

MINUTES

Wenhaston Village Hall Management Committee Meeting Wednesday 29th January 2020

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); St Peters Church rep – Jenny Jeffrey (JJ);

Village representative members: - Richard Atkins (RA)

1. **Welcome and apologies** from Christine Buttle (CB) and Carol Hudson-Jary (CHJ)
2. **Minutes** of the Committee meeting of 27th November proposed RA and seconded PW and all approved.
3. **Matters arising**
 - a. High Sheriff of Suffolk awards - an application has been submitted under Strengthen Your community award and a decision will be made early March.
 - b. LG will buy smaller amounts of ice cream when in Sudbury in future rather than have a bigger delivery.
 - c. Roger Claxton will investigate and update his costings to utilize more of the energy provided by the solar panels.
 - d. The map in the MS Committee room is the original and will be left in place (the decorating team were also unable to get it off the wall).
 - e. The monthly payment for outside work has been cancelled and payments will be made against invoice in future.
 - f. The Christmas bazaar raised £529.22.
 - g. Sales of the calendar have contributed £425 at year end. The Committee agreed that a small number of unsold calendars will be given to a Charity shop.
4. **Financial report and end of year figures– SA**
 - a. The year-end accounts were distributed – these have been independently checked by Sue Norris and signed off. The bank balance at year end was £13,778 in Santander plus £12,060 in our investment account. At the date of the meeting Santander balance was £16,231.
 - b. A reserves policy ringfences £6,500 of this for projects already planned in 2020. A further £10,000 may be required for further roof repairs currently being investigated.
 - c. Income from hall hire was up by £1400 on 2019 but income from our regular fundraising activities was down by £800. General running expenses were up by £1400. The general account surplus was £2,783 down by £566 from 2019.
 - d. Funding raising events raised just over £1600, up £83 and the 100 club raised £950, the same as last year. All other details shown in the year end accounts.
 - e. Cash flow projection spreadsheet to March was circulated and discussed.

5. Grants update – IB

- a. A monitoring report has been approved by East Suffolk Council in respect of the grant for £650 for the stage refurbishment.
- b. County Councillor Richard Smith has approved a grant for £673.52 from his locality budget for the refitting of the Maurice Stammers Committee room.
- c. An application to District Councillor Alison Cackett has been made for a grant of £650 from her Enabling Communities Fund. This is in respect of the third phase of the stage's upgrade.
- d. The Parish Council has awarded us a grant of £500 towards the cost of the Tardis roof repairs.
- e. Further grants are being investigated - Tesco Bags of Help Grant, Postcode Community Trust Grant and the Postcode Local Trust Grant.

6. Booking secretary report – JP

- a. All regular groups have re-started after the Christmas break. We had additional events from Southwold Wildlife and Blyth Woods.
- b. Blyford Parish Council will hold all their Parish Council meetings in the committee room this year.
- c. Several other bookings during the year have also been confirmed including a repeat of the St Elizabeth Hospice material sale for Sat 24th October/café. It was agreed that the café bar will be manned by the Café Team during the morning and the Committee during the afternoon.
- d. Use of the large cinema screen and sound system was discussed and LG now has a folder with full operating notes. Previous discussions and decisions regarding charging will be circulated.

7. Hall security – SA

- a. Our insurance cover was investigated when a hall key went missing and it was found that although the existing lock is a 5 lever lock it did not conform to the BS 3621 standard required. A new lock has been purchased and keys cut for regular hall users.

8. AGM preparations – all

- a. IB will very sadly be standing down and was thanked for all his contributions over the last two years. All other members are happy to stand again.
- b. An advert for new members is in the February Warbler.
- c. IB will organize refreshments for the AGM.

9. Entertainment ideas for 2020 – all

- a. 75th VE day celebrations on Friday 8th May. Arthur Musk and David Cox are organising an event on the playing field similar to the Jubilee event. All regular groups etc will be invited to be involved. The Committee agreed unanimously to keep the hall free all day in case of bad weather.
- b. Other proposals include illustrated talks, a quiz and a musical event/concert. JJ will provide a list of church events so that we do not clash with dates.

10. Projects update and for 2020 – all

- a. The stage floor has been completed.

- b. The new Upvc emergency exit doors have been fitted and initial problems with the locks have been resolved.
- c. Tardis roof repairs - Roger Claxton has contacted the roofer who confirmed that it is still scheduled for February. However, communications with the roofer remain challenging.
- d. MS Committee room – decorating by the volunteer team is progressing.
- e. Stage project part 3.
 - i. If we receive a grant from the District Councillor, PW proposed and LG seconded that we proceed with this project and all agreed.
 - ii. The table football will be advertised in the Warbler and on the notice board with a donation to the hall requested. LG to provide a photo.
- f. Further acoustic improvement in the café bar was discussed.
- g. The Committee agreed to proceed with planting along the fence behind the café bar area and IB will research and enquire if The Woodland Trust is still giving away free plants.
- h. Decorating the entrance hall/passage area was discussed.
- i. Updating the men's toilets may be considered later in the year for 2021.

11. Water leak and insurance claim update – SA

- a. Progress has been slow, but a sewage charge allowance has been agreed and a final invoice is pending for settlement by our insurers.

12. Maintenance update – SA

- a. The Committee went through the Maintenance plan for 2020.

13. Correspondence

- a. The church thanked the committee for the wine for the elderly Christmas lunch for which they were very grateful.
- b. The High Sheriff of Suffolk has invited SA and NA to the High Sheriff's Justice Service at St Edmundsbury Cathedral on 15th March.
- c. Sue and Tony Gow will no longer be purchasing the cleaning supplies and were thanked for doing this in the past. JC offered to do this in future.

14. Any other business

- a. CB will purchase more permanent plants and compost to re-stock the border and troughs in the spring.
- b. PW and JC volunteered to cover Janice Girling's holidays in March.
- c. JC reported that the defibrillator is working well but that there has been a change in the company which monitors it and some difficulties submitting the readings every month. The current contract on the defibrillator, (Rescue Ready Maintenance Plan Contract) runs out on 31 August 2021 and after that there will be a charge. PW to research the history of the defibrillator and the Parish Council involvement.
- d. PW reported that the Craft Market is over subscribed for February.

15. Next meeting - AGM 26th February at 7pm followed by a short meeting.


Chair

10/8/20

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