's life £2,300, War memorial book £95 and Cookery book £634. Total £3,037
- d. Youth film event – low numbers attended but the Community Support officer, Louise was very impressed with our facilities. Another is planned.
- e. SCDC networking event 10th April – the hall ran the café which the council funded. Bookings for SCDC have totalled £300 so far this year.

17. Correspondence – there was nothing to report.

18. Any other business

- a. The Christmas bazaar date agreed will be Sat 7th December 2 – 4pm and volunteers are required to run it. Carol to organise Father Christmas.
- b. Volunteers requested for the cleaner's holidays in June and July.
- c. CB made contact with Annie Groves from the Fit Villages scheme at the SCDC Networking event. They grant fund new activities in villages. 200 surveys will be posted in the village and posters put up promoting this. CB will investigate if a new activity can be started in the hall – walking netball is a possibility.
- d. PW reported that he has been asked to prepare a report on the hall for the Annual Parish Meeting on 15th May. PW and SA will liaise regarding this.
- e. Written instructions are urgently needed for the stage lights, sound system, cinema equipment and hearing loop to avoid us being unable to operate these when requested by hall hirers.

19. Date of the next meeting will be Wednesday 24th July 2019.

Signed.....


(Chair)

Date.....

24/7/19