

Minutes

Wenhaston Village Hall Management Committee Meeting the Wednesday 9th May 2018 at 7.00pm

Present: Sally Amery (SA); **Vice Chair** - Peter Wildish (PW); **Treasurer** - Margaret Hill (MH);

Elected member – Ian Bigwood (IB); **Bookings Sec.** - Jane Peters (JP); **Secretary** – Helen Gairn (HG); **Committee members:** Café group - Jan Clements (JC); Drop In Club - Eileen Hayes (EH); Wine club and WEA – Bernard Orme; WPG rep - Lyn Gedny (LG). Parish Council – Alison Alder (AA). St. Peter's Church - Jenny Jefferies. (JJ).

Village representative members: - Richard Atkins (RA); Becky Canham (BC).

1. **Apologies** – WI Rep - Carol Hudson-Jary (CHJ). 100 Club - Trish Gower (TrG). Steve Garlick (SG).
2. **Welcome to new elected members following the AGM**
 - a. Peter Wildish – Vice Chair
 - b. Margaret Hill – Treasurer
 - c. Ian Bigwood – Committee Member
3. **Welcome to Alison Alder representing the Parish Council**
4. **Minutes of the short Committee Meeting after the AGM 28th March 2018.** Agreed that minutes were a true representation. Proposed by RA, seconded by EH, all in favour.
5. **Matters arising.**
 - a. Update on Insurance renewal and buildings valuation and contents valuation. SA has increased the Hall cover to £850,000 and contents to £27,000. Cash held at home for any reason, covered up to £500. The policy is for 5 years in line with the Parish Council.
 - b. Insuring other groups items stored at the hall – not included and Conditions of Hire state this.
 - c. MH is now Santander account signatory.
 - d. Policy documents – all in the hall kitchen cupboard. There has been some difficulty in putting them on the website but **Roger will do this.**
6. **Financial Report - MH** - went through the summary of accounts and explained the compliance expenditure. Detailed accounts are now being provided, showing individual income from different groups and events.
Bank balance on 30.04.18 - £36,376.28
 - a. Sue Norris has offered to check the year end accounts and it was proposed that we send her the third ACE money package which Steve had. Proposed, MH, seconded, JC, all in favour.
 - b. A further donation of £3,000 was received end of March and another is due in May. This is ring fenced for the car park resurfacing.
 - c. Follow up of unpaid invoices. Regular hirers are invoiced three months in arrears asked to pay in fourteen days. Outstanding invoices will be followed up by Jane with a statement at 30 days. Overdue payments currently amount to £367. A discussion followed on the best way to proceed after this. MH will make contact and ask for payment in 7 days. Discussions will then take place regarding paying in advance in future. Next invoices due 1st July.
7. **CAF account update and working name for the Charity Commission**

Discussion regarding the discrepancy in the working name of the Charity and our bank account name. Decision to change working name with the Charity Commission (CC) from Village Hall Management Committee to Wenhaston Village Hall. **All voted in agreement.**

This will then enable us to open a CAF bank account as discrepancy in the name was preventing this. CAF Charities Aid Foundation is giving a better rate of interest than Santander business account.

8. Bookings Report – JP

April was busy with a wedding reception, WI murder mystery, blood donor session and Halesworth choir booking. May - blood donors, Halesworth choir. Later in the month bookings for Neighbourhood Planning referendum, and a Song Theatre.

Key logs and terms & condition forms have been sent to all groups, still waiting for 2 groups to return, several reminders have been sent.

RA wanted clarification as to one off bookings clashing with regular groups. All groups are informed that they may have to accommodate moving 2 bookings a year.

9. 100 Club Report – Trish

The 100 club continues to thrive with 154 members, and there will be more publicity in June/July to encourage more people to join, especially as the financial year begins on 1 September...more members means bigger prizes too! We welcome anyone to join at any time during the year.

10. Café update - Jan

JC thanked all volunteers and cake makers. There have been some new volunteers. Last months takings were £499, boosted by the market day.

11. Maintenance group Report – Richard

a. Maintenance plan done, RA explained they are prioritizing jobs and trying to do as much of the work themselves to keep costs down.

b. Tall step ladder needed to access high smoke alarm. It was agreed to spend up to £100.

JP suggested opening an account with Ridgeons. **SA to look into this.**

c. Smoke detector in old boiler house defective (invertors here) – agreed to replace spending approx. £80 .

d. Faulty No. 2 Inverter. This provides free electricity for the kitchen hot water. SA has investigated and the company who installed them no longer exists. The manufacturer's recommended local contractor was contacted and came and inspected it and confirmed it was not working. Various quotes obtained to replace, the cheapest £659 inc. vat. with 10 yr. guarantee. Discussion on replacing with considerations being, cost, sensitivity to village (historic fund raising) and environmental cost. Vote taken, replace now - 4 in favour, replace later - 7. **Issue to be re-visited at the next meeting.**

12. Entertainments Group Report

RA reported - A jazz night is arranged for 28th July costing £400, £14 a ticket with buffet, advertising is underway.

There was a meeting with Suffolk Symphony Orchestras to arrange an event. The recital would have to be funded by VH, £800 for musicians, £400 for expenses & publicity. Vote taken - all decided to cancel event as too expensive to fund.

SA pointed out that any funding of events must first be agreed by VHMC. Also grants should not be independently sought as this would compete with hall spending requirements.

Disco & Karaoke night planned with buffet for New Year Party. £380 with £100 deposit paid now. Local musicians to be approached. All were in favour.

General Comedy Night with Song £200 for two & half hours, maybe in September. All in favour of cost and concept.

a. Young people in the village and recent problems in school holidays

AA reported some minor anti -social behaviour in the church & around the village. All groups to think about ways to encourage involvement by young people. JP suggested approaching

the school. **AA suggested a junior Parish Council and will take it to the PC. All to think on the issue and discuss further at next meeting.**

13. Update

a. Café bar and kitchen proposed changes

i. Plans displayed and Roger's estimate for Phase 1 etc. Several responses and no objections to plans. Plans in 3 phases to manage cost. Phase 1. costed at £286, authorization given to go ahead, all in favour.

Estimates for phase 2. at £500 and 3. at £100. Voted to proceed on a budgeted spend of £700 without coming back to the Committee, all in favour.

ii. Hand towel holders in café and kitchen and new recycling bins are in place.

b. Hall roof

Les McBride's survey of roof and leak in Tardis roof show tiles are laid on a stretched gauge and this may be the cause of reoccurring leaks. Re-roofing estimate £16,000 + vat and scaffolding, sale of old tiles would raise approximately £4000. Tardis leak fixed but since leaked again in very stormy weather and is possibly coming in higher up and running down.

SA to ask Les McBride to re-look at leak in Tardis and at the loft leak. There is also a ventilation issue in the loft which needs addressing. Agreed to address longer term issues after the car park resurfacing.

Damaged ceiling tiles on hall ceiling to be looked at by maintenance group.

c. Stage curtains - on hold

d. Hall floor - on hold

14. Fire Risk assessment/actions update

Result of fire risk assessment done by Peter Harris - hall not a high risk. Items needing attention, were, new signs, document checks and stage curtains, all done or in hand.

Regular documented inspections are now carried out on week and monthly basis, by LG and Nick Amery. On going electrical work by Townsend to be organised.

Fire door to loft has a loose frame, Nick Amery to talk to David Cox after next PC Meeting.

15. Data Protection Legislation due to come into force on 25th May 2018 discuss policy and action required and appoint a Data Protection Officer.

a. Data the hall holds ie. for invoicing, key log and members details,

An on line assessment was done and as we are a non-profit making organization we do not need to register, but are obliged to protect our data. PW was voted as our Data Protection Officer and all members of VHMC to sign opt in form.

b. JP is aware of her responsibility concerning her Post Office CCTV.

c. There will be a clause inserted on the booking form. **To be finalized by PW/SA/JP.**

d. CAS is offering a data protection course, but it was felt unnecessary to attend.

16. Post Office lease renewal and rent review update

a. Update on lease from JP. A 7 year lease is being drawn up by solicitors and will be sent to the PC.

b. JP and EH left the room, so that a peppercorn rent could be discussed. A rent of £1 a year was set due from the 1st May. The PO is covered by the hall's insurance at no extra cost to the hall.

17. Environmental and hygiene update and discussion

a. Kitchen signs, bins, hand towel holders have been purchased and hygiene issues at the hall were discussed.

18. Village Hall Car Park update and Sub Committee for project

a. Update on grant applications - IB has sent grant application to SCDC. Third donation not yet received. Hope to have grant decision from SCDC by end of June and PC grant application in due course. The date for work to proceed will be discussed further at our next meeting. **SA to report this to car park contractors Watersfield to keep them informed.** Vote taken on this decision, IB proposed, LG seconded, all in favour.

19. Hall hire rates and other issues

Postponed to the next meeting.

20. Christmas bazaar

Postponed to the next meeting.

21. Correspondence

- a. CC email re governance received – we are already complying with this.
- b. Email from Ann Edwards- regarding moving dog lead hooks at entrance, to be moved under cover. This was not felt necessary. Discussion regarding a Christmas tree to be situated in the car park this year – postponed to the next meeting. Also discussion regarding the proposal for an electric charging point for cars at the hall – can't consider at the moment with the expense of the car park resurfacing.
- c. HG email re table at wacky races - David Cox has offered us a table for a tombola at the Wacky races. Due to late notice, unable to attend, but would consider next year.
- d. Complaint to PC about parking at the Craft Market from a resident in Narrow Way and suggestion of parking in the sports area at the school. It was felt it is too far to ask stall holders to go to the playing field. Stall holders will be asked to be more considerate and not park on pavements. **SA to put notice in Warbler.**
- e. PC's discussions about the benefit of WiFi for possible SCDC meetings which used to be held at the hall but aren't any longer as WiFi is required. Discussion postponed to next meeting.

22. Any other business

- a. Jina Hoddy will continue to plant up the tubs for us. She also planted the bulbs outside the café.
- b. Swift boxes – arrangements are in hand for 5 boxes to be sited at the village hall.
- c. BC thanked VH for hosting her charity event for Cancer Research UK and JP for sponsoring. She raised £213.10 from that event. To date her total is £1,187.03

23. Date of the next meeting. - Wednesday July 4th at 7pm either in the hall if the WI aren't meeting then or in the Committee room.

I, Alison Alder declare that I accept and am willing, to act in the trusts of this scheme ie The Constitution.

Signed..... 

Signed.....  (S J Amery, Chair)

Dated..... 