

**Minutes of Wreningham Village Hall Committee Meeting
Tuesday 17 April 2018**

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

Members present:

Michael Hill, Hughie Graves, Maxine Wadlow, Jill Hustler, Bil Billham,

1.Apologies:

Jon Moon, Graham Cormack

2.Declarations of interest:

None

3.Minutes of last meeting, Tuesday 20 March:

The minutes were agreed.

4.Matters arising:

MH will send out an email reminder about Race Night, using the W & W contacts list.

It was agreed that we would look into CCTV at the Village Hall, in the light of recent communications from the police. HG will get some prices ready for the next meeting.

The last two financial statements from GC are outstanding.

5.Correspondences:

MH has circulated a recent email from the Charities Commission regarding Safeguarding. It was noted that we do not organise events where we have direct responsibility for the care of children or vulnerable adults. Our hire agreement is very clear about the responsibilities of the hirer/s.

Efforts to keep the building and general environment safe are ongoing and regularly reviewed.

MH will ask the Parish Clerk to see if the Association of Village Halls has any relevant guidance/advice. MH will contact South Norfolk Council.

It may be pertinent to include a reference to our Safeguarding responsibilities in the planned communication with parents & families. IH is drafting this. The next family night is May 4th.

ACTIONS:

- **MH & Parish Clerk make contacts**
- **IH complete final draft of note to parents and families**

Miss Todd has offered a £500 donation for Village Hall funds for permission to connect to the main sewerage pipes by piping across the car park. This is to avoid road closure if the alternative connection route is used. The Parish Council would wish to hear from this meeting whether we are minded to accept the proposition. The meeting took the decision not to accept this offer. The reasons are disruption to the use of the car park while work is being carried out, and the complexities of an on-going and long term responsibility for the underground pipes. This could potentially be difficult to administer and manage.

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6. Events & bookings:

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
Race Night	Saturday 5 May
Carvery	Sunday 6 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
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

Race Night – Saturday 5 May

Arrangements are in hand, we need a final push on ticket sales.

Beer festival – 28 June to 1 July

Under discussion with regulars in the bar – review at next meeting.

7. Publicity:

The Witch & Wren outdoor sign is due to be delivered next week.

8. Bar arrangements:

The bar rota is in hand and working well.

9. Hall maintenance:

CCTV is under consideration.

A vote of thanks was proposed to Jon Moon for the installation of the new patio doors, which look fantastic. WVHC owes 50% of the cost to the Parish Council/ CIL for matched funding of the doors.

Painting needs to be done before the flooring is laid. Approximate costs are £1700 for the flooring and £900 for the brick facia for sections of the internal wall. With furniture, costs are currently estimated at £6000 for refurbishment of the MP Room.

ACTIONS:

- **BB order paint and materials**
- **BB draft CIL bid for matched funding**
- **JH make enquiries about re- upholstery of the seating**

10. Finance:

GC will circulate financial reports.

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11. Admin and Policy:

Mark Francis has offered his resignation from the Committee. Thanks were noted for his hard work and huge contribution over many years. MH will contact Mark.

MH will also be resigning as of the next meeting, and BB possibly at the AGM in November.

11.Parish Council:

The Parish Council AGM is on Tuesday 8th May.

13.AOB:

JH has been dealing with enquiries about a wedding reception in August 2018 – on a Tuesday. Final decisions are yet to be made.

Date of next meeting: Tuesday 15 May, 7.30pm