

WENHASTON VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of the meeting - November 30th 2016

Present: Chairman & Village Rep. - Robin Dillaway (RD); Vice-Chairman & Parish Council Rep. - Clive Watson (CW); Treasurer – Steve Garlick (St. G); Bookings Secty. - Jane Peters (JP); WEA - Tony Gow (TG); Table Tennis - Ann Jones (AJ); Sports Club - Donna Squires (DS); Café - Wil Harvey (WH); Badminton - Anne Harvey (AH); Zumba - Christine Buttle (CB); WI – Carol Hudson-Jary (CHJ); Wine Club - Bernard Orme (B.Or.); Commons Group - Helen Gairn (HG); Drop In Club - Eileen Hayes (EH); 100 Club - Trish Gower (Tr.G); Village Rep. - Sarah Robbins (SR);
Apologies received: Jenny Jeffrey (JJ); **Observing:** Daphne Jordan.
Nominated Trustees not attending: June Tate - exercise class; Jason Gairn – Snappers.

Welcome and apologies. RD welcomed Carol Hudson-Jary as Trustee, nominated by the W.I. **Apologies** received - as above.

RD – Noted: opening remarks.

- Status of the VHMC: a free-standing registered charity, with no legal or financial ties with the Parish Council. All members nominated by groups are legally Trustees of the charity. Decisions made bear both individual and collective responsibilities under the constitution and charity law.

- Regarding expenditure, the revenue implications are very important. The VH is 20-30yrs. old and, although the best in the area, needs to be properly maintained.

- In order of urgent priority this concern capital expenditure: holes in the car park, entrance tiles, roof and electricity, and also regular revenue expenditure: cleaner, booking secty, boiler fuel and maintenance and the coffee bar. Under charity law, if the VH becomes bankrupt, because of poor governance, all Trustees are liable. There is Trustee Liability Insurance in place, but good management is essential.

Noted: RD tabled a draft paper of the VH financial commitments Nov. – March 2017.

NB Full text of the remarks, and financial statement, are available on request, to RD.

1. Minutes of the previous meeting, 28th September 2016.

Approved as a correct record by all present and signed by the Chairman.

2a. Matters arising (not on agenda).

JP: Increase in affiliation fee? Refer to AOB

Jason Gairn: Discussion paper on broadband for the VH – refer to AOB

2b. Matters arising from meeting 28th September 2016

a. Car park repairs. M. Woolnough advised to use professionals. Resurfacing the whole area - £20- 25.000. Patching - £850+VAT. Noted: A local benefactor has offered £15.000. If VHMC works in partnership with the PC, it may be possible to claim an extra 25% on this donation via Gift Aid. The donation is available in Spring '17. AJ – Another quote?

Noted: Proposed to patch holes for 6 mo. Volunteer team of (TG/ WH/RD/AN).

It is not recommended to spray paint round the holes. Resurfacing should start ASAP.

Prop: RD. **Sec:** B.Or. **Agreed:** by all eligible to vote.

Action: RD and vols.

b. Use of Doctors' room. Suggestions for future use: WH – multi-purpose room e.g. art classes. The old table can be used. Needs clearing out, some paint and new fluorescent tubes. Rent by session (a.m./mid./p.m.). Other ideas: small businesses e.g. therapeutic treatment, writing, crafts etc. If running classes a higher fee could be charged. NB- businesses might affect the charitable status e.g. social, educational and recreational purposes. If WiFi installed a wider range of possibilities would open. (See JG's Gairn's item at AOB). To offer the room for rent: **Prop.**WH. **Sec.**TG. **Agreed:** by all eligible to vote. **Action:** ?

c) Storage of Alcohol – Insurance. Advice received from insurers and the licensing authority: no requirement to lock up alcohol and it can be stored in the VH overnight. RD – contents insurance increased by £1,000.

c)i) Insurers advice on dogs: any 'spillage' to be properly cleaned up. Dog owners must take responsibility.

d) Dogs in the main VH and Café. **Noted:** HG – circulated paper on the recent policy decision.
In summary:

- i) Café volunteers surveyed as their views are very important.
- ii) They had not been informed of the earlier VHMC decision, nor given any guidance on procedure.
- iii) Volunteers unhappy with the decision and they support VH revenue aims.
- iv) Previous decision was led by personal views. The policy should not be about dogs, but from the point of view of finance and health and safety.
- v) The policy needs to be a 'blanket' policy for both the café and the main village hall. It is inappropriate to ask volunteers to make ad hoc decisions on who comes in or not.
- vi) There is no adequate procedure for cleaning up if there is a problem. Trustees need to recognise their responsibilities, and safeguard against anything untoward occurring.
- vii) Presently dogs are permitted at events even when fresh food is on display. The SCDC Health and Safety Dept. recommended that **no** dogs should be allowed at such events. Similarly SCA.
- viii) The exception to any procedure will be access (seeing / hearing) dogs.
- ix) Dogs will be permitted in the entrance lobby, to include the PO counter area.

Noted: If the decision is to continue to allow dogs in the main hall and café, a procedure must be advertised and people informed.

Agreed: A sign on the door asking people to leave their dogs in the hall – and a polite reminder from Trustees, to those who aren't aware, during the Christmas Bazaar.

RD: Vote taken on the policy of no dogs in the main hall and café area. **Prop.** Tr.G. **Sec.** HG
Of those eligible to vote: **For** the revised policy – 7, **Against** – 4, Abstentions – 3.

Carried by the majority. Agreed: policy begins on Feb. 1st. SG to draft, for RD's approval, a notice for the Dec. Warbler. **Action:** SG for RD

e. Table Top sale. Congratulations to CB and AJ. £358 raised for the VH in the 3 events, and boosting café sales. Already booked for end of Feb. Emphasis on crafts and produce.

Noted – with appreciation: AJ offer to fund notices in Community News and cost of a banner. JP offered a donation of £25. BOr. proposed the banner and ads. be paid for from VH funds. Sec.SR. **Agreed** by all. Suggestion - event renamed 'Craft and Produce Market.' **Agreed.**

Action: AJ/CB

f. Grass cutting rota. **Noted:** JP asked Paul Jones. He charges £15.00 pr.hr. **Action:** TG

g. Blyth Web - Wenhaston site. Still to be actioned. **Action:** RD

3. Christmas Bazaar. **Noted** – ad. In the Nov. Warbler. Posters emailed for circulation.

Tables: take-up lower, 15-18 so far. Possibly due to original higher table costs.

Refreshments: WH - mulled wine. If unable to staff café, RD will organize teas and coffees. **Action:** WH/RD

Raffle: groups will contribute. AJ – fruit basket. CH-J meat from local butcher.

Set-up: 9a.m to arrange tables. Stall-holders at 10a.m. Café open as usual. Stall holders to clear tables and help with hall clearing. Opens at 2pm to 4pm. **Noted:** some controversy about lack of Santa. Decision made by VHMC members. Roger Claxton will provide Christmas music on the PA system. **Action:** ALL

4. Café – developments. **Noted:** Freezer - purchased (£200 from 100 club) in use. Ice creams to be delivered Dec. 2nd. WH to sell in first instance. Noise baffles – Architect, Keith Murray, will draw up plans for acoustic baffles and costings. Further improvements – **agreed:** defer to Jan. 2017 or until financial situation is clearer.

5. **Maintenance. Noted:**

Electricity. Townsend Electrical to carry out the work. 'shortly'. £1500 + VAT. This is required for the license. **Action:** RD

Guttering. Trustees not to undertake. Local builder to be sourced. **Action:** TG

Moss clearance. Requires dry weather. Defer to 2017. **Action:** RD

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Cont. **Maintenance**

Boiler. Repeatedly went out when turning on. Upgrade required re: O2 levels and combustion. Noted: Upgrade costs: materials £350. Labour charge 2hrs. Total £734.00
Appreciation to the team of vols. doing cleaning and programming.

6. Health and Safety (standing item). Noted: RD to buy a metal key storage cabinet with digital lock. He will donate the costs of this purchase. **Action:** RD

7. Treasurer's Report. Noted: Inc. & Exp, accounts tabled for Oct. & Nov. Ipswich B. Soc. - £9,856.63p. Santander - £10,593.98p. Petty cash - £54.40 (expenditure of £8.50).

8. Booking Secretary's report. Noted: October. A busy month: Church Jumble Sale, Private Party, Irish Folk Music Evening, Southwold Flu Clinic, Table Top Sale, and all usual groups and clubs. November. Blood Donor Session, Church Autumn Fair, Table Top Sale and all usual clubs and events. December. Christmas Bazaar, School Christmas Play, Church Christmas Lunch for the Elderly, Private Child's Party, Garden Club Christmas Party, W I Christmas Party. Most of the Clubs are winding down for the Christmas holidays. 20th January - booking for the Broadside Boys, supporting act Doc Cox, was on "That's Life", is donating his fee to the Village Hall, or a charity of VHMC's choice.

9. 100 Club report. Noted: Tr. G. All going well.

10. Compliance group (standing item). Noted: has not met. Nothing to report. **Action:** RD

11. Noted: Schedule of 2017 meeting dates previously circulated.

12. AOB.

a) **Noted:** Broadband in the VH - circulated discussion paper from Jason Gairn.

Agreed: eloquently argued. VHMC interested in principle. Advertising the café with WiFi could increase footfall from visitors and younger residents. A good router could provide necessary cover. Capital outlay via the PC. Issues for consideration – collecting the rental; effect on the license and rateable value. Costings required for the monthly rental. **Action:** St.G & JG
RD to correspond. **Action:** RD

b) **JP** – raising the affiliation fee for winter (extra fuel costs). **Action:** compliance group.

c) New cups and saucers (heavy and basic). **AJ:** others to research alternatives if preferred. After discussion - **agreed** to purchase at £75.00. **JP** – 100 club money? **Action:** AJ

d) **AJ** – queried lack of hot water for the café? Possibly not switched on.

e) **Noted:** Chairman and Minutes Secretary standing down at the AGM in May 2017

Meeting ended at 20.40hrs.

Date of next meeting: January 25th 2017

Signed _____
Chairman

Date 25/1/17