

# WENHASTON VILLAGE HALL MANAGEMENT COMMITTEE

Minute of the meeting held on Wednesday 27<sup>th</sup> March 2013

**Present:** R. Dillaway, V-Chair, (RD). S Norris, Treasurer (SN), P Corbett, Bookings Secty. (Ph.C), D. Jordan (DJ), A Jones (AJ), D. Roberts (DRo.), D. Squires (DS), T. Gow (TG), M. Cartwright (MC), D.Re. (DR), Michael Gasper (MG), H Gairn [HG], B. Orme (BO), John Levy (JL).

**Apologies:** Richard Tucker (RT), A Harvey (AH), W Harvey (WH), Rosemary Remy (RR), John Clark (JC),

**Attending:** S Gow (SG) Minutes

1. **Welcome:** RD welcomed John Levy to the meeting. Apologies received as above.

2. **Minutes of meeting January 23<sup>rd</sup> 2013. Noted and agreed:** accepted as a correct record with the exception of Item 12. Sentence attributed to MG to be struck out.

3. **Matters arising (not on agenda)**

- a. Mystery leak in Ladies: Pipe had split under the floor due to calcium deposits. Now fixed. Will need to keep an eye on this in case of other pipe bursts.

**There were no other matters arising.**

4. **Executive Committee report:**

**Noted:**

- a. VHMC / PC working group: PhC, RD are the VHMC reps. with Parish Council reps working to find agreements for better working relations, division of labour etc. JL offered to join. **Agreed** with thanks.
- b. Affiliated groups: RT has written to all regarding fees. JL will be the Royal British Legion's rep. Welcomed and thanked.
- c. Outside light: Committee aware. Special bulb is needed awaiting Roger Claxton to investigate.
- d. Insurance Renewal: Prudential to put up contents insurance from £8.000 to £10.000. Groups have been informed that they are not covered for their own equipment.
- e. Blood Donor and Halesworth Flower Club groups' concerns have been sorted out amicably.
- f. VHMC notice board: has no members' contact details listed. Agreed by all to include. **Action:** RT/All
- g. Trustees: Publication of Trustees' names, addresses and dates of birth are required by law to be given to the Charity Commission. All details to Sue N. Any VHMC member not registered as a Trustee is not allowed to vote. **Action:** All to SN
- h. Defibrillator: Gus Jones is the link. It will be sited outside the village hall. If required paramedics will give the code to release the defib. and instructions on use. Three people in the village will be trained to use it but it is also for individuals to use.

5. **Treasurer's Report**

**Noted:**

- a) £548.48p has been returned from donations via Gift Aid. This has been enhanced by the donation for the floor. MG – the village hall was named as one of the donations in memory of Peter. Unclear how these could be subject to Gift Aid retrospectively.
- b) Current Account: £3,431.23p. Awaiting bill from the plumber. Petty cash - £79.50p. (£100.00 deposit in cash for the dog day booking). Savings A/c £10,000.

6. **Booking Secretary's Report.**

**Noted:**

- a. Bookings for April and May are looking healthy. Railway, conservative quiz, bingo, private party, dog training, PC AGM, extra WI, WESG AGM, elections.
- b. Exhibitions: Arthur M. not running a photo competition and the church not running an art exhib. Might be an opportunity for the VH? Harry Becker events are taking place outside the village.
- c. Car parking caused some inconvenience on Monday 18<sup>th</sup> and Weds. 20<sup>th</sup> when there was a need to rope it off. One car was left (in the way) on the car park over all three days. The only action suggested is that the 'park at your own risk' sign needs to be revitalized. **Agreed. Action: PhC**
- d. Tea dance: No further word, so not looking hopeful.

**7. AGM – Tuesday May 7<sup>th</sup> 7.30.**

- a) RD, WH to develop presentation materials for the bar refurbishment and RD, SN to provide villagers with a realistic overview of how much the village hall costs to run. **Action: RD, WH, SN**
- b) Assistance with setting up the Hall required. **Action: All**
- c) Apologies given Tony Gow, John Clarke, Ann Jones
- d) May 29<sup>th</sup> meeting will be held to elect officers.

**8. Drains and car park maintenance**

- a) Mark Woolnough has quoted at under half the cost of other firms, including restitution. The insurance company has agreed. RT has provisionally discussed the idea of the PC paying for the work in order to claim back VAT. It is understood that the PC will agree. VHMC will reimburse the PC. RD asked for agreement for the work to go ahead. BO proposed. JL seconded. Carried. **Action: RT.**
- b) JL mentioned the drain at the entrance to the car park. Also a number of potholes. To be brought forward to the next Exec. Meeting. **Action: SG**

**9. License**

- a) DRe. contacted solicitor in Norwich. The licensee can be the VHMC. Forms are available from SCDC. Not yet received. A simpler process. Fee of £24.00. Police will need list of Cttee. Members. (relates to criminal records for drink driving). DRe. suggested that he and RD go to SCDC.
- b) RD already has the forms. No need to advertise in the press. VHMC will need to agree whether to become the licensee or continue with one named person for the time being. DRe. thanked for all his efforts.

**10. Charges for events**

Simplified charges as discussed at the Exec. Committee meeting:

- a) Affiliation would be for regular users not just for residents i.e. 20% discount (£12.80).
- b) A £6.00 hourly rate instead of afternoon / rates. Minimum of £30.00
- c) Rates to be published at the AGM

**Action: RT**

**11. Quiz:**

Agreed it was a very good evening. Bernard thanked for his hard work

**12. AOB**

- a) Royal British Legion. Poppies not out as quickly as hoped but £190.00 was collected in the village. The overall collection was over £600. JL no longer County Standard Bearer but will remain as Standard Bearer for Wenhaston. He was congratulated on being presented with his certificate and the meeting agreed to hang the certificate in the Maurice Stammers Committee Room for 12 months (the duration of the certificate). **Action: RT**
- b) Fire doors. Jane Peters had reported that the fire doors were open on arrival. Possibly due to a heavy wind the night before. All need to ensure that they are firmly shut.
- c) Hand rail. Derek asked about a hand rail being installed at the exit where the bus stops. There is a problem with safety as the steps drop straight on to the road and any railings need to be within the boundary. RD will investigate further and look into costs. **Action: RD**
- d) Curtains and blinds. AJ reported that they need to be repaired. A working group will be needed and the tower. AJ will email round via RT. AN and TG will help. **Action: AJ**
- f) Publicity Budget. TG asked about a budget for publicity for the VH. A leaflet was produced but did not seem to be used widely. Word of mouth still seems to be the best method and could be advertised more in the village. Weekends are the weakest times for bookings. Booking form could be put up in the PO. **Action: PhC**
- g) VHMC. Contact numbers used to be listed in the Warbler. **Action: RT**
- h) WI requests. Hooks on toilet doors for hand-bags etc. Hand-dryer in the ladies not working (second time of asking). Comparative costs between this and paper-towels to be sought for gents as well. **Action: RD/RT**
- i) Pilates class would like to be notified in advance of any unplanned lack of heating. RD this was due to over-run of boiler maintenance.

There were no other items of AOB.

Meeting closed at 8.30 pm

**13. Dates of next meetings – see timetable**

