

WENHASTON VILLAGE HALL MANAGEMENT COMMITTEE
Minute of the meeting held on Wednesday 31st July 2013

Present: Richard Tucker, Chairman (RT), Robin Dillaway, V-Chair (RD), Sue Norris, Treasurer (SN), Phil Corbett, Bookings Secty.(Ph.C), Maggie Cartwright (MC), John Clarke (JC), Tony Gow (TG), Anne Harvey (AH), Daphne Jordan (DJ), ~~Bernard Orme (BOr)~~, David Remy (DR), Donna Squires (DS), Michael Gasper (MG), **Attending:** S Gow (SG) Minutes

1. **Apologies received:** Helen Gairn, Wil Harvey, Ann Jones, Bernard Orme

RT: For clarification – individuals nominated by the affiliated groups are Trustees of the charity not 'representatives'. SN has all the details from the Charity Commission.

2. **Minutes of previous meeting 29th May 2013.** Proposed: DR. Seconded: PhC. Carried and agreed by all present as a correct record.

a. Any matters arising (not on agenda): Table tennis club.

3. **Matters arising**

a. **Car park exit hand rail:** RD – this cannot be on outside the car park as it would encroach on the road and would not provide protection from vehicles. It would be a substantial cost to install. DR-grab rail on the post? A possibility if the post is strong enough. Action: RD.

b. **Defibrillator:** Will be installed, date not known yet. May be sited near the RBL notice to enable power feed through the wall.

c. **Licensee:** Still to be actioned. Action: RT/RD

d. **VHMC & PC working group:** Not met yet. Parish Council 'taking advice'. RT: The Parish Council are only 'free-holders', not owners of the VH, nor do they manage, therefore not liable for costs. They can give grants but not authorise work. PD signed to sub-lease the building. If VHMC goes bankrupt and all assets are lost the PC take over the freehold. Under charity law they would need to recruit new Trustees at arms length from the PC. PC hold Deeds (of the land) as freeholders as ' Holding Trustees'. This means that the PO agreement should have been between the Postmistress and the VHMC. Also that the VHMC can charge the PC for storage. SN – work on the drains? VHMC will ask PC for a grant. RD will continue to liaise. Action: RD/RT/PhC

e. **VH outside light:** Now working. Thanks to Roger Claxton who will not accept payment.

f. **Car park sign:** PhC. – In the long term a better sign will be needed, the present sign has been improved. Concern about parking in Narrow Way during events esp. for emergency vehicle access. '*Considerate parking*' request to be added to booking T&Cs. Action: Ph.C/RT

g. **Car park repair:** To be included in the drain work .

h. **VH electrics:** RT: Townsends have quoted £452 for the supply for the Defibrillator. RT: Certificate available for 2009. Community Action Suffolk to be asked about the length of time the certificate is valid. The Licensing Authority will need to be informed. Action: RT

i. **Hot water heater/ j. Hand dryers – ladies toilet:** Hand-dryers on hold until walls in the ladies have dried and possible refurbishment undertaken at which point dryers will be considered. Written quotes have been requested. RT asked for authority for the Exec. to spend up to £800. Proposed: RD.

Seconded: TG. Carried as agreed by all present.

Action: Exec.

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k. **Joint fence (MC):** No permission was sought in advance of the gate post being attached to the fence. After discussion TG agreed to get a quote from SM fencing for further consideration at a future meeting. **Action: TG.**
Noted: RT has had no luck with the Probation Service for painting the fence.

4. **Executive Committee report:**

a. **100 Club** provided money for a new ext. cord*, safety cables and projector table. These will be stored in the loft. *(Ext. cord still to be purchased).
Action: RT

b. **Minor vandalism** has been reported - fire in the corner by notice board, slashed notice board and notices, RBL notice vandalized. Jane Peters has reported notices being slashed and torn down. Neighbourhood police have been informed and will keep an eye on the VH. They can only act on information received. Call 101 for every incident.

c. **Film Club:** Executive to progress, with set-up costs as agreed at AGM. Start late autumn/early winter to allow time for relevant training. **Action: Exec.**

e. **Curtains:** fixings obtained. Tower needed. Work party for this and flickering lights. RT to contact RC and send dates round for vols. **Action: RT/All**

f. **Fire extinguishers:** TG arranged for Fire Service to visit on 12/08. Hall will be done first to avoid activities. Agreed cost of £60.00. **Action: TG**

g. **Boiler repairs:** Scheduled 14/08. **Action: RD**

h. **Booking Secty.:** PhC will stand down at the next AGM. Need to seek replacement now. Notice to be put in Warbler. **Action: RT**

5. **Treasurer's Report:** Santander - £5,812.51; Ipswich BS - £10,261.57, Petty Cash, £90.01p. Total: £16,164.09p. This sum will be reduced by boiler repairs and fuel. Outstanding from 100 Club: £460.68p. RT asked for ideas for the 100 Club money. **Action: All**

6. **Booking Secretary's Report:** Bookings quieter with local clubs stopping for summer. Three extra bookings of health screening, village show and WDC. Bingo is running monthly until at least Christmas. PhC. Reminded members of the committee about the discount for any who want health screening. Also that the Blood Donors asked again about hot water in ladies. VH electrics. User guide is under scrutiny by Roger Claxton for approval by VHMC. DR - suggested larger print if possible. Other items dealt with under matters arising.

6a) An item on the booking form regarding PLI is incorrect on the website. Blythweb to be asked to revise. **Action: SG**

7. **AOB**

a. **100 Club:** New Treasurer needed from 09/13. Accounting systems well set up. Any interested parties contact AJ, RT or Glynis Tucker. **Action: All**

b. **Jane Peters:** alley behind the VH messy. Work party needed. **Action: All**

c. **Events: Craft Market** - will need 2 months lead time to set up. Vols. needed if it is to go ahead this year. **Christmas Party** - being considered. **Quiz** - RT to ask Bernard. **Action: RT/Exec.**

AOB cont.

d. **DS:** any donations from attendees of the Becker exhibition who parked at the VH? No, nor from the Camera Club. It could be difficult arranging collection of contributions but the Exec. will consider a policy for the use of the toilets and car parks for non-residents. TG offered to look at secure boxes as used by NT and others. **Action: TG / Exec.**

e. **JC:** Table Tennis Club would like to buy a roll on/roll out table which will need storage – possibly outside the surgery in the corridor? This may need the security door removed unless there could be purpose built storage for this and other tables. **RT:** the exec. Will give full consideration to this matter and bring back to the Management Committee with costings. **Action: Exec.**

f. **MG:** Commons Group asked about windows which can't be opened. Keys not located. Could ask Bernard, June and Trevor Tate and Jan (previous cleaner). Waveney Windows may be able to advise. **Action: RT**

There were no other items under AOB.

The meeting closed at 8.10 pm.

8. **Dates of next meetings.** Exec. 28/08. Management Committee 25th Sept.

A handwritten signature in black ink, appearing to be 'RT', with a horizontal line extending to the right.