

# Minutes of Wreningham Village Hall Committee Meeting Wednesday 26 April 2017

Chair: Michael Hill Secretary: Ian Holloway

## Members present:

Michael Hill, Jill Hustler, Hughie Glaves, Maxine Wadlow

## 1. Apologies:

Graham Cormack, Ian Holloway, Bil Billham, Jon Moon

## 2. Declarations of interest:

None

## 3. Minutes of last meeting, 29 March 2017:

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

## 4. Matters arising:

Christine Minns feels that a gift for her services to the village hall would not be appropriate.

## 5. Correspondences:

MH has responded to Christine's email regarding the above and has reassured her that her wishes will be respected in this matter.

## 6. Events & bookings:

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

Arrangements are in hand for the litter pick on Sunday 30 April. Rolls and tea/coffee will be provided.

Advertising for the quiz on Friday 26 May is underway – HG & JM have distributed leaflets around the village, JH has provided leaflets for the school, posters are up and there are posts on social media/village website.

## ACTIONS:

- **Confirm prizes at next meeting**

BB is in the process of booking the He Haws for the Friday of the Beer Festival , 14 July. The Fish & Chip Van is also booked. There may be a BBQ on the Sunday.

## ACTIONS:

- **Finalise arrangements for the Beer Festival at next meeting**
- **MH advertise it in the next Mardle**

Due to a booking clash we need to find a new date for the Ceilidh – JH has reserved Friday 15 September and Saturday 12 November.

## ACTIONS:

**MW contact Rachael Miller**

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### **7. Publicity:**

Rachael Miller is close to finishing her proposal and will get back to MH as soon as possible. It was agreed that further discussion around the new name & logo, websites etc should be carried forward to the next meeting. BB has emailed comprehensive information on this, and other matters, for our consideration.

#### **ACTIONS:**

- **All read and respond to BB's email (25.04.17) so that we can move things forward at the next meeting.**

The printer and related costs are still under consideration. The Benefice has a substantial, under-used copier that may be available at a reasonable cost.

#### **ACTIONS:**

- **MH contact the Benefice and seek further information from Christine re the current copier**

### **8. Bar arrangements:**

Greene King have been to meet with BB & JH. BB has almost completed work on pricing. Bud Light will be installed soon and there will be new prices for wine . BB can now place orders online. We will be getting 4 new parasols. The next meeting with Greene King is on May 5<sup>th</sup>. We need another new till and training for staff is needed – the new till is not always straightforward to use and it would be helpful to share views. A way forward with the loyalty card needs to be agreed.

#### **ACTIONS:**

- **Bar sub-committee to meet and agree a way forward, present this to Trustees**

### **9. Hall maintenance:**

It was agreed that we need to get more quotes for the lighting in the hall, and to consider this in the context of an overarching plan for improvements rather than a stand alone job. Hard covers for the strip lighting could be a temporary measure if cost effective.

We need to develop a financial plan so that we are better aware of what we need for operational costs, contingency and improvements to the building.

The money from SNC for the Broadband improvements is on the way but has not yet been received.

The car park needs strimming and spraying with weed killer. The windows need cleaning.

#### **ACTIONS:**

- **HG carry out strimming in the car park**
- **MH get further quotes for the lighting**

### **10. Finance:**

No report – GC unwell.

JH has done the wages for bar staff from the bar takings, pending the setting up of bank payments.

#### **ACTIONS:**

- **MH, GC & IH meet to discuss finance**

### **11. Policy**

MH has completed and distributed the Fire Risk Assessment – the risk is considered to be low.

This needs approval from the full committee so will be discussed at the next meeting. Parts of the FRA will need to be included in the hire agreement.

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**ACTIONS:**

- **HG get new signs for assembly point, no smoking etc**
- **JH consider which parts of the FRA need to go in the hire agreement**
- **IH produce final copy of the Health & Safety Policy**

BB has sent a model Safeguarding Policy. Some concerns were raised that it covers areas for which we are not responsible - we are not a registered child care setting.

**ACTIONS:**

- **MH draft amendments for discussion at next meeting**

**12.Parish Council:**

The consultation period for parish boundary changes is due to close at the end of June. The Parish Council will send a report to SNC. Individuals can respond to Parish Council, SNC – or both. Decisions are still to be made on the spending of the village infrastructure money, which is available as a result of the building on Church Road.

**13.AOB:**

None

**Date of next meeting: Tuesday 16 May, 7.30pm**