

Minutes of Village Hall Meeting

21 November 2023 7pm

John Knight (Chair), Ian Holloway (Treasurer), Andrea Tancred (Committee Member), David Tinsley (Trustee), Jon Carpenter (Committee Member), Michael & Sue Ryder (Mardle Editors), Nick Pink (Maintenance), Heather Bond (Minutes)

Apologies: Janet Richardson, Jennie Schamp, Mason & Cathy Paul

1. **The Minutes of the meeting held on 17 October were agreed** as correct; however, David was in attendance.
2. **Matters arising/Action:** GDPR: need to seek permission before sharing anyone's data. David has personal information. The privacy notice was agreed.
3. **Roles and responsibilities:** Treasurer's role: people are happy to share the role. Ian would like help with Hallmaster and invoicing. David said Cathy has offered to help with invoicing post Hallmaster. **IH to let David know what's involved.** John said Sue Knight is familiar with the system and would offer any help to Cathy.

Charity commission report – John does all necessary work for the commission.

4. **Treasurer's Report:** The accounts had been presented and Ian is happy to deal with Sue Pink's comments. John has reconciliation of all bar transactions and explained the system.
5. **Church magazine** The Church has stopped producing the Church magazine but Christine is happy to continue to distribute paper copies of the Mardle.
6. **Mardle**

Difficulties in producing Mardle due to late contributions, incorrect & missing Hallmaster bookings & lack of planned social events.

Action - **DT will produce monthly updates of forthcoming activities in the future.**

Website

Village Hall website **Wreninghamvh.social** is now live.

Privacy Policy document approved for publishing on website.
Hirers Check List still needs work doing on it. To be available on website & possibly part of Hallmaster hiring documents sent via email.

Changes still needed between Parish & VH websites. M&S liaising with Michael Hill.

Meeting minutes to be made available.

John expressed his thanks to Mick and Sue for all their work on the website.

- 7 **Bookings update:** David suggested giving one key to Jean a key for Heritage, craft meetings and coffee mornings, therefore no need for the key box. Andrea said there's a school event on 5 December and asked if the table tennis could be moved back half an hour. **JK to arrange.**

- 8 **Events** (arrangements for rest of 2023 & early 2024)

Tree Lighting – tree being collected 27 November. Grant of £200 from Parish Council for the cost of the tree. The bar will be open from **6pm** for mulled wine and mince pies on 1st December, prior to tree lighting. **AT will update times on Facebook. DT to amend weekly update.**

Wine & Cheese Evening 7 December.

Cocktail evening 21 December.

Christmas Eve – the bar will be open from 7-10pm, as those times advertised in the Mardle.

Bar will be closed over Christmas period to 28th but open for Games night on 29th, then New Year's Eve - a combination of 60s night and the W&W bar open for anyone.

Thanks to Sue & Mick for organising a quiz 19 January - format similar to coronation quiz. **Main hall to book.**

David suggested alternating 2 Friday and 2 Saturday events.

Open Gardens 16 June 2024 – Hallmaster: **JR** to clarify arrangements for food after and who is included.

9. Bar update (stock)

Stock levels are reducing - promotion of any large bottle of wine for £10 until 31st December. Potential problems with the syrup dispenser but it's being replaced. Bar figures up on last year.

10. Maintenance update

Welcome to Nick Pink for taking on maintenance of the village hall. Work completed on the car park with the help of others. **Cameras - need to be discussed and put on the agenda for the New Year.** Mason would like a hirer to be sent a digital code to enter the hall, via Hallmaster system. Cost around £400-£500 per door and cost rises for more doors. Hallmaster only works with Remote Locks. Mick thinks implications need considering. **Agreed Nick, David, Mick and Mason should discuss further, before the next meeting.** Nick has decorated the back wall of the hall. The roof is causing problems with water running down the fascia. Nick has glued some plastic and it seems drier but he's looking for a metal L section to slide under the fascia. John would like to think of solar panels at some point but the roof needs to be strong enough. David couldn't find back lights in the car park and perhaps the bulb has gone. **Nick to investigate.**

11. Correspondence: Val Keel letter & action; Walkers

Letter received from Val asking about a wall hanging, which can't be found, and asking that a mural painted on the wall be protected. Jon said Ashwren Players used to paint over the mural every year. **Andrea will contact Michael Hill to see if he knows the whereabouts of the missing wall hanging. It was agreed that if, in the future, we wanted to paint over the mural, we would give Val 7 days notice for the artist to take photos. JK to send a letter on behalf of the Committee.**

Renewing of license for the hall - Mark Francis was former licensee. We're waiting for the license to be amended to the new licensee. Amanda received a letter with a bill to renew the license, which she took round to Andre. John asked for confirmation from Norfolk CC.

Mason had an email from the walking group saying they would like to use the car park on the same day as the coffee morning but they will give a donation to Jean for car parking and enjoy coffee too.

12. Parish Council update/School update

The Parish Council confirmed it would contribute £100 towards the Mardle. Previously it was £150, which included £50 for litter picking. Andrea has sent an email to the PC asking for this year's contribution of £100, which should be paid this week. The PC was given £200 for the Coronation, used towards a new village photograph and frame, which will be presented to the village hall. They confirmed there was no money left to give to the village hall for their village celebrations.

Planning application for High Common Farm: proposal to knock down the farm and build 5 houses, with potential for further development. Farthings development: the developer will be submitting a planning application shortly but prior to this hopes to have a meeting with Wreningham residents again. The playground has been inspected by the PC.

School: Wreningham weekend 15 June 2024 - summer fete and colour run. Possibly might need a partial road closure. The school is fundraising for new school windows and looking for sponsors. **John proposed the village hall be given rent free to the school for this day - unanimously agreed.**

13. AOB (Andre, bar staff) plus anyone else?

Kitchen: the upgrade will be an improvement for all village hall users. There may be additional costs for improving the equipment too. As we are hosting warm space events, **it was agreed to ask the Parish Council for a contribution. It was agreed that David and Janet should meet with Jean, Christine Minns, Chrissie etc to discuss the proposed new kitchen, before the next meeting.**

Keyholders: All the committee have a set and one to be given to Jean. Jon to be given a set of keys.

Andre - agreed to give her some flowers as a thank you. JK to arrange.

Bar staff - John would like to give a Christmas bonus to Chrissie, Jane, Becks and Emma - agreed.

14. Date of next meeting

It was decided not to hold a meeting on 19 December. **Next meeting 16 January 2024, at which a decision will be made on the kitchen.**

The meeting concluded at 9.45pm.