

WENHASTON VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of the meeting – March 29th 2017

Present: Chairman & Village Rep. - Robin Dillaway (RD); Treasurer – Steve Garlick (St. G); Vice-Chair and Parish Council Rep. – Clive Watson (CW); Bookings Secty. - Jane Peters (JP); Cinema - Wil Harvey (WH); Badminton – Anne Harvey (AH); Zumba - Christine Buttle (CB); Commons Group - Helen Gairn (HG); Drop In Club - Eileen Hayes (EH); St. Peter's Church - Jenny Jeffrey (JJ); Wenhaston Gardeners Club - Viv Kemp; Sports Club - Donna Squires (DS). WEA – Tony Gow (TG); Minutes Secty. – Sue Gow.

Apologies: Bernard Orme (BOr.) – Wine Club; Sarah Robbins (SR) – Village Rep.; Trish Gower (Tr.G.) – 100 Club; Carol Hudson-Jary (CH-J) – W.I.

Nominated Trustees not attending: June Tate - Exercise class; Jason Gairn – Snappers.

1. RD welcomed all present. Apologies received as above.
2. **Minutes of previous meeting, Jan. 25th 2017.** Agreed by all present as a correct record with two amendments: **Action: SG**
 - i) Item 2c) CB – publicity for the Village Market in more than Team Times.
 - ii) Item 10 vi) DS - This item was raised by Daphne Jordan.
- 2a. **Matters arising not on the agenda:** RD – Produce Market, supply of glasses, forthcoming celebrations in the VH.
3. **Matters arising from previous meeting - Noted:**
 - a) Craft, produce and flea market: addressed **below at AOB item 11a).**
 - b) Blyth Web, Wenhaston entry: RD actioned, awaiting response.
 - c) Café development: necessary as popularity increases. Work party to be organised. **Action: RD et al**
 - d) Former Doctors' room equipment: purchased (kettle and heater).
 - e) Installation of Broadband. Costings needed. To be followed up **Action: RD/JG/St.G.**
 - f) Electricity work: completed.
 - g) Moss clearance: TG to try initial raking. Work party may be needed. **Action: TG/RD**
 - h) Key storage: awaiting equipment. **Action: RD**
 - i) Car park repairs: TG – use up remaining filler? RD – contractor coming to quote (3/4/17). Highways have been notified of large hole outside VH boundary.
4. **AGM:**
 - a) Roles and Responsibilities. **Noted:** Chairman and Secretary standing down at AGM 1 May. No-one on VHMC offered to be nominated. Nominations can still be taken from the floor all VHMC members to encourage their groups to consider joining the committee. Chairman and Treasurer are required by CC law. If roles not filled, the VHMC cannot continue. Draft role descriptions emailed to all VHMC members by SG. Not discussed. VHMC members to circulate these to their groups. **Action: All**
 - b) Arrangements: Format as usual – Reports from Chair, Treasurer, Booking Secretary and other village activities (Café, Cinema and 100 Club). Election of Trustees and Co-options of three Village Reps. A brief meeting will be held after the AGM to agree the officers. **Agreed** – no refreshments. **Meeting to start at 7pm.** Warbler notice, posters and list of Trustees nominated by groups required. **Action: SG**

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5. **Treasurer's Report: Inc. and Exp.** 1/2/17 – 29/3/17 tabled. Income over expenditure = £311. **Account totals: Santander** - £12,335.44. **Ipswich Building Soc.** - £9,868.96. **Petty Cash** - £88.40p. **Creditors:** Cost of boiler pellets £1000. **Affiliation fees:** Wenhaston Fundraisers, Snappers, PCC and Commons Group.
Noted: JJ – PCC has paid. HG – to check WCG. DS to check with Arthur Musk (WF).
Action: JJ / HG / DS
Noted: request to purchase new finance package & license fee, as the present is no longer produced. Cost tbc. **Agreed:** by all present. **Action: St. G.**
a) **Screw Fix grant opportunity.** **Agreed:** by all present, not to apply.
6. **Booking Secretary's Report:** Hall Bookings - as normal for all the regular Clubs / Groups. **February:** Child's Birthday Party. **March:** Church Jumble Sale and Halesworth Choir as extra bookings. **April:** bookings are as normal, with another Child's Party and Halesworth Choir. The Doctors' Room – needs a new name. HG - 'The Portal'? There are three regular bookings each week, so far. There has been a one-off booking for an evening class held week of 13th March. Quarterly invoices have been sent out. **Noted:** the £4.00 hourly rental fee is for everyone booking. JP - Promote this room and the Committee room, in the Warbler, with the cost of hiring both. **Action: JP?**
7. **100 Club:** (Tr. G's report in absentia by SG). **Noted:** Membership at 148. All going well. Accounts will be audited for the AGM.
8. **Health and Safety:** VH front entrance slabs. TG - work starts after Easter. **Action: RD**
9. **Compliance Group:** No meetings held
a. JP – due to increase in heating during winter months should the affiliation fee be increased. **All agreed:** No change to fee.
10. **Correspondence received.** (From C-HJ read in absentia by SG).
a) Proposed two suggestions for specific use of the Broadside Boys concert funds.
i) a bench outside the village hall for those wishing to enjoy the good weather, and keep their dogs company and ii) table, chair and parasol, for the same reason. Could also encourage visitors to the café. After discussion of concerns (skate boarders, youth gathering). JP – CCTV will show any untoward activity. **Agreed:** One bench*, a folding table and a couple of chairs to be purchased. The latter will have to be put out and taken in by whoever is running the café. *To be secured to the ground. **Action: CH-J**
b) Christmas Bazaar - CH-J's offer to purchase raffle prizes and Christmas presents accepted, with thanks.
11. **AOB**
a. Market. **Noted:** CB discussion paper previously circulated. i) Two successful markets this year with increased revenue to the café as well as stall-holder's fees. 10 tables have been pre-booked already and numbers of stalls are being maintained. Community News is running a Wenhaston feature. Suggestion that a piece about the market is included with photos. (Draft advertisement tabled). Cost approx. £72.00. **Prop.-T.G. Sec. - V.K.**
Action: CB

AOB cont.

- b) More beer and wine glasses are needed for the VH. **Agreed:** RD to cost and to purchase under Chair's discretionary action. **Action:** RD
- c) Request received that the rental of village hall should be free for H. Phillips birthday. **Agreed:** any such requests should be considered on individual merit. After discussion – **agreed** to waive the fee for HP and May Parker (100yrs).
- d) Via B.Or. **Noted:** Halesworth Police choir on **May 13th**. Proceeds to VH and WEA. Bar will be open. Please advertise widely. **Action:** All
- e) Kurling. EH – struggling to achieve teams. Requests all members to encourage take-up. Bar takings will suffer. Could consider another day of the week i.e. Wednesday. Advertise in Warbler and on website **Action:** All
- f) Café: Ann Jones - request to purchase more cafetieres – max. £50.00. **Agreed.**
- g) Ann and Wil Harvey standing down as Trustees.

No other items for AOB.
Meeting closed at 20.15

Dates of next meetings: May 24th (AGM)
July 26th
September 27th
November 29th
Christmas Bazaar – December 2nd

Signed: _____
Chairman

C. Watson

Date: _____

26 July 17