

Minutes of Wreningham Village Hall Committee Meeting

Tuesday 16th January 2018

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

Members present:

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

1. Apologies:

Graham Cormack

2. Declarations of interest:

Jon Moon declared an interest in the quotation for new doors/windows in the MP Room, under item 9. Hall Maintenance

3. Minutes of last meeting, Tuesday 21st November:

The minutes were agreed.

4. Matters arising:

Covered on the agenda.

5. Correspondences:

None

6. Events & bookings:

There is a 21st birthday booking in August 2018.

The mother & toddler group is keen to get started on Friday mornings, 9.00am to 12.00pm. Jill will ask Katy (the group leader) to come for a meeting at the hall on the morning of Saturday 27th January, when we do the next clean up. We need to arrange storage space - the committee room could be used temporarily.

ACTIONS:

- **Hall clean up from 9.00 am on Saturday 27 January – store room, kitchen, stage etc**
- **JH invite Katy**

Family Nights.

It was agreed to open the main hall only for the early start on Family Nights. This will allow children & young people to use the space with parental supervision. The MP Room will open as usual at 8.00pm.

Fish & Chip Nights.

It was agreed to put the tables across the front of the stage, as for Family Nights and to place clear No Entry notices for the stage & kitchen.

ACTIONS:

- **Put a sign on side entrance asking families to use the main hall entrance on Family Nights**
- **HG get some large No Entry signs for kitchen and stage**

New Year's Eve 2018/19

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The group in the main hall had a very good NYE party and would like to book again for this year. We were very stretched with staffing the bar, so in order to attract staff and pay them at a suitable rate we need to charge more for the booking. £200 was agreed.

OUTLINE DIARY OF EVENTS 2018 – some dates to be confirmed. In addition to the events below, Family & Fish & Chip Nights will continue on first and second Fridays respectively.

EVENTS 2018	DATE
Carvery	Sunday 4 February
Pie Night	Friday 23 February, 7.30 pm
Carvery	Sunday 4 March
Carvery	Sunday 1 April
Village Tidy Up	Sunday 8 April, 2.00pm
Race Night	Saturday 5 May
Carvery	Sunday 3 June
Beer Festival	Thursday 28 June to Sunday 1 July
Rock & Roll at Beer Festival (TBC)	Saturday 30 June
Carvery or Hog Roast	Sunday 1 July
Safari Supper	Saturday 22 or 29 September
Curry Night	Friday 19 October, 7.30pm
Fireworks	Saturday 3 November
Carvery & AGM	Sunday 4 November (AGM 3.00pm)
Christmas Party / Dinner	Saturday 15 December
Christmas Draw	Friday 21 December
NYE Party – MP Room	Monday 31 December

ACTIONS:

- **BB design leaflets & sleeve for Pie Night – JM order sleeve**
- **JM/JH book Matlines for Sunday 1 July**
- **JH liaise with R&R re: band for the Beer Festival**
- **MW make enquires re: organising Safari Supper**

It may be possible to have a get together for Patrick & mark the installing of the post box at the Sunday 4 March carvery. MW will contact Jill Maidment.

7. Publicity:

The Witch & Wren email is up and running – IH will check it throughout the week. We will use this email contact on future advertising. The W & W bar sign will hang near the MP Room entrance and may be illuminated – final decision yet to be taken.

The Mardle : the Bird in Hand & Spratts both have free advertising, whereas others pay for their entries. It was agreed to inform them that there a charge will apply.

ACTIONS:

- **BB send IH a reminder on how to access the email account**
- **BB circulate costs for illuminated sign**

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- **MH advise Christine Minns (Mardle Editor) that a charge should be applied to Bird in Hand & Spratts**

8. Bar arrangements:

The new ice machine is installed and expenditure approved.

9. Hall maintenance:

The sewage system has been blocked. Anglian Water will be coming out Wednesday 17 January.

An overflow from the toilets is causing some dampness on the wall – HG is liaising with Paul Askham.

MH will accept the quotes for fire systems & equipment testing. The costs are £295 plus VAT for systems inspections every 6 months and £55 plus VAT for annual fire extinguisher tests.

JM will finalise his quote for new windows/doors in the MP Room. The colour will be grey inside and out. We also need a quote for blinds. JM will provide some samples.

IH will send in the CIL bid next week.

JM proposed that the surface of the car park requires a concrete pad covering an area up to around 5m in from the road entrance to the existing disabled parking pad, in order to reduce erosion of the surface. It was agreed that this could be done in the summer holidays.

ACTIONS:

- **IH send in CIL bid**
- **JM finalise quotes & provide blind samples**
- **MH action fire systems testing**
- **JM & HG establish requirement and costs for concrete pad in car park**

10. Finance:

GC has circulated the monthly financial report by email. The bank balance is healthy & we did well over the Christmas period. Adjustments to staff pay have been made as agreed.

11. Parish Council:

There are two vacancies on the Parish Council.

MH informed the meeting that the Greater Norwich Local Plan is now available online. It invites comments on the infrastructure/housing/environmental strategies for Norwich, Broadland and South Norfolk until 2036. It is important that as many residents as possible respond by March 2018. SNC has identified 3 further sites for development in Wreningham. The decisions will be taken in 2019.

MH has lodged Wreningham Village Hall & Social Club documents (minutes, correspondence etc) at the Norfolk Records Office. They cover the period from the mid 1980s to 2010. NRO can provide access to them on request.

13. AOB:

None

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Date of next meeting: Tuesday 13 February, 7.30pm