



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 November 2023 7pm

Present:

Chair: Guy Chinery (GC) **Vice Chair:** {Position Vacant
Treasurer: Linda Hammond (LH) **Booking Secretary:** Sue McKeown (SM)
Committee Members: Eileen Hayes (EH): Jan Clements (JC): Jane Peters (JP):
Mac McKeown (MM): Kevin Canham (KC): Carol Hudson-Jary (CHJ).
Angela Corsan (AC):

Guests: Fran Desborough; Lizzie Pitkeathly; Suzie Cooke & Carey Taylor.

- 1) **Welcome & Apologies:** GC Welcomed everyone especially guests present with a view to possibly joining the Committee as Village Group's Reps. Apologies from Mike Wilkinson (MW) and further guests Helen Jones, Deborah Lines and Sarah McLaughlin.
All present introduced themselves. Apologies if incorrect spelling of Guest's names!
- 2) **Minutes of Previous Meeting Signed off as True:** Unanimous vote.
- 3) **Matters Arising:** None.
- 4) **Correspondence:-** GC
 - From Sally Amery requesting a display board be displayed in the Village Hall outlining the Lion - Link Proposed Project that could have an environmental impact on Wenhaston. This was granted and displayed on the stage.
 - Email from a neighbour of the VH stating that she had seen youths in hoodies skulking around the glass bin areas and suggested we consider motion lights and further security. This was discussed by the Committee as part of the ongoing concern of the security of the VH.
 - Email from Geraldine Lines, following the appeal for group Representatives, Blyth Woods would like to be kept in the loop but being a small group could not send a Rep at this time.
- 5) **P.O. Security:** GC - A meeting with the Parish Council was held and it was agreed that both double emergency doors have extra security added and the kitchen outside door cylinder lock would be changed, this at a cost of approximately £300. This has been acted on and completed. It was also discussed that a grill over the PO window would be the best anti-theft deterrent. The cost for installation, electrical wiring and connecting to the burglar alarm is approximately £3,000. This was voted on at the Committee meeting and passed unanimously. GC will seek financial assistance from the PC.

JP stated because of the increase in insurance since the break-in, and to keep premiums down, she would no longer be taking in medication for collection. However, there is a free delivery service from Halesworth.

- 6) **Succession:** - GC – Checked whether LH – Treasurer and JC - Minutes Secretary were still standing down at the AGM and asked the remainder of the Committee to think of replacements.
- 7) **Dogs in Village Hall:** - Further discussions halted to allow possible new members of the Committee time to familiarise themselves with their responsibilities at the VH.

8) **Brief Reports From:-**

Chair: - GC –

- Thanked the Parish Council for £1,688 to help towards up-grade of water systems and the front door.
- Purchase of new Christmas lights and decorations, discussed briefly - CHJ, SM & Susie Cooke who has offered Christmas decorations, to liaise and then purchase what is needed. Advice to be sort for outside lights and KC volunteered to speak to an electrician. Work Party to Decorate Hall 16.30 hrs on Friday 1st of December.
- Funding for Angel Committee meal – unanimous that it should be self- funded by Committee members.
- It was apparent that some people had gate crashed a Village Hall event later in the evening without paying and it was agreed that a policy was needed, and discussed, to avoid this in future. Agreement reached that the emergency doors should not be used for ventilation during paid events thus discouraging access (windows should be used) and entry to all paid events should be via a manned main entrance.
- Plus-net (wi-fi) up for renewal after 18 month contract, as other options all similar price and film streaming and internet access good it was unanimously voted to continue with Plus-net for another 18 months.
- Gents WC – Tom Lefty advised that the Committee will decorate once work completed. Work should begin end of January 2024.

Treasurers Report- LH 01/10/23 to 31/10/23

1	Bank Accounts- balances	Santander Current a/c	£29,202	
		CAF Investment account	£12,370	
		TOTAL CASH IN BANK	£41,572	
2	Assets	Debtors	£173	
		Value of bar stock & floats	£415	
		Eon Credit balance	£937	
		TOTAL ASSETS	£1,525	
3	Liabilities/Committed Spend	Deposits held		£618
		Payments due to suppliers/volunteers		£240
		TOTAL LIABILITIES		£858
4	Cashflow 01/10/23 to 31/10/23	Income		
		Hall Hire	£1,346	
		Hall managed activities	£1,057	
		Funding from PC	£1,688	
		Deposits	£221	
		TOTAL	£4,312	
		Expenses		
		Regular outgoings		£825
		General repairs		£286
		TOTAL		£1,111
	Surplus/Deficit			£3,201

Café Report (Café Team)

- The Café has had another very busy month with record numbers during the Craft Market and the previous week with approximately 40 people on Saturday 4th. We are using the card reader more as people get used to paying by card. We have had to buy additional Cafetieres and milk jugs to cope with the demand.
- The Team has decided to open right through all Saturdays in December and will have a Christmas special coffee morning on Saturday 23rd December. We will also open on Saturday 30th for an end of year café. We will also hold a Volunteer's coffee morning on Thursday 14th December to thank all our wonderful volunteers who work so hard to make it all possible. Our regular Ladies coffee morning is well supported and the Men's coffee morning continues and the breakfast is enthusiastically attended.
- The Fridge continues to collect water at the bottom which runs out at the front. The drainage pipe at the bottom is blocked and we'd be grateful if the maintenance team could please pull the fridge out and clear it!

Total Nett income from 30th September to 28th October £777.50.

Maintenance: - MM –

- Following break-in Both Emergency Doors now fitted with latches direct to door frame by Waveney Windows (labour free of charge as gesture of good will) one latch cap still to be fitted, Waveney will return to complete.
- Emergency lights in porch fitted with new bulbs and flow issue on kitchen taps now resolved, Thank you Roger.
- Roger has also fitted at his own expense front of stage lights. Thank you again Roger.
- Loose taps in kitchen rectified by a plumber at a cost of approximately £40.
- Leak in Tardis, thank you Jane for bringing this to our attention. Could be roof tile but first checking muck in drain pipe and guttering. Drain pipe cleaned and will monitor and decorate area.
- Action – Gutter Cleaning advised - MM to pull team together.
- Cleaner needs new hose for Henry the Hoover, as purchasable at a reasonable price SM/ MM to order.

Entertainment: - CHJ –

- GC Thanked CHJ for running the successful Ceilidh evening and for booking the Angel.
- November will be the last Craft Market of the year and the Christmas Bazaar, Saturday 8th December has 31 tables book.
Stall holders can set up in the morning and Marie could practice with the School children.
Cakes and savouries to be baked by Committee members, liaise with SM, Committee members to help run café not café team.
- CHJ stated she wishes to increase the Craft Market table fees from £7 to £8 from February 24 and has already drafted the letter to stall holders, all voted to go ahead.
- Thinking ahead to 2024 – April 27th Steve Treadaway Clairvoyant.
Honey & The Bear and Giles Shanton's Production of Pygmalion all possible suggestions .

Questions on Other Reports: - All –None

9) Any Other Business: - All

- Sally Amery requested Maintenance to address water leaking from fridge, JP offered to action this.
- Lizzie Pitkeathly asked whether it would be possible to pay a nominal fee per year to use milk from the café stock for the arts and craft. SM said she would try to get clarification.

10) Date of Next Meeting: Tuesday 5th December 2023 @ 7pm – Tardis

11) GC Brought the Meeting to a Close.

A large, stylized handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.