

# Minutes of Wreningham Village Hall Committee Meeting

Tuesday 19 September 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 , Mark Francis

## 2.Declarations of interest:

None

## 3.Minutes of last meeting, 24 August:

The minutes were agreed.

## 4.Matters arising:

The pool table is sold for £100 – awaiting collection. Payment will be/has been made to GC. HG has checked the fire door – it is closing properly.

MH has labeled light switches, including the stage. The Dymo is stored in the council room cupboard.

## 5.Correspondences:

None

## 6. Events & bookings:

EVENTS 2017/2018	DATE
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
Curry Night	Friday 24 November
Christmas Fair	Thursday 7 December
Christmas Party	Friday 15 December
Safari Supper (TBC)	Saturday 3 February 2018

The first Sunday carvery was very well attended and feedback very positive.

There are 20 stalls booked for the Christmas fair – we need to start advertising. Car parking will need supervision.

Arrangements for curry night will be finalised at the next meeting – we need to check with BB if the advertising board for the crossroads is available & MW will look up previous leaflets.

## ACTIONS:

- **JM order banner, BB design leaflet/poster for Christmas Fair**
- **Firm up volunteer for car park duty at Christmas Fair**
- **Curry night – discuss next meeting**

The Art Exhibition requires intensive work over a long period of time. For 2018, it may be better to organise several smaller events to raise an equivalent sum of money. For the Art Exhibition to go ahead, we would need to find a project lead and sufficient volunteers. MH will ask around.

Fireworks, post meeting notes: (1) Mr Todd, the new owner of the adjacent field, has given permission to use his land to let off the fireworks as we usually do. (2) MH to seek permission from NCC to close part of Mill Lane, should we need to.

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Arrangements for buying, collecting and storing the fireworks need to be finalised. We will run a BBQ in addition to the chip van this year.

### **ACTIONS:**

- **JM/JH inform chip van that we will be running a BBQ on Nov 4**
- **Liaise with Gary Mutten re: purchase of fireworks**
- **Confirm volunteers for BBQ, car park & bar duty, collecting donations etc at next meeting**

Safari Supper - Saturday 3 February 2018 was agreed as a provisional date.

### **7. Publicity:**

Next agenda as BB not present. A Witch & Wren email account is hopefully on the schedule.

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

We need to review the key arrangements for the main access doors to and within the building. This should include a list of nominated key holders and access for others as needed. A budget of up to £300 for this was agreed.

### **ACTIONS:**

- **JH & MH proceed with above review and necessary works**

In order to feed into the end of year financial statement, the bar stock check should be done on (or before) 30.09.17.

### **ACTIONS:**

- **JH & BB organise stock check – liaise with GC**

We need more local volunteers and/or paid staff for the bar. We all need to be proactive with this – Mardle, Facebook & other social media can be useful, as well as word of mouth. It all helps us meet Charity Commission requirements for a wide base of volunteers and to avoid over reliance on family & friends.

### **ACTIONS:**

- **All make efforts towards widening the pool of bar staff & volunteers**

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

Paul A will complete jobs on the kitchen shutters and the toilets as soon as possible. Work around organising the testing schedule is ongoing – MH will make further enquiries.

The Parish Council is already discussing the allocation of CIL money so we need to get our proposals in asap. The first is for replacement windows in the MP room and the second is for refurbishment/decoration of the MP Room. It was noted that cellar improvements would be paid for from village hall funds.

### **ACTIONS:**

- **JM pass on relevant information to IH – IH write up proposals**

MH has started work on compiling a register of assets. He has photographed much of the hall, though not yet the bar area yet because of access.

### **ACTIONS:**

- **MH continue developing register and report on progress**

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**10.Finance:**

GC provided a monthly financial statement – this was well received and is useful for focused discussion. Major items of expenditure are bar stock, staff wages & electricity. All are aware of the need to manage (though not necessarily reduce) these as efficiently as we can.

The financial statements can be used to identify underlying costs & to help us understand how event finances contribute to profit or loss.

The draft finance policy needs another round of review and improvement before circulation.

GC has written to the staff member who has expressed an interest in a pension. He has provided all the necessary information – beyond this, he cannot act as a financial advisor.

**ACTIONS:**

- **GC continue with regular monthly statements for meetings**
- **GC investigate having a smart meter for electricity**
- **IH revisit options for solar panels, including grants**
- **IH & GC finish finance policy & run it by MH before circulation**

**11.Parish Council:**

CIL proposals are under discussion and some allocations already agreed.

**13.AOB:**

None

**Date of next meeting: Tuesday 17 October at 7.30pm**