Wreningham Village Hall Committee Meeting
Wednesday 9 October 2024

Present: John Knight (Chair), Janet Richardson, Jennie Schamp, Andrea Tancred, Nick Pink, Heather Bond. Apologies: Jon Carpenter
In attendance: Jean Lambourne, Lis Whalley, Val Keel & Sue Pink

JK explained that he had received correspondence from Lis and Jean about insurance. Jon Carpenter (Treasurer) was asked to research insurance issues and is waiting to hear further from the broker. Ansva, who arrange village hall insurance, changed the terms of their insurance cover. As it stands regular hirers are not covered. It was agreed to take out insurance through the village hall, listing the groups covered. JK will get back to the groups once the insurance has been explored.

Wi-Fi is back up to speed. Hirers of the hall must familiarise themselves with the first aid equipment, where it's located and the location of fire extinguishers and fire exits.

It was agreed to have an additional First Aid kit located in the Witch & Wren area. Fire signage has been printed off but needs amending. Hallmaster sends out instructions to hirers with bookings. If the key lock boxes were broken into, the hall would not be covered by insurers.

Fly posting - it was agreed a clause saying you cannot fly post events, unless without written agreement.

JK expressed his gratitude to the groups for highlighting these insurance issues. AT will pursue insurance with JC.

Jean, Lis and Val left the meeting.

1. Minutes of Meeting held on 24 September 2024

The minutes of the meeting were agreed as correct. Thanks to JS for her work on fire safety.

2. Matters Arising

JK had bought flowers and a voucher for Chrissie. Bar staff would like to do First Aid training. AT suggested asking if anyone from Toddler group would like First Aid training.

3. Correspondence

As per earlier item with Village Hall users.

4. Insurance Questions

School lunches will be served at the school, so no need to use the village hall. We would be happy to let the school use the hall for PE lessons if they let us know when. Need to write to external hirers to confirm their insurance cover.

5. Google shared drive

JS has started updating the safeguarding document. If anyone has any concerns re safeguarding, they should contact AT. JK will email word document to JS.

6. Mardle/Website

No update.

7. Treasurer's update & new banking decision

There has been a communication breakdown with Barclays and JC does not have full access. Thanks to SK for handling interim payments. JS will contact someone locally to find out if he would consider being bookkeeper/treasurer and produce monthly accounts. It was agreed to wait until the New Year before considering changing banks. JC will do the annual accounts.

8. Bar update

Stock take as of 30 September was healthy, with several events coming up. Spirit prices will be increased by 50p. Friday 6th December - it was agreed to offer mulled wine before tree lighting - JK will find volunteers. JR will offer Gin cocktails after tree lighting, with fish & chips. Normal cocktail night will be 5th December.

9. Maintenance update

NP spoke to Dan of DP Alarms, who will carry out further inspections. Terms and conditions are on the WiFi. NP will have to re-set the WiFi. NP has put a lock on the committee room door. NP needs a diagram of the Village Hall to check fire exits, extinguishers etc. AT will ask Michael Hill if he has one.

10. First aid course Date to be finalised for November.

11. Parish/School update

The Farthings land development has been approved by the Council. A meeting with the village was held last night to discuss community use. Any comments to Sue & Mick through the Mardle email.

12. AOB

Christmas tree: Hughie will help with the tree and AT bought a bag of baubles from a charity shop. The Toddler group is working out how often they can afford to meet.

JK will step down from running the bar as well as Chair from the AGM. Keith would be happy to run the bar, and JR would be happy do the bar with Keith. JK will list all he does but will be happy to assist if needed.

13. Date of next meeting

Wednesday 6th November **AGM** at 7.30pm. Meeting ended 9.35pm.