

**Minutes of Wreningham Village Hall Committee Meeting
Tuesday 4th September 2018**

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

Present:

Jon Moon, Ian Holloway, Bil Billham, Maxine Wadlow, Graham Cormack, John Knight

Tony Wright, Rachael Miller

1.Apologies:

Hughie Glaves, Jill Hustler

2.Declarations of interest:

None

3.Minutes of last meeting, Tuesday 17th July :

The minutes were agreed.

4.Matters arising:

None

5.Correspondence:

Norfolk County Council's mobile library office has been in touch. They would like to trial a pop-up library in the village hall, probably Oct, Nov & Dec. There is no funding to pay the normal hire charge, which is acceptable, at least in the short term. It is unclear, at this stage, how things will develop – it may be possible to link NCC sessions with an existing booking, such as the village coffee morning.

Copier and bank statements passed to GC.

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 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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Village BBQ – Friday 7th September

Food available 6.30 to 8.30 pm. Bar open as usual until 11.00pm.

ACTIONS:

- **JM buy rolls etc**
- **MW buy vegetarian burgers**
- **RM create an event on the W&W Facebook page (and for other events as appropriate)**

Curry Night – Friday 19th October

The usual arrangements apply, bring a curry or make a donation. IH will provide rice, poppadums & samosas.

Fireworks – Saturday 3rd November

MW has the road closure forms to send in to NCC. The road will be closed from 6.30 to 8.30 pm & we need to display notices for 28 days leading up to the event. We will also need to source some ROAD CLOSED signs. The event will open at 6.00 pm, with fireworks at 7.00 pm. The bar will be open as usual until 11.00 pm. There will be hot food – arrangements to be confirmed.

ACTIONS:

- **Liase with Gary re: purchase of fireworks**
- **Book chip van**
- **Confirm arrangements for other hot food & mulled wine**
- **IH check insurance**
- **MW send in road closure form & GC provide cheque for £36.97**
- **Source ROAD CLOSED signs**

Christmas Party – Saturday 15th December from 7.00 pm

Everything is booked and JM will have leaflets ready for the BBQ on Friday this week. Tickets will be available from the W&W bar.

ACTIONS:

- **JM confirm order for tickets & leaflets this week**
- **Advertise again in Oct/Nov Mardle & on social media**

7. Publicity:

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

Rachel Miller will be taking on the management of our social media accounts, which will be very helpful for promoting events. Grateful thanks to Rachael for this.

BB will pass on all necessary information to RM.

BB & RM will look at creating a welcome screen for the wifi login.

8. Bar arrangements:

Pricing review

BB & JK will undertake a review of bar prices and report back to the next meeting.

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A sub-group of Trustees will need to look at hire charges so that we have a fair and consistent policy, which covers our costs and enables us to maintain the facilities to a good standard. Currently there is no extra charge for bar hire in the main hall, yet there is for the small room. Rates for this should be for the hours that the bar is open to the hirers.

The handover of bar & cellar duties from BB to JK is under way. JK needs clear information about what items are purchased from where. JK and Jack F would both like to attend training on cellar management. The breweries do provide training – BB & JK will be meeting with the reps soon to discuss the handover so it can be raised then. The lack of hot water behind the bar is a health & safety issue and needs to be addressed as soon as possible. The cellar needs an overhaul to address general safety issues.

ACTIONS:

- **IH get an update from JH on Paul A's progress with water heater**
- **BB & JK review bar prices and report back**
- **BB provide information for JK re: where to purchase bar items**
- **At next meeting, set up a group to look at hire charges**
- **BB & JK make enquiries about cellar training**
- **IH set up a working group for the overhaul of the cellar**

9.Hall maintenance:

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

Water heater - see above.

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

The gravel area needs spraying – Tony W has a contact who may be able to supply weed killer. MW can purchase online if not.

The tidy up and reallocation of storage space is outstanding.

It was agreed that we should go ahead with the CCTV installation as soon as possible.

ACTIONS:

- **HG get a PIR bulb for entrance porch**
- **JM follow up fire systems & equipment testing, and fire extinguisher training & report back**
- **MW provide price for weed killer**
- **IH contact JH & Val K re: a new date for tidy up and removal of remaining Panto group items.**

10.Finance:

GC reported that on the year to date the accounts show - £1600. However, this is without the CIL reimbursement, which will take us into profit on the year. This is pleasing, as there has been considerable expenditure on refurbishments. Also wages and other expenses have increased.

The insurance policy must be renewed by 6th October – IH will read it through.

BB will no longer be a signatory on bank accounts – JM will be added.

11.Parish Council:

Matters relating to the land adjacent to the village hall are ongoing. The extraordinary Parish Council meeting in July was very well attended.

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12.AOB:

IH gave formal thanks to BB for all of his work over the years, especially the excellent improvements to the bar.

BB would still like to be involved as and when he is able to.

Improvements to the ladies' toilets are still to be carried out.

It was agreed that there should be a memorial plaque in honour of Margaret Preston in the bar area.

Date of next meeting: Tuesday 2nd October, 8.00pm