

SG

WENHASTON VILLAGE HALL MANAGEMENT COMMITTEE
Minute of the meeting held on Wednesday 23 January 2013

Present: R Tucker, Chair (RT), R. Dillaway, V-Chair, (RD). S Norris, Treasurer (SN), P Corbett, Bookings Secty. (Ph.C), D Jordan (DJ), A Spindler (AS), A Jones (AJ), D.Squires (DS), T.Gow (TG), M. Cartwright (MC), D.Remy (DR), Michael Gaspar (MG)
Apologies: A Harvey (AH), W Harvey (WH), H Gairn [HG], B Orme [BO], Rosemary Remy (RR), John Clark (JC), A Graves (AG) – standing down.
Attending: S Gow (SG) Minutes

1. **Welcome:** RT welcomed all to the meeting. SG introduced as ex-officio minute taker. Members introduced themselves. Apologies received as above.
2. **Minutes of meeting October 21st 2012. Noted and agreed:** unanimously accepted as a correct record by all present.
3. **Matters arising** (not on agenda)
 - a. **Projector- noted:** is in filing cabinet in loft. Keys held by PhC. RT and SN. Ask key holders if needed
 - b. **Gift Aid - noted:** SN has this in hand.
 - c. **Foyer - noted:** positive feedback about book shelves and decluttering
 - d. **Bins - noted:** Extra small re-cycling bins now in the kitchen. RT thanked WESG for donating.
 - e. **Affiliation and storage charge forms for next year – noted:** RT to send out shortly.

Noted: insurance on individual group contents is not covered by VH insurance. Contents can be insured under VH provided i) sum assured is adequate and ii) groups using storage sign to the effect that "goods are held in trust" i.e. VH does not 'own' the goods, but covers them 'in trust'. **Noted:** present contents cover is £8,438. Most contents may not be valuable, except for Sports & Table tennis equip. Until groups provide value of their stored goods it is not possible to say how much more cover might be required or how much the premium could increase. **Agreed:** check with groups. **Action: RT**

f. **Refurbishment – noted:** going well. Floor ready by 26th Jan. **Agreed:** members to help put the chairs back 27th Jan. 2.30pm. **Action: RT TG RD AJ AN SN and others**

Noted: outside work has been prevented by bad weather.

There were no other matters arising.

4. **Executive Committee report.**
Noted: Covered by matters arising above. In addition the VHMC notice is up – all views welcomed but those presented anonymously will not be responded to.
5. **Booking Secretary's Report.**
Noted:
 - a. **Fish and chip van** - unable to access car park on 19th Dec. due to Blood Donor van. **Agreed:** waive rent for Dec. and start again in Feb. **Action: PhC/SN**
 - b. **Blood Donors** - queries i) key for heating? No key required – heating is pre-programmed (RD), ii) back door key? Not sure why required, iii) access to car park – **PhC** to ask if they have signs or rope to enable space for parking. **Agreed:** to have a talk with them to cover all concerns. **Action: PhC & RT**
 - c. **Halesworth Flower Club** – concerns i) head mic not available. This belongs to WI and Gardeners Club. **PhC** to contact and explain ii) Heating cut out ½ hr. before end. **RT** to re-programme boiler iii) HFC have requested a rent rebate of £63.00. **Agreed:** to offer £50.00
Actions: i) PhC, ii) RT, iii) PhC
 - d. **WI** - query about bar charges. PhC clarified that the £10.00 charge is automatic each time if alcohol is being sold at the bar, or in a raffle. If alcohol is given at an event there is no charge. **Agreed:** to continue charging as above and ensure all booking are fully informed. **Action: PhC**
 - e. **Bookings** for Feb. are steady; weekends still slow. **Agreed: Dates - for AGM: 7th May 2013*** and (provisionally) **Quiz night: 8th March.** RT to check with other groups before confirming. *Management meeting will be held after the AGM on another day. **Action: RT**
6. **Treasurer's Report**
Noted:
 - a) £3,982. Petty cash - £50.50p. Savings A/c £10,000.
Contributions to funds: £2,000 from anon. donor for floor and approx. £500 from gift aid.
 - b) Renewal of Lottery Licence. Cost £20.00. Has been paid before for any gambling events such as casino night as a one-off of £40.00. **Agreed.** **Action: SN**

Treasurer's report cont.

- c) **Decorations.** Already removed by Sue T. when work party arrived. **Agreed:** a small present as thanks. **Action: SN.** **Noted:** positive comments about clean lights from groups e.g. Pilates
7. **Bar area – update.** Wil Harvey's report and plan had already been circulated. **Agreed:** need more detailed costings and plans esp. for refurbishing the bar area. The idea of a coffee area is secondary to the bar. RD suggested an artist's impression. **Agreed:** a presentation at the AGM. **Action: RT.** Positive feedback had been received from some villagers. Suffolk Coastal will advise on food hygiene regs. & the Fire Authority on fire safety exits etc. **Overall Action: Bar team/RT/WH**
8. **Cleaning regime & supplies.** New floor requires different cleaning supplies and methods; colour coded buckets and mops will be useful Cost approx. £120.00. AH has spoken to Sue T. to start immediately and has been looking at sources of supplies. Dust and grit a problem. New mat needed. **Agreed:** sports groups need advise on appropriate shoes which don't mark. **Noted: concerns about too many rules.** **Agreed:** unless people are informed at the start the money spent will be wasted. RD proposed the purchase of equipment & supplies. **DR** seconded. **Action: AH**
9. **License for sale of alcohol.** RT reminded the meeting that a year ago DR had indicated he wanted to retire as licensee. It is not possible to have two Designated Property Supervisors (DPS). Under DR the hall has run very well, but if DR was unable to continue the responsibility would revert to the VHMC Trustees whilst a new DPS is found and trained (cost approx. £200). **Agreed:** DR will continue whilst more advice is sought from the Local Authority, as part of contingency planning. **Action: RD**
10. **Drains – update.** Needs new drains and soakaway - £5,300 quoted for work. Insurance will pay £1,000 and any contractor can be hired. **Agreed:** to get three quotes from local contractors. **Action: RT**
11. **Table Tennis table – storage.** AJ requested more storage for the new table tennis tables (folding & on wheels). The one in the Committee room will be replaced. Won't purchase if no storage available. Bar area a possibility but tables will need to be moved if groups use the area. **Noted:** Cttee. to think and AJ consider solutions to bring back to Cttee. **Action: AJ / All**
12. **Film shows. Noted costs:** Variation to licence £89.00, Annual fee £180.00, Membership of Digi. Film Network £25.00 per film - £900 for 12. Total cost £1,500 - to break even 36 people at £4.00 per ticket. RD: Ice creams for extra income. MG: Grant (is already in DFN). **Agreed:** bring to AGM. **Action: RT**
13. **Quiz:** Cttee. to encourage attendance. **RT** to circulate rota & poster & ask Bernard to comper. **Action: RT/All**
14. **Task List - small appliance testing:** Not required yet. **Agreed:** to defer.
15. **Wish List - update:** Hand-dryer in the ladies is inefficient. Hot water urn may be leaking at seam. Sue.T cleans it regularly but water tasted strange (what being cleaned with?). **Action: RT to investigate.**
16. **AOB:**
- AS – is the Doctor still be visiting? Confirmed yes, but new surgery not started yet.
 - DJ - suggested that the AGM poster should mention the refurbishment plans. **Action: RT**
 - DS - Jumble Sale re-scheduled for Feb. 2nd.
 - AJ - suggested a notice attributing WESG's donation to be attached to bins. **Agreed:** **Action: AJ**
 - MG - Cttee. Room is becoming cluttered. **Agreed:** efforts will be made to keep it tidy. **Action: All**
 - RT – Cleaning bills have reduced because he has been buying supplies.
 - RT – Called about a mystery leak. Mopped but leak returned. Turned off mains and on – no leak. If it returns RT to be informed. Dean repaired a radiator but didn't charge.
 - Fuel delivery on Mon. 28th Jan. RT will turn off boiler on Sunday night. **Action: RT**

There were no other items of AOB. Meeting closed at 8.45 pm

17. Dates of next meetings – see timetable

