



WRENINGHAM VILLAGE HALL MANAGEMENT COMMITTEE

Chairman

Secretary

Minutes of Meeting Wednesday 26th January 2022

Present

Jill Hustler, Val Keel, Aaron Kelly, John Knight. Also Michael Hill, Nicky Morris, David Tinsley

1. Apologies

None

2. The purpose of this meeting is to introduce the Village Hall Committee and its operation to potential trustees which was done by AK. He covered expectations, the low committee members, how it was when he joined. VK clarified the situation regarding the past Social Club. MH clarified the role of the Management Committee and its responsibility to the Charity Commission. He also covered the make up of the committee and that it had been agreed that all committee members would be trustees and answerable to the Charity Commission. If the Committee can no longer operate, they must call a General Meeting and all assets revert to the Parish Council.

The other main purpose of the meeting is to discuss the situation regarding the Treasurer. MH stated there are 3 officials, Chairman, Secretary and Treasurer. The Treasurer cannot just resign, it's illegal. Without a Treasurer we have no access to our funds. He/she has to provide a valid statement of funds and arrange for a handover to his replacement.

VK also said that it was discussed that each role should have a second in command to deputise.

It was confirmed that the Governing document was updated in 2017.

Committee moving forward

JK stepped forward and agreed to take on the bar with JH as second; he would also manage maintenance and DT offered to help out too. It was recognised that there is a limit to what a volunteer can do and, where necessary professional tradesmen would be brought in – but not for minor issue. A call would go out for volunteers too.

It was confirmed that SK would step in as temporary Treasurer. JK raised reservations that both he and she would be on the Committee but no-one felt this was an issue. SK would approach GC to facilitate handover and end of year accounts.

NM was asked if she would be prepared to be Secretary. She would rather not and JK suggested VK take on the role which she was prepared to do.

Chair – MH declined and was too busy to give sufficient dedication to the role. He offered to help out where he can. There were few others to approach.

VK read out what she was planning to insert into the Mardle to recruit new committee members; it was agreed it was a bit over the top in terms of roles and responsibilities which she agreed to change. AK and MH felt it should be more a 'hearts in the right place' but DT felt we should tell people what we need.

It was agreed that there are new people in the village who might be interested in helping. DT suggested we build a database of residents who would be willing to help so, when there's a need, emails go out asking for help. It was agreed emails have their own problems. VK mentioned 6 Wreningham Facebook groups. How do we contact people without online contact? Discussion was carried out about the best channel to advertise events. Facebook is one, flyers another, Mardle and word of mouth. Also knock on effects from people attending one event and seeing it as a venue for others.

JH said we ought to plan our hall events 6 months in advance. Give the public lots of advance notice, make the most of advertising.

It was reported GC was willing to speak to SK and move things forward and delivered documents for signature re bank account. MH said we needed to have the books audited, preferably by a professional auditor. JH suggested TW.

It was agreed the AGM would be Monday 28th February 2022 and GC would be required to present end of year accounts. It was also agreed to have a pre-AGM meeting Monday 21st Feb.

AK then left the meeting resulting in a non-quorate situation.

Insurance was taken out to protect trustees from any misbehaviour by others. Needs checking that it has been paid.

Query was raised as to whether we have paid the rent to PC - £1/yr.

3. **Future Events**

After MH left the meeting, there was a discussion re the Jubilee and other events. JH mentioned the East Anglia Life touring exhibition Sat 7th May. JL will be involved and there will be pieces from the Heritage Group as well.

NM asked if the school was doing anything. We would ask Rob Jones. JH was going to ask Claire Reeves to arrange for some singing. There would be an afternoon tea.

JH said we have 4 days, we could plan something every day. Rounders, tug of war.

Cocktails will go to twice a week. Should we do something in between those days? Curry nights were mentioned but not thought advisable following Covid. Pizzas will start again in March. Invite people to bring their own food on nights when there is no food.

4. **Maintenance** – JH met with Jason for Excel Electrical with a view to having permanent lighting along the back of the hall. Will fit 4 lights along the outside of the hall over looking the carpark which are operated on a switch. Also looking for a fluorescent light sign to say the bar is open. Manually switched on. He'll also look at lights on the stage that aren't working. JK to contact Jason to confirm we're happy for him to go ahead.

VK mentioned the roof – AK has been speaking with Neil Rafis but still nothing has been done. This has been going on for some time. John Moon was originally going to deal with it.

Are cameras working? Some have been turned around. No-one has looked at them to see what's been recorded. Ian sent a handover when he resigned, JH will forward it to JK. There were more pressing things to arrange post him stepping down.

AK was working on awning for the patio. Also extend the patio and fencing. We had the grant agreed to improve the patio, tables were bought, heaters, but need covers. Cookes were coming back to us with suggestions. Retractable awning isn't an option as the patio is too deep.

Fire alarm going off – JH had to get someone in, it hadn't been serviced for a number of years but should be done every year. She was asked who keeps the log book (what??). Who tests the alarms? It's an insurance thing, invalidates insurance if not tested and logged. JH's had them serviced (Danny), bill to come. Log book to come. There should be keys and each circuit should be tested on a rotation basis. He'll send a key. Burglar alarm – not connected to Fire alarm but going off in the bar. That hasn't been serviced since 1996. Danny said John Moon was going to call him but never came back to him. Secondary alarm in the main hall 2am-6am (ish). Danny will come and investigate. John's number to go to Danny. Suggested a bar staff refresher course on fire extinguishers.

Gravel – ok. Bit on road. Telephone poles need attention – rotting and need replacing/painting.

Bottle banks – JH & VK have reported they need emptying. JK will take on that responsibility. GC hasn't applied for grant payment back (since taking over committee?). Should be applied for annually using receipts after emptying.

Owed >£4,000 from old electricity company and GC's resignation letter said it'd be sorted.

Next meeting: Monday 21st February to prepare for the AGM the following week

Chairman

Date