

**Minutes of Wreningham Village Hall Committee Meeting  
Tuesday 17 October 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, Tuesday 19 September:**

The minutes were agreed.

**4.Matters arising:**

Payment for the pool table has been received; MH will contact the buyer about its collection. The chip van has been made aware that there will be other food sold on Sat 4 November. The asset register and smart meter enquiries are ongoing.

**5.Correspondences:**

MH has circulated the latest Charity Commission newsletter, including the Charity Governance Code. Independent scrutiny of the financial accounts is in hand. There are changes to the Data Protection Act pending – May 2018. Currently we are not required to register, but we need to check the terms & conditions of our loyalty card. MH recommended that Trustees read the information regarding fraud awareness by following the links.

MH will be writing to the Flower Club regarding the missing mugs. The hall insurance does not cover items left on the premises by third parties.

**6. Events & bookings:**

| <b>EVENTS 2017/2018</b> | <b>DATE</b>                        |
|-------------------------|------------------------------------|
| 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                 |
| Christmas Draw          | Friday 22 December                 |
| Safari Supper (TBC)     | Saturday 3 February 2018           |

Fireworks (4/11)

**ACTIONS:**

- **GM order fireworks**
- **HG put up advertising banner**
- **MH design leaflet**
- **JH,HG,JM – set up hall**
- **GC, JM, MH – BBQ**
- **JH, TW, TW – Bar**
- **BB, JB – mulled wine**
- **HG, Noel Course – car park**
- **MF, Adge, Chris P, Les – fireworks**
- **MW, Ros, Jill P – collect donations**

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- **MH speak to Pam G re: horse on nearby field**

We need to check if the field is likely to be available for fireworks next year. If not, we may need to arrange a temporary road closure through NCC Highways (likely cost £36).

JM has booked a pizza van for family night, starting on Friday 1 December from 5.30pm to 8.30pm. This is also the school disco night. If successful, the pizza van could continue on family nights.

Curry Night ( 24/11) – IH & MJM will provide rice & poppadoms  
BB has designed a leaflet – minor amendment needed.

Christmas Market (07/12) – there are 20 + stalls booked. JM & HG have offered to serve refreshments. BB is working on an advertising leaflet.

Friday 22 December was agreed for the Christmas Draw – MW to organise the numbers board & shopping.

There are several events that need to be advertised with a leaflet drop & via school bags.

### **ACTIONS:**

- **Leaflets for fireworks, curry night, Christmas market and updated carvery dates to be distributed asap after the half term holiday – HG house to house, JH school.**

Art Exhibition (2018) - In the absence of sufficient volunteers, it was agreed that there will be no Art Exhibition next year. However, we will look at running a craft exhibition, which could be easier to organise.

### **7. Publicity:**

BB has set up a Witch & Wren email account, which can be used going forward. Some clarification still needed around exactly how it will operate – discuss at next meeting.

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

JM has purchased locks and keys for the front and side main doors, and the bar. The main doors will have Euro Locks, which cannot be copied. All Trustees will have a full set of keys. Bar staff will need an up to date list of contacts.

The prices of some confectionery items need adjustment – JH will discuss with BB.

The bar stock check will be done in the next week.

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

IH has circulated draft proposals for the CIL bid(s). It was agreed to move forward with the windows immediately – JM will confirm prices with IH.

### **10. Finance:**

GC presented the monthly financial statement.

P/L on the year to date is + £7533.08

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

### **11. Parish Council:**

Nothing to report.

### **13. AOB:**

Concerns remain around the safety of children playing in the hall – members of the public have commented about family nights and also fish & chip nights. In order to discourage unsupervised access to the stage we will put tables across the hall, move the steps to stage and make appropriate signage more visible. JM will install a barrier across the side access to the stage.

**Date of next meeting: AGM on Sunday 5 November at 4.00pm**