

MINUTES

Wenhaston Village Hall Management Committee Meeting

Wednesday 30th October 2019

Present: Chair - Sally Amery (SA); Vice Chair and PC rep - Peter Wildish (PW)

Bookings Secretary - Jane Peters (JP).

Committee members: Badminton rep - Ian Bigwood (IB); Commons Group - Jan Clements (JC); Drop In Club - Eileen Hayes (EH); WPG rep - Lyn Gedny (LG);

WI Rep - Carol Hudson-Jary (CHJ).

Village representative members: - Richard Atkins (RA) Christine Buttle (CB)

1. **Apologies** – absent Jenny Jeffrey (St Peter's church) and Trish Gower (100 club)
2. **Minutes of the Committee meeting of 12th September** Proposed IB, seconded JC, and approved unanimously.
3. **Matters arising**
 - a. There are difficulties securing the bench as the bricks can shatter on drilling. They will be secured to the bollards instead and fittings are being made.
 - b. The pedestrian gate has been fitted and was funded anonymously.
 - c. Stage floor arrangements have been confirmed for Monday 6th Jan – Thursday 9th inclusive. The PO will remain open but the hall will be closed for use during this time and the café will be closed on Wednesday 8th.
 - d. Drainage channel – Waterfields are very busy and will get back to me with a date asap.
 - e. 100 club funds – TG reported that the club has a total of 160 members for the next year and the prize money remains the same and a cheque for the hall will follow. The Committee have agreed that funds raised are to be used to refurbish the Maurice Stammers Committee room.
 - f. Roz Eminson the High Sheriff of Suffolk visited and awarded the volunteers of the hall a certificate which has been framed (the cost of which has been donated) and all agreed it should be hung in the committee room once it has been refurbished. Roz Eminson subsequently emailed suggesting we make a nomination for her award in March.
 - g. On 19th October St Elizabeth Hospice held a material sale at the hall which raised nearly £2,500 for their funds. The hall ran the café and raised £223 for hall funds. Future café requirements which go outside the normal café times will be discussed with the café team first or covered by other means.
 - h. Tom from Townsend came again and finished the PAT testing. The second trolley passed. Tom has since left Townsend.
 - i. Debbie has sent the calendar for printing 100 copies at a cost of £390. They will be on sale at the November Craft market and the Christmas bazaar for

£7.50 each for hall funds. Agreed RA and LG and all others are in agreement. JP said any unsold ones can go in the Christmas shop for sale. PW passed round the proofs which were excellent. PW will suggest to Debbie that she displays her art work on the back cover along with an acknowledgement. An anonymous donation has been offered which would cover the cost of the printing.

- j. The Celidh made £174 net and a good time was had by all. The band is considering hiring the hall themselves for the Day of Dance next year and the hall would run the bar.
- k. The water heater in the Tardis failed. Aquarius has fixed a burnt out wire. They have quoted for changing the gents' urinal flushing mechanism from a flushing system to push buttons for approx £250. The Committee decided to leave this for now.
- l. A large catering teapot has been purchased. Also, in view of the repeat problems with combination padlocks, new keyed alike padlocks for the café cupboards have been purchased and a key safe donated for the keys.
- m. A mains water leak was reported under the new car park by Essex & Suffolk water on Wednesday 23rd October. A log of meter readings was kept and the water turned off when the hall was empty. Woolnough Contractors fixed this on Monday 28th for a cost of £650. The plumber Scott Baxter will invoice us direct. A claim is being pursued via our insurers Zurich for the cost of the groundworks and the water loss. We have to pay for the plumbing repair. LG offered to read the water meter monthly from now on.

4. Representative for the Parish Council

- a. PW will remain as representative for the Parish Council.
- b. A discussion was held about the running of the Craft market which CHJ and PW do between them. They will discuss how it will be run after April and report back to the Committee in due course.

5. Grants update – IB

- a. We weren't successful with a grant from the Enabling Communities Exemplar East Suffolk Council grant for the emergency exit doors. They were oversubscribed with applications and they struggled to see the additional benefits that the project would have on the local community and users of the hall.
- b. The Parish Clerk Richard Day has advised us that future access to Council grants is being reviewed and resources may be pooled. Town and Parish Councils will be able to access these. The emphasis will be on projects which prevent isolation and target loneliness etc. The first tranche should be distributed by April.
- c. A grant from the PC towards the emergency exit doors and the hall insurance premium of £1,000 has been awarded and a cheque banked.
- d. An option of using professional fund-raisers was discussed.

6. Financial report – SA

- a. An abbreviated report was circulated as this is just an interim meeting. The Santander current account has an underlying amount of £19,000 and the CAF 60 day account has £12,060. A reserve of £15,000 out of this total is held back for unforeseen expenditure, including imminent roof repairs.
- b. The hall received a bequest of £1,000 from Anne Pidgeon's estate.
- c. The PPL PRS (combined music and film) license has been paid and was £376.

7. Roof update – all

- a. The roofing team met with Mark Norman from Solarworks to investigate the roof leak problems under the solar panels. He will quote in due course for different options discussed. It was agreed that a decision regarding this part of the roof is not as urgent and does not impact on a decision about the front roof and the emergency exit doors (see below). Proposed EH, seconded PW and all in agreement.
- b. The roofing team have also progressed investigating the roof leaking problems on the roof over the Tardis. The original roofer selected has not responded and two other roofers have now visited and will quote against a specification for the repairs. The Committee proposed that the repairs over the Tardis should go ahead as soon as possible, as outlined, once a quotation has been agreed by email and accepted. Proposed JC seconded PW and all in agreement.
- c. The roofing team and Janet and Robin Dillaway met with Jamie Murphy of Groundworks regarding the problems with the roof leaking under the solar panels and possible other options to address this. He is preparing a short report for us.

8. Emergency exit doors – all

- a. The Committee decided to go ahead as soon as possible with replacing the emergency exit doors. Proposed CHJ, seconded RA and all in agreement.

9. Christmas bazaar planning update – all

- a. Arrangements are well in hand. All local groups and locals have been given first refusal of a table and have booked up and the remaining space has been offered to Craft Market stallholders.
- b. Setting up will be from 10.30am.
- c. The Committee will run the café.
- d. The hall will be decorated on Thursday 28th November at 11am – SA, PW, CHJ, JC, RA and CB. The decorations will come down Saturday 4th January at 12.30pm SA, PW, JC, RA, LG, IB.

10. Correspondence

- a. Glynis Leech offered the hall her dad's upright freezer (tall one) and small fridge (under counter) but regrettably there is no space in the kitchen for these.

11. Any other business

- a. The Remembrance day children's panels and other items will be displayed in the hall again – LG to organise.
- b. The Committee agreed to supply wine for the church's Christmas lunch for the elderly again. RA to organise, SA to advise the church.

12. Date of the next meeting Wednesday 27th November at 7pm

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27/11/19