

**Minutes of Wreningham Village Hall Committee Meeting
Tuesday 17th July 2018**

Chair: Ian holloway Treasurer: Graham Cormack Secretary: Maxine Wadlow

Present:

Jon Moon, Ian Holloway, Bil Billham, Jill Hustler, Maxine Wadlow, Graham Cormack, Hughie Graves

Tony Wright

1.Apologies:

John Knight

2.Declarations of interest:

None

3.Minutes of last meeting, Tuesday 16th June:

The minutes were agreed.

4.Matters arising:

None

5.Correspondence:

We have received a Notice of Expiry from CNC Building Control regarding a former planning application. No further action required as the windows in the bar were replaced without any changes to the building that would need planning permission.

Copier and bank statements passed to GC.

IH has received a reminder from the Charity Commission regarding our online return, which is due. IH & GC will action this.

TW has received an email from the Charity Commission regarding keeping up to date with charity trustees – he will forward this to IH.

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
Carvery	Sunday 2 September
Carvery	Sunday 7 October
Curry Night	Friday 19 October, 7.30pm
Fireworks	Saturday 3 November
Carvery	Sunday 4 November
AGM	Sunday 4 November, 3.00pm
Carvery	Sunday 2 December
Christmas Party / Dinner	Saturday 15 December
Christmas Draw	Friday 21 December
NYE Party – MP Room	Monday 31 December

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The Beer Festival weekend was very successful overall. There was a lot of positive feedback from people who attended, the beer kept well in the cellar and was used up over the weekend and World Cup openings. After expenses, it is anticipated that we will have made a good profit.

Areas for improvement / further consideration:

Our advertising was late and we could aim for wider coverage.

The Sunday was quiet – do we need to look at 3 rather than 4 days?

It may be better to organise our own event in the main hall – communication between ourselves and R&R could have been better.

ACTIONS:

- **Provisional date for next year is the first weekend of July**
- **Aim to put on more entertainment led events throughout next year eg bands, comedians, open mic. All investigate possibilities.**

Archery Club

This won't be going ahead at the moment as they have an alternative venue.

Parent & Toddler Group

This week will be the last session before the summer break. They will be clearing up their equipment and have asked if we can provide more storage space, ready for the autumn.

ACTIONS:

- **Saturday August 25th am – meet at the hall for a tidy up of cupboards, under and on the stage etc**
- **JH ask Panto group to remove any remaining items by Friday August 24th**

Witch & Wren Bar opening

Postponed from July 20th to Friday 7th September. We will put on a free BBQ – donations welcome. BBQ from 6.30 to 8.30 pm – the bar will be open as usual. A raffle ticket can be exchanged for something from the BBQ.

Fireworks – Saturday 3rd November

The Parish Council wants us to organise the road closure ourselves – HG will follow this up with Michael Hill.

Christmas Party

Everything is booked – we need to start advertising and selling tickets.

ACTIONS:

- **JM organise tickets in time for September 7th BBQ**
- **Advertise again in Aug/Sept Mardle**

Carvery

There is no carvery in August and staffing is tight for September.

Carvery dates are still to be finalised for 2018 – 2019. Do we need to look at a 2 month break in the summer of 2019 ? Possibly August & September ?

7. Publicity:

MW will email David Kirk re: entry for the next Mardle

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8. Bar arrangements:

BB is away for much of August and will leave instructions – all available help will be needed to cover this.

JK is interested in becoming involved in the longer term when BB hands over – he is keen to undertake any necessary training etc in order to be properly prepared.

As well as ordering & cellar management, there are a number of things which will need to be picked up and/or shared out – hopefully with one person taking the lead overall ..

- spreadsheet of prices
- updating the iPad till
- Wi-Fi passwords and administration
- email accounts
- social media – Facebook page, website

IH will discuss the ICT areas with Luke to see if he can help.

Pricing review

There will be a comprehensive pricing review in September – covering all hire charges as well as bar prices. We need to review the effectiveness of the Loyalty Card and whether to continue with this or move towards a simpler, one price system, perhaps with some “Happy Hour” openings and/or “free” events.

9.Hall maintenance:

We need better lighting in the bar entrance porch – it can be hard to see properly when locking up.

Paul Askham will be looking at the hot water tank to see what is needed.

Fire systems & equipment testing and fire extinguisher training are outstanding.

ACTIONS:

- **HG get a PIR bulb for entrance porch**
- **HG contact Paul A re: hot water tank**
- **GC & IH follow up fire systems & equipment testing and fire extinguisher training**
- **CCTV – next agenda**

10.Finance:

GC reported that our financial position remains sound – after significant spending on refurbishments. The balance is £38,666. There is still some CIL money to be reimbursed by the Parish Council, which is calculated at half of our expenditure plus VAT.

The Race Night was profitable – Beer Festival figures are not yet finalised.

GC will be making arrangements for changes to the signatories on cheques in due course, as well as online authorisation.

The BT account is now in IH’s name and he will forward a copy of the latest bill to GC.

11.Parish Council:

Monday 23rd July – extraordinary meeting

Tuesday 11th September – meeting

12.AOB:

None

Date of next meeting: Tuesday 4th September, 8.00 pm