

Minutes of Village Hall Committee Meeting

16 January 2024 at 7pm

Present: John Knight (Chair), Janet Richardson (Trustee), David Tinsley (Trustee), Andrea Tancred (Committee Member), Jon Carpenter (Committee Member), Jennie Schamp (Committee Member), Sue & Mick Ryder (Mardle), Nick Pink (Maintenance), Heather Bond (Minutes)

Apologies: Ian Holloway

Chair's request: John asked the Committee to add or change the agenda to discuss their topics at the meeting, rather than emails in between meetings.

1 – Minutes of Meeting held on 23 November 2023

The minutes were agreed as correct. Mick and Sue's email to be added to the recipients.

2 – Matters arising

The existing hire agreement needs updating and then **John** can add the do's and don'ts list for all hirers.

3 – Kitchen Discussion & agreement to proceed or otherwise & vote

Janet and David met with Jean and others to show them the proposed plans. They would like the doors lockable and the worktop moveable. Norfolk Custom Kitchens (£10-12,000) could start work end of March. Wren (£8k plus £2.5k for installation) start date in May but they might have a slot in March. Work could take a week. Janet would like the bar kitchen improved. Grants might be available for warm space events: **Andrea** to investigate.

Unanimously agreed to update the bar and kitchen. W/c 19 March ideal start date.

Janet, David & Nick to finalise specification and supplier. Thanks to Janet and David for all their work.

4 – Hall Hire fees Discussion & proposals & vote & Hirer check List

There was agreement that hire rates need increasing but we still have outstanding debtors: 8 people totalling £400. Payment should be made within 14 days. Two regular hirers have both booked a year in advance: 20 or 30 bookings. **It was agreed that prices should increase from 1st March 2024 but we should honour existing advance bookings and increase those prices from 1st January 2025.**

Jon to meet with David to discuss rates and then discuss with Mason & Cathy, then email to everyone for agreement. It was agreed that the School will not to be charged for the bar when they hire the hall.

5 – Booking Secretary emails re Hallmaster & role cover February 19th onwards

John read Mason's email. **Jennie and Andrea agreed to take on cover** while Mason & Cathy are away. Mick offered to help as well. John thanked them all.

6 – Treasurer's Report & update (2023 closure & Charity Commission report)

Sue Pink is not in a position to sign off the finances - **John to speak to Ian** about anomalies. It would appear no electricity has been charged for 6 months. The finances are in a good position. JK has completed the bar stock take and there is approx £3k in surplus.

7 – Maintenance Report (Hallmaster Remote lock system agreement/vote) Roof repair, Stage audio system & NP expenses

Three Key boxes have been installed. Mason doesn't want to send out new lock box codes to all the hirers, but to implement a remote lock system through Hallmaster. **John** will take over informing all hirers of the changes to the monthly door codes.

Nick & Mick met with Mason. An alternative system would be an electronic keypad door system at a cost of almost £600 per door. **It was agreed to install one keypad door** for the main front door, but continue with the present keypad system for the next couple of months. The corner of the kitchen roof needs repairing. Nick could put an L piece of steel to temporarily stop the water. The roof is the Village Hall's responsibility. **Nick** to approach the local roofer for his opinion on the repairs needed. John thanked Nick for his repairs to the PA system and the car parking lights which are now working.

8 – Events Calendar for 2024 (month by month suggestions)

Curry night 27 January

Hall used a lot in February so no events

Pie night for Saturday 2nd March

Nostalgia night April (Emma to run cocktail evening in April in Janet's stead)

Pudding Night May

School Summer Fete/Open Gardens June

Tapas

Cheese & Wine

David suggested fish and chips and Games Night for children and adults

Agenda item for next meeting: Fireworks plus dates of other hall events from April onwards

9 – Mardle Update (delivery situation?)

There was a lot of content in this month's Mardle. Sue & Mick asked to be copied in, if an event is being arranged. There have been a few anomalies with the Hallmaster system. Christine is happy to continue delivery of the paper Mardle. 159 people get the weekly event emails, 107 get digital Mardle.

10 – New Website Update

The Village Hall Website is no.2 search on Google. Mick is gradually moving back copies of the Mardle to the website.

11 – Bar Update (stocktake, First quarter figures & staffing changes)

Sales went really well in December. First quarter figures were almost £17,500 - ahead of last year. Ian will no longer be doing a Thursday night. David is running the bar this Thursday and next week it will be Keith, both evenings overseen by John until they feel comfortable to do a shift alone.

12 – Parish Meeting & School Updates (V Hall fund raising)

The school is holding 2 fundraisers, one to refurbish the boys toilets. Andrea has asked for a contribution from the Parish Council. The Parish Council voted to contribute towards the cost but would like to see an estimate at the next meeting. The Friends of Wreningham School will be fundraising at the summer fete for new windows and are looking for business sponsors. **It was agreed to make fundraising for the school a priority** and donations to the school can be made at Village Hall events.

13 – Any Other Business (February Coffee Morning charge)

Jean Lambourne has changed the date of the February coffee morning to accommodate St Martins Housing, and **it was agreed they won't be charged for the hire**. Delivery drivers have a key for the village hall. Do they need a key or can they go over to the box system? - **John to confirm**. David has given Jean a key. Nick is looking at the Alarm system for the building.

14 – Date for next meeting: 20 February.

Jennie and Andrea agreed to become Trustees

The meeting ended at 9.55pm.