



Wenhaston Village Hall
Hall Road, Wenhaston, Halesworth, Suffolk, IP19 9EP
Charity Number: CN 1001694
Custodian Trustees: Parish Council
Managing Trustees: WVH Management Committee

Minutes of Wenhaston Village Hall Management Committee (WVHMC)
Tuesday 7th September 2021 at 6pm

Present: - **Chair:-** Guy Chinery (GC); **Treasurer:-** Linda Hammond (LH)

Booking Secretary: - Sue Mckeown (SM);

Committee Members: - Black Deek Band Rep - Mac Mckeown (MM);

Kurling Rep – Eileen Hayes (EH); Commons Group Rep - Jan Clements (JC);

WALGA Rep - Kevin Dean (KD); W.I. Rep - Carol Hudson Jary (CHJ);

Cinema Rep – Lyn Gedny (LG)

Village Reps- Debbie Monson; (DM); Christine Buttle (CB); Jane Peters (JP)

- 1) **Welcome and Apologies** - GC Welcomed new Village Rep DB and declared the meeting open. Apologies received from David Elliott (DE) and Caroline Way (CW).
- 2) **Conflict of Interest** - GC – asked if there had been any Conflict of Interest, all confirmed no, MM confirmed DM had completed the Conflict of Interest Form and JC would give DM the Data Protection form to complete.
- 3) **Minutes of last meeting** - (03/07/21) were approved and signed off as a true record. Proposed by KD, Seconded by EH, all agreed.
- 4) **Matters Arising** –SM informed the Committee that the proposed change of Electricity Supplier had fallen through. There had been a hiccup and the short window to change had expired. LH assured the Committee that the monthly payments to the existing supplier was still going ahead and hoped that in a few months it might be possible to try to change supplier again. GC thanked SM and LH for their efforts thus far and they will both do further research and action when possible.
- 5) **Update on Covid -19 Regulations** – GC stated that there had been no further update from CAS, therefore there would be no changes to the Village Hall's COVID 19 Regulations. However as it had been noticed that some restrictions may have relaxed during some club activities a reminder would be sent out by SM to all clubs and hall hirers to adhere to the Village Hall's Covid 19 Restrictions.

GC also stated that The Village Hall's own Risk Assessment had now been amended to include adequate ventilation as previously agreed at the last VHMC meeting.

KD told the Committee that at the last café day the one way system had been removed as some tables had been set up in the café area for café use, though these had not been used. Also the wearing of masks had been dropped by the serving staff as the Perspex screen was still in place and customers wore masks when ordering. All other kitchen and front of house volunteers still wore masks. It was also agreed that signing in still needed to be policed if enough staff available, especially on Craft Market days.

6) **Parish Council Report** - Not available.

7) **Financial Report and Cash Flow** – LH WVH Expense and Income 03/08/21 to 06/09/21 available on request.

1. A financial report for the period since the last meeting of the WVH Management Committee, i.e. 3rd August 2021 to 6th September 2021, was circulated. During this period income amounted to £1,256 and expenses totalled £637 resulting in a surplus of £618.
2. On 6th September 2021 the Santander Bank balance stood at £28,267 and our CAF investment account now holds £12,248.
3. Our liabilities were £139 for a cheque issued but not yet presented, and we currently hold 3 deposits of £100 each, which we expect to refund in October. Invoices for which we are still awaiting payment amount to £24.
4. Income included:
 - a. takings from the Café including Men's Breakfast
 - b. income from the cinema events and August's craft & produce market
 - c. hall hire invoices
 - d. a deposit for an October room hire booking
5. Expenses included:
 - a. regular monthly, quarterly and annual outgoings including cleaning of the boiler flue
 - b. cleaning materials
6. The switch to a new electricity supplier for a 2-year contract was abandoned and we remain with Eon on a flexible contract. We will be revisiting the search for more favourable deals
7. The annual return form for the music licence was completed and we can expect to pay the licence fee for the next 12 months early next month

8) **Booking Secretary's Report** - SM - Ukulele started this month. Rev. Alison Alder would like to get the Community Lunches and the Youth Film Nights going again, however she has never historically paid for the film equipment and it was unanimously voted by the Committee that as these are Community events the hall would waive the cost of the hire of equipment. Kurling restarts on 29th September.

GC asked whether WEA requires audible/film equipment – SM to enquire.

It was unanimously agreed that we press ahead with acquiring the internet for the VH, DM to research suppliers and what other internet systems Village Halls have.

- 9) **Café Bar Report** – KD – Café profit £260 for August, down on July but up on June profits. It was also reported that the Café team would like to reopen on Wednesdays but lack of volunteer staff still a problem. A lengthy discussion took place about how we can increase clientele. Opinion was we try to open on Wednesdays by October, KD to talk further with Café Team.
- 10) **Cinema Report** – LG – Reported that the cinema attendance was well down on previous months and the Cinema Team are considering having a break in the Summer in future as a lot of people are on holiday in July and August. LG stated there would not be a Thursday film this month. LG also asked whether due to reduced Covid – 19 restrictions would it be possible to revert to using the more comfortable cloth covered chairs for the Cinema and general VH use? This was put to the Committee vote and was carried 9 votes to 3.
- 11) **Health and Safety Report** – LG - The annual checks on fire extinguishers and fire blankets had been done by Flame-Skill and the new certificate issued. The issue of the excessive water temperature was again raised, and LG will action to get it reduced to a safe level for legionnaires.
- 12) **Entertainment Report** – GC thanked CHJ for the success of the Craft Market. CHJ reported a Quiz night has been booked for 27th November at 7pm. GC said that the tables would be offered up as a dummy run to see how many tables of 4 people could fit in the hall to comply with Covid- 19 Restriction numbers.
CHJ said she would like the Committee to go ahead with the Christmas Bazaar, traditionally first Saturday in December and she asked SM to book 4th December 2021 2-4 pm. It is hoped that the café will be manned and tables would be arranged as per Craft Market day to allow for stalls (£7.00 per table) and some café tables in the hall as well as the café area. It was agreed that due to Covid- 19 Restrictions no Santa this year.
Looking ahead to next year CHJ said that “Jazz in the Village” which had been cancelled from last year had been in touch and could come to Wenhaston on Wednesday 18th May 2022 for 7.30pm at a cost of £300.00. This was agreed by the Committee and the evening booked with the VH.
- 13) **Maintenance Update**- MM- * Weeding ongoing MM did back by Boiler Room and JP by Letter Box area. * MM thanked GC who strimmed the grass on the bank.
- JP on holiday from Monday 20th September so ideal time to start rubbing down and varnishing the main doors as P.O. closed. Action – MM to organise and seek volunteers.
 - Taps in Ladies Toilets will not turn off, this has been isolated - MM and R Claxton (RC) to fix or replace. MM and RC to sort out problematic kitchen tap also.
 - September/October annual Boiler Service due, Nick Amery (NA) has this in hand.
 - Restart Boiler end of September NA/RC will action this.
 - The above items can be added to GC calendar spread sheet.
 - MM spoke to Cleaner, Janice Girling to reiterate that he or SM was her contact for queries or problems.
- There was a general discussion about the glass disposal bins and their abuse. It was decided that these should be locked to avoid excessive noise and further inappropriate use.

- 14) **Looking Ahead 2021/22** – All- Ongoing discussions on Queen’s Jubilee – A couple of ideas were voiced and the Committee was asked to mull these over and or keep thinking.
GC stated that DE – had had a meeting with Thorington’s Theatre owner and R C and would report back in due course.
As the monthly meetings were taking a long time to get through it was decided that monthly reports from all was not necessary unless they had a particular concern or item to report. Alternatively these could be prepared and emailed to all committee members prior to the monthly meeting.
- 15) **Correspondence** – GC – David Smith from Halesworth to Southwold Narrow Gauge Railway Society sent a letter to LH informing her that they had held the Wenhaston Archives since 2015 and that if anyone from Wenhaston would like to take over the Archives and upkeep of the site to contact him.
- 16) **Pending Items from Previous Meeting** – GC – a) Events diary GC currently collecting data to add to it.
b) Idea of a native hedge was discussed and may be considered for the future.
c) GC to contact the Parish Council again as the dog bin next to the bench had not yet been re-located away from the bench
d) GC asked JC who owned the Defibrillator. Co-op Supplied AED (Automated External Defibrillator) in 2016 and handed over to Wenhaston Village Hall as custodians of the AED
Model Number 9300E – 1002
Serial Number 4428935
Installed Battery lot 14458-063 Manufactured 18.07.2017 (Installed 01/2018)
Installed Electrode Expiry Date 11/2021
Spare Electrode Expiry Date 09/2023
- Co-op gave remote checking and maintenance contract to Cardiac Science who were taken over in August 2019 by Zoll a Medical Corporation in the U. S. Operating a Plus Trak system. Expires End November 2021. System not secure on line therefore we revert to Ambulance Service (Andrew Barlow) directly if the AED is deployed and Cardiac Science for consumables or if there is an issue. JC does weekly and monthly checks on the defibrillator.
There is currently no First Responder based at Wenhaston but there is one located in a nearby village.
GC asked whether we could have a training session on the defibrillator for the VH Committee, JC to look into feasibility and action.
- 17) **Any Other Business** - JP and SM expressed concern that photocopying paper seems to disappear, It was agreed that the Stammer’s Committee room would be kept locked.
JP Informed the Committee she was considering resigning from the Committee.
- 18) **Date of Next Meeting:** - Tuesday 19th October 2021 7pm

GC Brought the meeting to a Close.

