

**Minutes of Wreningham Village Hall Committee Meeting
Wednesday 8 February 2017**

Chair: Michael Hill

Secretary: Ian Holloway

Member present:

Michael Hill, Ian Holloway, Graham Cormack, Jill Hustler, Maxine Wadlow, Bil Billham, Mark Francis, Jon Moon, Hughie Graves.

1 member of the public.

1.Apologies:

None

2.Declaration of interest:

The Governing Document implies a conflict of interest when paying committee members to carry out paid work, for example bar duties. It is considered that in this case the risk of a conflict of interest is insufficient to affect the charity's work. MH will clarify this with the Charity Commission.

Members are to declare any conflict of interest at this point in the meeting.

The process to deal with it will be applied as necessary.

3.Minutes of AGM, 5 February 2017:

The minutes were proposed by MH and agreed by the committee. MH passed the signed resolution to the new Secretary, IH.

4.Minutes of meeting of new committee, 5 February 2017:

The minutes were proposed by MH and agreed by the committee.

ACTIONS

- **MH send minutes to Charity Commission and post on village website**
- **MH contact CC regarding conflict of interest matters**

5.Matters Arising:

All committee members will be Trustees of the Charity and MH will update details on the CC website.

GC will also need access to the CC website for posting annual returns.

Trustees need to familiarise themselves with the governing document of the Charity.

Public thanks for long service should be made in respect of outgoing members of both Village Hall and Social Club committees.

ACTIONS

- **MH update CC website & give GC password**
- **MH email governing doc for all to read**
- **MH compose item for next Mardle**

6.Correspondence:

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MH has received a letter from the Flower Club Committee – they will be in touch with an update after their AGM.

MW phoned SNC and was advised that there have been no objections to the request to disapply the requirement for a DPS. The new licence will be issued in the next 7 to 10 days.

7. Finance:

GC will maintain 2 bank accounts – one operational for the bar, and the other for the Village Hall. Surplus funds will be transferred to the main VH account. Awareness of where we make profit on events will be important. We may need to review hire policy to ensure we cover our costs.

A decision has not yet been made re: Social Club membership – selling loyalty cards for a discount on drinks may be an alternative way forward.

ACTIONS

- **MF report back next meeting with ideas re: bar hire policy**
- **BB report back next meeting with ideas re: loyalty card**

8.Events & Bookings:

JH will continue as Booking Secretary, with MW as backup.

The Rock & Roll Club may be winding down at the end of the year. Could we offer any support/service to help keep the R&R going?

Other possible events such as wakes, christenings, refreshments for walking groups were discussed; there are relatively few daytime bookings at present. Offering “serviced” provision is also worth exploring.

The Art Exhibition will be postponed until Easter 2018, which falls from 30 March to 1 April. A working group will be needed.

2018 will be the end of WW1 centenary – MH would like a village event.

ACTIONS

- **JH & MW meet to finalise Hiring Agreement & Standard Conditions docs**
- **JH & JM liaise re: offering serviced provision & report back**

2017 events so far:

Friday 17 March – Pie Night (MP Room)

Sunday 30 April – Litter Pick. Details to be confirmed

Friday 21 April – Curry Night (MP Room)

Thursday 13 to Sunday 16 July – Beer Festival

Saturday 4 November – Fireworks.

Thursday 7 Dec – Christmas Fair event – some stalls already confirmed.

Friday 15 December was agreed provisionally for a Christmas party/dinner in the hall with outside caterers etc.

ACTIONS

- **JH & JM liaise re: catered Christmas party**

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- **MW do advertising leaflets for village distribution & school bags, social media**
- **MH advertise events in Mardle and on website**

9.Bar Arrangements:

Thursday bar rota for March:

02/03 MF
09/03 IH
16/03 KF
23/03 GC

JH will organise paid bar shifts for other events as usual via the WhatsApp group.

JH, IH, BB & MF will form a Bar Sub-Committee – reporting back to main meetings.

10.Parish Council:

The defibrillator has been delivered and training will be offered to all parishioners.

Starting in March there will be a review of parish boundaries in South Norfolk, which will last a year. The aim is to achieve better representation in local government – there are currently very few contested elections. This could mean significant boundary changes from Parish mergers. So it is important that Wreningham makes a strong case to put forward.

Dennis Reeder will be undertaking work around the village hall and crossroads lopping trees etc. The cost is £1300 - £1800 depending on what he needs to do.

11.Hall Maintenance:

HG will take on this role, with help from MF.

The annual fire equipment check has been done; training on use of fire extinguishers may be useful – JM to establish cost to provide

We also need to check if PAT testing is up to date.

ACTIONS

- **HG & MF carry out a maintenance check of the premises**
- **JM make enquiries about fire extinguisher training & PAT testing**

12.AOB:

Creative Arts East offer a range of events, which they will underwrite up to a certain level. Worth investigating.

The next AGM will be on Sunday 19 November at 4.00pm

Date of next meeting: Wednesday 1 March, 7.30pm