



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 9th April 2024 at 19.15**

Committee Members:

Present:

Susie Cooke (SC), Carol Hudson-Jary (CHJ), Carey Taylor (CT), Bob Rixon (BR); Liz Pitkeathly (LC)
Eileen Hayes (EH): Jane Peters (JP): Angela Corsan (AC): Mike Wilkinson (MW). Helen Jones (HJ);
Kevin Canham (KC)

Booking Secretary: Suzanne McKeown (SM)

1) Election of Officers carried over from AGM meeting 26/3/24

- a. Chair - Susie Cooke – Proposed by EH, AC, MW; Seconded by JP, BR, HJ
- b. Vice Chair- Carol Hudson-Jary- Proposed by EH, KC; Seconded by JP, LP
- c. Treasurer- Carey Taylor – Proposed by JP, EH, CHJ; Seconded by BR, KC

2) Welcome & Apologies: SC - Welcomed everyone. Also welcomed Liz Cunningham (Guest) Apologies from Sara McLaughlin, Fran Desborough

3) Minutes of Previous Meeting Signed off : SC - Proposed by MW and seconded by AC.

4) Matters Arising: SC –

- **Additional Bank Signatories agreed as;**
 - Carey Taylor and Susie Cooke - Proposed by CHJ and JP and Seconded by MW and EH
- **Consideration for new Toilet Seats in Ladies and Disabled toilets**
 - Proposed by KC and Seconded by CHJ
 - SC to arrange
- **Consideration to buy a Colour Printer for the Village Hall**
 - Initial costs provided by CHJ but further research/quotes to be provided
 - To establish current costs (Hettys Printing Shop)
 - Where we would keep the printer
 - Who would have access?

To discuss at next meeting, to be added to agenda for further discussion.

- **Consideration to replace Car Park signage**
 - An updated sign required to deter over night parkers;
 - CHJ to look for someone to provide a new sign
 - New sign to state;
**'ALL CARS PARKED AT OWNERS RISK,
NO UNAUTHORISED OVERNIGHT PARKING**

- **Village Hall open Day**
 - It is proposed not to have an Open Day this year

- **Craft Market footfall**
 - 127 clicks excluding café regulars so getting very busy

- **Consideration of a Café Bar Sign and Outside sign**
 - MW to speak to Will and ask if he could do some mock up signs for Café Bar Sign
 - To report back at next meeting.
 - SC to also speak to Bruce regarding outside sign
 - To report back at next meeting

- **Cleaners hourly pay increase.**
 - New hourly pay rate has been updated by the bank
 - AC and SM to meet up with Janice to talk through the cleaning specifications and make any necessary changes to spec and equipment (i.e Mops).
 - To discuss the flexibility of her duties.

5) Correspondence: SC –

- **Donation of £445 was given from the proceeds of 70S/80s Event from 30th March 2024**
This was split as follows;
 - Café to receive £200
 - Village Hall to receive £225

A huge thanks to Karen for organising such a successful event and for the kind donation. Also thanks goes to Jane for her efforts helping Karen make it a great night.

- **Notification of the new committee members to the Parish Council**
 - SC to notify PC.

- **Notification of Elected committee members-** A letter to be sent to Parish Council advising of the newly elected Committee Members of the Wenhaston Village Hall Management Committee
- **The Car Park** – It was brought up that a car is constantly parked in the car park. To add to next months agenda for discussion.
- **Beer Glass Shortage**
 - It was agreed that new glasses were requires and JP volunteered to provide new ones (48 new glasses) at £68
 - Proposed by HJ and Seconded by MW
- **Thanks to Mac and Guy provided**
 - **new straps for the partition screens**
 - **Re-coating of the main hall floor**
 - This looks great and has made a huge difference.
- **Suggestions of replacing the tables on the stage as well as a trolley to keep them in.**
 - Costs for 6 folding tables £714.00 INCL VAT
 - Cost for Trolley £334.44 INCL VAT
 - With discount total cost will be £982.85
(Agreed Proposal to go ahead with purchase- Proposed by MW and Seconded by KC.)

7) PIR Lights by the Glass Recycling Bins

- a. KC to speak to Roger (handyman) to see what is available report back next meeting

8) Hanging Baskets and Troughs

- SM agreed to procure the new items giving a budget of approx. £300.
- Proposed by HJ and EH AND Seconded by AC and SC

9) Maintenance

- **Cleaning of Hall Exterior Windows**
 - This action is pending until the Hanging Baskets and Troughs have been installed.
 - To carry forward to future meeting
- **Current Light Tiles no longer available**
 - Townsends to find a suitable alternative and report back
- **New towel dispensers installed in the Café Bar Area**
 - Arranged by Mac and Guy

10) Brainstorm session for Hall ideas and initiatives

- To discuss at next meeting and to revisit the previous spreadsheet and agree any changes

11) Date of next meeting 14th May 2024 at 19.15

6) Any Other Business:-

A handwritten signature in black ink, consisting of a large, stylized initial 'S' followed by a series of connected, flowing lines that form the rest of the name. The signature is written in a cursive style.