

**Minutes of Wreningham Village Hall Committee Meeting
Tuesday 20th March 2018**

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

Members present:

Michael Hill, Hughie Graves, Jon Moon, Jill Hustler, Bil Billham, Ian Holloway

1.Apologies:

Graham Cormack, Maxine Wadlow

2.Declarations of interest:

JM declared an interest re new doors/windows in the MPR.

3.Minutes of last meeting, Tuesday 13th February:

The minutes were agreed.

4.Matters arising:

- Race night tickets need to be “pushed” by all; use Witch & Wren email list too - see below.
- Arrange meeting with Family Night parent representatives – see below.
- Pub sign/light – see below
- Fire System testing Purchase Order to be raised – see below.
- Concrete roadside pad in car park – to be addressed in school holidays.

5.Correspondence:

None.

6. Events & bookings:

- Deposit made for bookings is not returnable.
- Police advise caution over booking potentially to be made in April – JH monitoring.
- Village Tidy Up - moved to 22 April on advice from SNC as several other villages have booked 8 April before us.
- Cleaning rota to cover for absence: MH Friday 4 May; JM Saturday 5 May; JH Sunday 6 May
- Family Night - on-going concern. We need to ensure that parents understand where the committee stands on the matter of behaviour, damage, etc. MH to write note outlining concerns / responsibilities for distribution on the night. Meeting with Parent groups is still to be arranged. Next Family Night (on 6thApril) all Trustees to attend to provide explanation to note, and, to monitor behaviour in / around main hall.
- Race night – Slow bookings (26 confirmed; 18 possibles); need 70 confirmed to go ahead. If not achieved by 7 April then will need to cancel. MH to use e-mail to raise awareness.

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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 22 April, 2.00pm
Race Night	Saturday 5 May
Carvery	Sunday 3 June
Beer Festival	Thursday 28 June to Sunday 1 July
Quiz Night / Beer Festival	Saturday 30 June
Carvery	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:

- **All – make effort to selling more Race Night tickets.**
- **MH – use Witch & Wren list to raise Race Night awareness**
- **MH – draft & circulate for comment note for Family night distribution**
- **All – to attend Race Night to present committee view and monitor behaviour**

ACTIONS:

- **GC/JM facilitate meeting as early as possible**

New Year's Eve 2018/19

The booking is confirmed for £160 - an increase on last year which will help cover bar costs.

7. Publicity:

Outdoor Sign – BB waiting for suppliers to return with quotations.

Contacts List – in place as email group.

8. Bar arrangements:

The bar rota is in hand.

9. Hall maintenance:

- Car Park & Security – a return by the car racers has further churned up the car park. Could move the bottle bank to break the circuit. MH to ask D Minns if he would do this. Discussion over the use of CCTV agreed that this may be a necessity both to protect staff and to monitor abuse of facility. IH to investigate.
- Fire System testing – GC to raise purchase order on suppliers.

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- MPR Flooring – BB suggests that carpeting would be well in excess of £2,000; laminate strips would be around £1,600 (we would fit this ourselves). Agreed that (Antique Oak) laminate to be laid after JM has installed new windows
- MPR Windows / Doors – fitting to be done soon possibly around 26 March.
- Concrete pad to be priced up and planned for the summer holiday this year.

ACTIONS:

- **IH to cost CCTV option**
- **JM organise installation of doors and windows**
- **BB to finalise costs for laminate flooring**
- **GC raise purchase order for fire systems testing**
- **JM & HG establish requirement and costs for concrete pad in car park**

10. Finance:

GC was not in attendance – financial report to follow. No feedback on the Financial Policy. Agreed not to proceed with Amazon Smile registration since return would be minimal. P Askham bill for work done (dated 15/3/18) was presented for payment. MH to forward to GC.

ACTIONS:

- **GC to circulate the monthly financial report by email soon**
- **GC & IH to comment of Financial Policy**
- **GC not to register the Hall with Amazon Smile**
- **MH to pass PA bill to GC for payment**

11. Parish Council:

Grant for new Window/Doors in MPR has been agreed.

Proposed emergency fund for individuals was not agreed by the Parish Council meeting.

13.AOB:

None.

Date of next meeting: Tuesday 17 April, 7.30pm