

**Minutes of Wreningham Village Hall Committee Meeting
Wednesday 1 March 2017**

Chair: Michael Hill

Secretary: Ian Holloway

Members present:

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

1.Apologies:

Graham Cormack

2.Declarations of interest:

None

3.Minutes of last meeting, 8 February 2017:

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

4.Matters Arising:

MH has contacted the Charity Commission regarding conflict of interest matters. (Since the meeting the CC has sent a response and work is being done to ensure that we are following proper procedures with regard to any paid employment ie bar work).

MH has updated the CC website & GC has the password.

MH has updated the village website and posted minutes of last meeting.

MW/JH have done leaflets, posters etc for upcoming pie & curry nights.

MH is composing an item for the next Mardle.

MH has emailed the governing doc to all Trustees.

ACTIONS

- **JH will talk to school regarding their calendar of events so that we can avoid clashes**

5.Correspondence:

MW has been assured by SNC that the new license documents will be sent out this week. MW will pass on to IH for his consideration and any actions.

6. Policy:

MH has started pulling together policy & procedure documentation. A list of documents currently in the dropbox was distributed. Most are in draft form and we will carry out a review over time. Other policies/documents suggested were manual handling, data protection and an induction pack for staff.

The hire agreement is almost complete. The next to review will be Health & Safety, which will need to include bar procedures.

ACTIONS

- **IH lead on Health & Safety Policy at next meeting**
- **BB consult with Jo re: Safeguarding Policy & report back**
- **MH look into registration under the Data Protection Act**

**Minutes of Wreningham Village Hall Committee Meeting
Wednesday 1 March 2017**

7. Finance:

GC sent written reports on the financial accounts and pensions. There is currently a surplus of £1799.69 on the year, with a combined balance of £33,533.95.

GC is in the process of changing signatories for the bank accounts and establishing what working capital is needed for operational purposes. Regarding pensions, we currently have only “entitled workers” who will be informed of their right to request to join a pension scheme. Staff contracts need to be reviewed.

It was agreed that we need to get a feel of staff wishes before setting up a pension fund. JM queried whether there is a government option, which is free of charge ?

At this stage, it is not envisaged that we would make employer’s pension contributions.

ACTIONS

- **GC communicate with relevant staff regarding contracts and pensions**
- **GC review cash handling and banking procedures**
- **GC find out whether there is a gov government pension fund available**
- **IH create role profiles for cleaning (CM) , bar/cellar assistant (WL) and bar staff jobs**

8. Publicity:

MH & MF will be meeting with Rachel M on Friday 3 March to firm up how she can help with publicity and marketing.

Renaming the Social Club as The Witch & Wren Bar was discussed. BB suggested a competition to design a sign/logo.

We need to promote hall/MP room hire more vigorously – once we are clear about exactly what services we can offer there is work to do on this.

There is a “witchandwren “ domain name available.

ACTIONS

- **BB acquire domain name & talk to JC about email accounts**
- **MH put item in Mardle re: competition to design a sign**
- **MH/MF meet with RM**

9.Events & Bookings:

The hire agreement is almost completed. We do not need an occupancy licence for Zumba. GC will be keeping an eye on what income we need from hires and bar prices in order to cover running and maintenance costs, and to make any improvements to the building. Charging policy must be reasonable and affordable.

ACTIONS

**Minutes of Wreningham Village Hall Committee Meeting
Wednesday 1 March 2017**

- **MH amend hire agreement docs & send to MW/JH for completion**

JM has been in touch with Funnells Kitchen re: catering a Christmas party and is waiting for prices from them, and other caterers. Funnells Kitchen offer a sampling service. Draping the hall is costly (£960 quoted) and needs further thought about how it could be done more cheaply.

JM is in the process of gathering costs for round tables, card & roulette tables, cutlery etc. JH will also make enquiries at Elite.

ACTIONS

- **JM & JH report back at next meeting**

EVENTS 2017	DATE
Pie Night	Friday 17 March , 7.30pm
Curry Night	Friday 21 April , 7.30 pm
Litter Pick	Sunday 30 April
Quiz and chips (Harvey)	Friday 26 May
Beer Festival	Thursday to Sunday 16 July
Fireworks	Saturday 4 November
Christmas Fair	Thursday 7 December
Christmas Party	Friday 15 December

- **JM confirm quiz arrangements with Harvey and let MH know in time for next Mardle**

The Leonard Cheshire Home in Mulbarton would like to borrow the art boards again. If they require repeated loans, it was agreed we could ask for a small donation.

9.Bar Arrangements:

Thursday bar rota for March:

09/03 IH
16/03 KF or MF
23/03 GC
30/03 KF or MF

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

BB presented proposals for an annual loyalty card @ £10 per family, which would give a 15% discount on club nights. The committee supports this in principle. BB has researched beer prices locally and nationally and will do a review of bar prices as part of the work on introducing the loyalty card.

**Minutes of Wreningham Village Hall Committee Meeting
Wednesday 1 March 2017**

ACTIONS

- **BB carry out review of bar prices**

In the light of some security concerns, it was agreed that the lock to the bar will be changed and a key safe for emergencies installed. We will also consider installing a camera in the corridor and car park areas– this needs further investigation & discussion.

ACTIONS

- **JM get a lock for the bar**
- **BB get a key safe**

11.Parish Council:

The defibrillator has been installed but is not yet in use as it must first be registered with the ambulance service etc. The Parish Clerk is doing this. Training will be organised in due course.

11.Hall Maintenance:

The entrance to the car park needs some attention.

JM has a contact who will deliver free fire extinguisher training. He could also quote for any renewals we may need.

PAT testing is £45 + VAT for up to 50 items and 75p per item thereafter.

MH has been advised that the fuse box does not meet current regulations and would need to be upgraded should we need electrical work done to the circuits controlled by that consumer unit. As it met regulations at the time of its installation, it was decided to leave it for now and change it if we do work on the circuitry in the future.

The store room needs a thumb turn lock placed at high level so that children cannot go in.

The photocopier at CM's house has quite high maintenance costs. A laser printer may be a better option.

ACTIONS

- **JM bring digger down to deal with car park entrance**
- **BB get a thumb turn lock for store room**
- **BB investigate purchase and running costs for laser printer**

12.AOB:

Village Hall post is currently delivered to various places – would it be better to install a secure post box? For the time being, JH will ask Scott to deliver the post to IH.

Date of next meeting: Wednesday 29 March, 7.30pm