

Village Hall Management Committee

Minutes of the Meeting - 30th March 2016

Present: Chairman & Village Rep. - Robin Dillaway (RD); Vice-Chairman & Parish Council Rep. - Clive Watson (CW); Treasurer - Sue Norris (SN); WEA & Gardeners Club - Tony Gow (TG); Bookings Secty. & Post Office - Jane Peters (JP); Table Tennis - Ann Jones (AJ); Sports Club - Donna Squires (DS); Café - Wil Harvey (WH); Badminton - Anne Harvey (AH); Drop-in group - Eileen Hayes (EH); Village Rep. - Gus Jones (GJ); Commons Group - Helen Gairn (HG); Zumba - Christine Buttle; WI - Dee Barker (DB); **Observing:** Stephen Garlick (St.G); Daphne Jordan (DJ); **Minutes:** taken by Anne Harvey and Ann Jones.

Apologies: 100 Club – Trish Gower (Tr. G.); Wine Club – Bernard Orme (B.Or); Village Rep. – Sarah Robbins (SR); Minutes Sec. - Sue Gow (SG);

Apologies post-hoc. St. Peter's Church - Jenny Jeffrey (JJ)

1. Welcome and apologies (as listed above)
2. Minutes of the meeting held on **27 January 2016. Agreed:** by all present to be a correct record with two amendments: Steve Gulch to Steve Garlick (St.G); advertising to be included in evaluation of Christmas Bazaar. **Signed: RD**

2a Matters arising (not on agenda).

AJ reported that village hall article had appeared in Community News, The Warbler and is now on village website and has had positive feedback. AJ thanked.

3 Matters arising from meeting on 27 January 2016

- i. Quiz night: Friday 3 June. More dates TBA **Action: B.Or/RD**
- ii. Calendar of Events: RD to pursue **Action: RD**
- iii. Risk Assessment: Completed – car park repairs to wait for warmer weather
- iv. Rotas:
 - Boiler programming: All running well. Shutdown scheduled for May 1. Team to decide if cold weather might mean delaying switch-off
 - Key holders notice: Now up on VH notice boards and on the front door
- v. Projector:
 - Protection for projector aperture being made by Barry Norrington. **Action: TG**
- vi. Affiliation fees: All paid, 17 groups, £425 in total
- vii. Use of Doctors' room: RD will pursue with Warbler article and letter to doctor. **Action: RD**
- viii. Fish and chip van charge: Difficult to collect but St.G will persevere. **Action: St.G**
- ix. Fridge Purchase: JP thanked for purchasing new fridge
- x. Café:
 - Wed. and Sat. Group bookings – Café stays open and takes priority but with private bookings such as weddings, advance notice of café closure will be advertised
 - Dogs in the café – Jill Daines requested clarification on whether dogs should, or should not, be allowed in the café. **Noted:** following an emotive debate, it was decided by 7 votes to 4, with four abstentions, in favour of allowing dogs in the café and village hall. **NB** email received from Sarah Robbins in absentia – vote against. This does not change the outcome of the vote.
 - Dishwasher – following a request for a dishwasher from Jill Daines, it was proposed by Tony Gow and seconded by Wil Harvey that there was no need for one at present.

4. Maintenance

- a) Electricity – still awaiting estimate for work. RD to chase **Action: RD**
- b) Guttering - still not fixed **Action: RD**
- c) Window cleaning – waiting to see window cleaner **Action: RD**
- d) Car park repairs – waiting for warmer weather
- e) Village hall entrance paving – consult David Cox for advice. **Action: RD**

4a. Health and Safety – No issues

5. Treasurer's Report

Noted: £20 float with café, £15 with bar. Café - £795.11; Kurling - £564.15; Cinema - £715.73

Noted: Ipswich Building Society - £9,856.63; Santander - 5,402.18; Petty cash – 78.75
Proposed by RD and seconded by AH that St.G. take over as treasurer with SN helping.

Agreed: All present in favour.

6. Booking Secretary's Report January 2016. February: Normal bookings for clubs. Additionally a blood Donors Session and a Becker Art Group Lunch / Meeting. Kurling going well but there is some difficulty making up teams and with people dropping out at the last minute. Kurling nets nearly £200.00 p.m., with the bar takings. **March:** Normal month for bookings – extra bookings included Blood Donors, Church Jumble Sale and Halesworth Choir. Two private bookings: a disco and in October for a Leiston seniors' club afternoon tea. **3/03 - TG & RD to open/close for choir.**

7. 100 Club report: Noted (via email from Tr.G.) The 100 club continues well. Details of the monthly draw winners are posted on VH notice board and in Warbler. **Action: Trish G.**

8. AGM arrangements

25th May 7pm – Pay bar open with nibbles. **7.30 Meeting starts.** Bar open afterwards.
Noted: SG to advertise in Warbler and arrange for posters to be distributed. **Action: SG**

9. AOB

- a) Christmas Bazaar feedback from village groups. **Noted:** TG - Gardeners agreed no Santa but choir instead, possibly the school or Halesworth Choir. **Noted:** No feedback received from other groups.
- b) Kurling – RD suggested buying extra set. Deferred to next meeting
- c) No large outgoings anticipated but electricity report pending
- d) JP requested a list of key holders and a new key for SR. **Action: RD**
- e) JP requested Sue (cleaner) leave mops in hall for bookers to use **Action: AH/AJ**
- f) JP reported Youth Club leaving tables dirty in cafe **Action: DS**
- g) JP reported printer problems **Action: TG**
- h) Jason Gairn setting up camera club. **Noted and agreed:** group can be affiliated **Action: AJ**
- i) AJ contacted primary school head teacher. She agreed that any important VH dates should go via Ann. **Action: AJ**
- j) Yoga group requested to use café facilities for one-off session. **All agreed.** **Action: JP**

There were no other items for AOB

11. Date of next meeting: VH AGM – May 25th.

NB Meeting to follow immediately after the AGM for the election of officers and any urgent business.

VHMC meetings: 27th July,

28th September,

30th November.

Christmas Bazaar: 3rd December



27/01/16

Meeting closed at 20.16