

**Minutes of Wreningham Village Hall Committee Meeting
Monday 3rd December 2018**

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

Present:

Jon Moon, Ian Holloway, Graham Cormack, Maxine Wadlow, Jill Hustler, John Knight, Jack Francis, Tony Wright, Hugh Glaves

Ian Priestley

1.Apologies:

None

2.Declarations of interest:

None

3.Minutes of last meeting, Sunday 4th November :

The minutes were agreed.

4.Matters arising:

None

5.Correspondence:

MW will send minutes of meetings to Michael Hill for posting on the village website.

There is a power cut notice for 11.12.18 – JH will notify people as necessary.

David Kirk has contacted IH regarding mobile library sessions in the village hall. Norfolk County Council is no longer planning to do this – IH will email David.

6. The year ahead – 2019

There will be an interim meeting in January at which we will discuss:

- Individual roles and responsibilities
- How we communicate as a team of Trustees, and also with staff and other volunteers
- Events for 2019

Floats & bar cleaning duties are being covered while Winnie Leithal is unable to do them.

ACTIONS

- **Interim meeting on Thursday 3rd January at 7.00 pm**
- **Update the contacts list & role description document**

7. Finance:

The end of year balance 2017-2018 was £40 540.51.

There is still some outstanding CIL money to collect – GC will forward the appropriate invoices to the Parish Council in time for their next meeting.

A spending limit of £100 has been agreed for all Trustees – for urgent expenditure.

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8. Events & bookings:

Family & Fish & Chip Nights will continue on first and second Fridays respectively.

EVENTS 2018	DATE
Christmas Party / Dinner	Saturday 15 December
Christmas Draw	Friday 21 December
NYE – W&W Bar	Monday 31 December

Rock & Roll will be finishing at the end of the year, but have made a booking for December 2019.

There will be one Zumba Ball next year – in November.

Nicky and Harvey Day have offered to organise Safari Supper on Saturday 18th May 2019.

The Friends of Wreningham School would like to meet to discuss a Market/Fair to be held on Saturday 29th June 2019.

ACTIONS:

- **JH find out more details from Friends regarding the proposed meeting**
- **JM liaise with the Days regarding Safari Supper, and email contacts**
- **Advertise in the New Year – IH contact Rachel M**

Christmas Party

Final payment to Matlines is due by Friday 14th December.

The Casino and Disco will be paid their outstanding balance on the night.

Tickets are sold out and there is a surplus of around £220 once bills are paid. Some of this will go towards tea & coffee, cheese & biscuits – which we will provide.

We will need to clear the main hall after the party as there is a booking on the Sunday and the tables and chairs won't be collected until Monday

9. Publicity:

We need to look at promotional material for the hall, especially in relation to the Mardle.

10. Bar arrangements:

Pricing review:

This is still outstanding. JH will send the spreadsheet of bar prices to JK. IH will contact BB regarding any other information which we need.

MW and JH will meet early in the new year to review all hire charges.

JK has a meeting with the new Greene King rep next week and will ask to have the account transferred to him for ordering purposes. He will also ask about cellar training. JK is looking into a premium lager for the bar.

Mark Francis has offered to give some instruction on how to clean out the pipes.

TW has spoken with his contact regarding a sound system for the bar and hall. It was agreed that speakers running from an ipad or smart phone will be the best option. We may need to subscribe to Spotify or similar.

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ACTIONS:

- **IH contact BB and JH send spreadsheet to JK**
- **JK follow up matters with GK rep**
- **JF organise session for pipe cleaning training**
- **JH/MW organise date to meet**
- **TW get quote for speakers in bar and hall**

11.Hall maintenance:

The CCTV equipment will be ordered and arrangements made to install it asap.

We also need another security light on the outside wall.

The cellar light is not working – due for repair this week.

The new water tank for the bar will be installed in the next week or so.

The main hall tank needs a new element – it will be fitted this week.

The fire alarm check revealed some maintenance issues – replacement of bulk head lights, installation of a heat detector in the kitchen and some more break glass points.

This will cost in the region of £1000.

The hall ceiling needs attention.

The colour scheme for the main hall will match the W&W bar.

Toilet seats have been replaced in the ladies' toilets. Next jobs are: replace the cisterns & wash basins, install a vanity unit for the basins, upgrade the floor & decorate.

ACTIONS:

- **IH order CCTV equipment**
- **JM proceed with booking the work on fire equipment**
- **HG order paint for main hall**
- **MW contact AB re: security light, cellar light and CCTV**
- **JM get some advice and quotes for hall ceiling**

13.Parish Council:

The planning application for the land adjacent to the village hall will not be heard until the New Year. The next Parish Council meeting is on Tuesday 8th January 2019.

14.AOB:

The table tennis and air hockey tables are ready to try at the next Family Night.

Date of next meetings:

Thursday 3rd January, 7.00 pm

Tuesday 15th January, 7.30 pm

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