Minutes of Village Hall Committee Meeting
6 November 2024, following the AGM

Present: Sue Pink (Chair), Nick Pink. Andrea Tancred, Jennie Schamp, Janet Richardson, Sue & Mick Ryder and Heather Bond

1. **The Mardle**

AT offered to collect copies of the Mardle from the printers in Norwich. Cocktail night will be 9th January. Any events to go in Hallmaster, with David Tinsley also being notified.
JS agreed to put her number in the Mardle as booking secretary: 07715585329
Anything on Facebook can be sent to Sue & Mick for the website.
MR will look into Email addresses for bar, committee, finance.
JS is updating policies and will forward them to Sue & Mick for the website.

Sue & Mick Ryder left at this point.

2. Election of Chair

Janet Richardson proposed Sue Pink as Chair, seconded by Jennie Schamp and agreed by all.

3. Events

Agreed NP will buy glass washer and ice maker and JR will source a tray for stacking china.
SP will speak to Keith O'Neill about the role of Bar Manager and Janet's role.
If Keith relinquishes cleaning, Andrea could advertise the position through the school.
Monthly food nights: Helen Withey and Pat Tinsley have offered to take them on.
JR suggested wines could be paired with the food evenings.
SP would like to hold one weekend event a year to celebrate Wreningham.
AT will do an update on the insurance for community groups.
First aid course: 10 November run by Paul Owen: 5 people attending. JR will open the hall at 9am.

4. Finance

JS advised that once a booking is confirmed on Hallmaster, an invoice is sent out, with payment due within 14 days. JS spoke to a potential accountant and SP will make contact with him to discuss the role of treasurer/bookkeeper. NP looking at CCTV.

5. Committee Roles

Janet Richardson - events and bar
Jennie Schamp - bookings
Andrea Tancred - events
Nick Pink - maintenance
Heather Bond - minutes secretary

6. Any Other Business

AT to agree dates with fish & chip shop for January to March. JS has had a request from toddler group for a reduced hire rate but will ask for more information. 2 people have volunteered to run the bar on a Thursday night .

7. Date of next meeting

11 December 7.30pm.