

**Minutes of Wreningham Village Hall Committee Meeting
Wednesday 29 March 2017**

Chair: Michael Hill

Secretary: Ian Holloway

Members present:

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

1.Apologies:

Graham Cormack

2.Declarations of interest:

None.

3.Minutes of last meeting, 1 March 2017:

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

4.Matters Arising:

School sports day is 14 July, leavers' assembly is 18 July (hall booked).

Policy documents are in a Dropbox folder and are accessible via link provided.

There is no need to register under the DPA unless we install CCTV – agreed to leave it for now.

GC has reviewed cash handling procedures, pension matters will be discussed at next meeting.

IH is working on role profiles for staff.

MH has put an advertisement in the Mardle re: designing a sign.

The Hire Agreement is complete and in use.

JM has contacted a chip van for the quiz on 26 May – details for next Mardle.

ACTIONS

- **MW do leaflets and take bookings for quiz & chips (6 max per table, £10 per head)**
- **JM book chip van & pass on food orders in advance of event**
- **JM liaise with Harvey re: prizes**

JM has purchased a new lock for the cellar door.

BB has ordered the key safe, for the bar and cellar keys

BB needs to speak with Jez Calaby re: new domain name, etc.

ACTIONS

- **BB arrange quarterly meetings of the bar sub-committee & contact JC re cellar matters**
- **BB,GC,IH,MF clarify Winnie's role and pay**

5.Correspondence:

A post box, with memorial plaque, for the village hall is one of the suggestions for something in memory of Patrick Maidment. The family is aware of our collection and discussions will take place in due course.

6. Policy:

IH has completed a draft Health & Safety Policy. MH has made comments/suggestions and amendments were agreed. Reference to first aiders in section 3.3 will be removed.

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ACTIONS

- **MH carry out fire risk assessment**
- **HG carry out fault check & ensure there are signs available to label any faulty items that should not be used**
- **JH buy 2 new first aid boxes**
- **JM book the PAT testing**
- **JM book fire extinguisher training, Friday 19th May @ 8.00pm, for committee and staff in the first instance.**

After some discussion around the safety of children in the hall and on the stage it was agreed that the committee room should be locked. Parents are responsible for the supervision & safety of their children – this needs to be made as clear as possible to them.

ACTIONS

- **JM look at side entrance to stage with a view to making something to block it**
- **BB include a statement re: parental responsibility for supervision of children in the terms & conditions for the Loyalty Card**

BB has sent a link to a draft Safeguarding Policy, ready for discussion at the next meeting.

7. Finance:

GC sent a written update of the accounts, which shows a closing balance of £35093.21. D Reeder's invoice is £1720.00 – payment of this was approved.

HSBC require proof of 2 more address and ID documents. Barclays signatories have not yet changed – it was noted that this account is still in the name of Wreningham Social Club.

A monthly statement showing details of expenditure, income, any ring-fenced monies etc. would be useful once the bank accounts are sorted out.

We may install another electronic till with a tablet/lpad.

GC is in the process of introducing new cash handling procedures – as explained in his notes.

The minimum wage increases from April. We need to ensure that the wages of all staff are fair and equivalent where appropriate.

ACTIONS

- **MW & JH provide docs for HSBC**
- **IH talk to GC re: Barclays account**
- **MH talk to GC re: staff wages**

8. Publicity:

Rachael M is keen to get involved and, following the meeting with MH and MF, she will get back to us with a proposal.

We need further information from Christine Minns regarding the printer costs in order to make a decision about a possible replacement. Barnes Print will do free printing if advertisements are included. This may be possible for the Mardle.

ACTIONS

- **MH contact Barnes Print**

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9. Events & Bookings:

It was agreed that the school & FOWS should keep the hourly rate charge for their bookings, as it is slightly cheaper.

The new booking form is working well. Hire income to date:

January £359, February £406 and March £515.

Rachael M has offered to organise a Ceilidh – JH and MW can organise a ploughman's supper. Preferred date – Saturday 23 September. (If not, Friday 20 October may be possible).

The fish and chip van is booked for the Beer Festival – Friday 14 July. BB is looking into booking the "He Hews".

Advertising at the crossroads would be good for events like pie and curry night (it works well for fish & chips) .

ACTIONS

- **MW contact Rachael M re: Ceilidh**
- **BB get cost for "He Hews"**
- **BB/RH design pie & curry night posters to go in sleeve for board at crossroads.**
- **JM get vinyl sleeves for the board**

JM has provisionally booked "The Frozen Raspberries" for the Christmas Party. It is possible to put the event on at £35 per head, to include a catered and served 3 course meal with coffee, round tables with chairs, 2 casino tables and the band. This is assuming 100 tickets are sold. JM is using a company in Cambridge for the catering – they will also provide cutlery.

ACTIONS

- **JM confirm bookings for the Christmas Party**

EVENTS 2017	DATE
Pie Night	Friday 17 March , 7.30pm
Curry Night	Friday 21 April , 7.30 pm
Litter Pick	Sunday 30 April, 2.00 pm
Quiz and chips (Harvey)	Friday 26 May,7.00 pm
Beer Festival	Thursday 13 to Sunday 16 July
Fireworks	Saturday 4 November
Christmas Fair	Thursday 7 December
Christmas Party	Friday 15 December

9.Bar Arrangements:

Thursday bar rota for April:

06/04 IH
13/04 GC
20/04 KF
27/04 TW

BB is still working on the Loyalty Card and price review. It was agreed that there should be a £5 card for individuals who do not need a family one.
The card will be explained / advertised in the next Mardle.

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ACTIONS

- **BB report back next meeting**

10.Parish Council:

There will be a working group of volunteers tidying around the play area on Saturday 8 April from 9.00 am.

11.Hall Maintenance:

JM will do the car park repairs in May when the weather is more suitable.

The main hall needs painting. Michael Lemon will be advising on lighting to replace the fluorescent tubes. We need dimmable lights.

The stairs to the stage are in need of repair.

It will cost around £700 to buy the new Broadband kit, but this can be recouped from the Parish Council. There will be ring-fenced money in the PC budget, which should also cover around 18mths of BT Infinity 2 charges

ACTIONS

- **JM & BB inspect the stage stairs with a view to repair**
- **BB fit thumb turn lock on store room**

12.AOB:

Chrissie M is on holiday from 28 April to 1 May. We should be able to cover – the litter pick is 30 April so we can include cleaning the hall.

MW will look into suitable gifts for Christine Minns and Val Keel. IH will get a tankard for Gary Mutten.

Date of next meeting: Wednesday 26 April, 7.30pm