

Minutes of Wreningham Village Hall Committee Meeting

Thursday 24 August 2017

Chair: Michael Hill Treasurer: Graham Cormack Secretary: Ian Holloway

Members present:

Michael Hill, Ian Holloway, Hughie Graves, Maxine Wadlow, Graham Cormack, Jon Moon, Jill Hustler

1. Apologies:

Bil Billham

2. Declarations of interest:

None

3. Minutes of last meeting, 18 July:

The minutes were agreed.

4. Matters arising:

Leaflets for the carvery and Christmas Party have been distributed around the village.

Bookings and ticket sales are ongoing.

There has been no response so far for the purchase of the pool table.

The post box has been ordered.

5. Correspondences:

Anglian Water has provided a plan showing the location of a temporary water pipe, to be used during the upcoming works in the village.

6. Events & bookings:

EVENTS 2017	DATE
Carvery	Sunday 3 September 12.30 to 2.30 pm
Carvery	Sunday 1 October 12.30 to 2.30 pm
Fireworks	Saturday 4 November
Carvery	Sunday 5 November 12.30 to 2.30 pm
AGM	Sunday 5 November 4.00pm
Race Night or Curry Night (TBC)	Friday 24 November
Christmas Fair	Thursday 7 December
Christmas Party	Friday 15 December

So far we have 25 bookings for the carvery.

The Ashwren Drama production is going ahead on 22 September.

The Flower Club is meeting soon and will hopefully continue – Sue Sayers may take over.

Rock & Roll will finish at the end of the year. However, there will be a bi-monthly "Record Hop", starting in February 2018.

MH has received an enquiry/request re: the Art Exhibition so we need to make a decision on this as soon as possible.

ACTIONS:

- **Discuss Art Exhibition at next meeting**

7. Publicity:

Next agenda as BB is on holiday.

8. Bar arrangements:

JM has the new lock for the cellar door. Once it is fitted we need to draw up a list of all key holders.

ACTIONS:

- **Bar sub-committee fit lock, distribute keys & draw up list of key holders**

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9.Hall maintenance:

Paul A will complete jobs on the kitchen shutters and the toilets as soon as possible.

Due to some difficulties with contractors not keeping appointments etc we still have some testing to complete. We are obliged to test and maintain fire equipment & systems, electrical equipment & fixed installations, stage equipment. MH has been in discussion with Jason regarding him taking on responsibility for organising and implementing a schedule for this. MH will ask for a quote & GC will talk to MF. Once inspection and testing is completed, we will be able to assess what funds we need for any electrical work etc.

ACTIONS:

- **MH contact Jason**
- **GC contact MF**

After essential maintenance, refurbishment of the Margaret Preston Room & cellar improvements are a priority. IH & JM will work together on a bid for the CIL money – starting with windows. In order to involve other interested people in refurbishment & improvement plans, a sub-committee will be set up.

ACTIONS:

- **GC arrange initial meeting & circulate date**

IH thanked all involved with getting the new Broadband in place. It is working well.

MH pointed out that we have no formal register of assets.

JM noted that storage in the cleaning cupboard in the main hallway could be easily improved, freeing up some space in the bar store room. Switches in the cleaning cupboard need re-labelling.

The fire door in the MP Room can be difficult to close properly.

ACTIONS:

- **JM & HG reorganise cleaning cupboard & label switches**
- **HG check fire door in MP Room**
- **Discuss register of assets at next meeting**

10.Finance:

In order to ensure compliance with Charity Commission regulations, MH has drafted a finance policy and is consulting with IH & GC.

MH queried the frequency of bar stock checks and whether we need to do it more regularly than annually. A register of expensive items, such as spirits, will be firmed up.

ACTIONS:

- **MH distribute final policy with a view to signing off at next meeting**
- **Bar sub-committee discuss bar stock check, register of spirits & report back**

GC had to leave the meeting unexpectedly and will distribute his report asap.

11.Parish Council:

Nothing to report

13.AOB:

None

Date of next meeting: Tuesday 19 September, 7.30pm