Wreningham Village Hall Management Committee Meeting Minutes

11 December 2024 7.30pm

Present: Sue Pink (Chair), Nick Pink, Jennie Schamp, Janet Richardson, Keith O'Neill, Heather Bond (Minutes)

Apologies: Andrea Tancred

1. Minutes of the meeting held on 6 November 2024 and matters arising.

The minutes were agreed as correct, with the addition that Sue & Mick Ryder left after item 1.
The Christmas Lighting evening was very successful. A new Ice maker and glass washer have been installed today.

2. Banking update

Forms have been received from Barclays - JS and AT verified as trustees. Agreed to apply for a debit card.

3. Treasurer

Lewis Knight is ready to start as Treasurer. SP has all the files from Jon Carpenter and will handover the accounts for this year to Lewis. SP has found someone to verify last year's accounts.

4. Vacancy for cleaner

A lady has expressed interest in the role - KO'N is seeing her tomorrow.

5. Maintenance of building

NP is going to look at installing a cupboard in the bar, through Wren Kitchens. KO'N used the new rotary cleaning machine on the floor. NP hopes the new alarms can be fitted soon. The fire extinguishers have been checked and one replaced. A lock has been fitted on the committee room door. KO'N found the lights and extractor fan left on all night in the Disabled Toilet - a timer will need to be fitted.

Bar: Bar takings: October and November were slightly down on last year. All bar staff are now first aid trained. It was agreed to buy a second card reader and consider a secondhand IPad. It was agreed the W&W will be open to the village, as well as bar staff, on NY Eve. If Friday evenings are not popular, we might need to stop opening during the winter. From January, it was suggested opening on a Tuesday and a Thursday evening, and opening Sunday lunchtime 12-3pm from Easter.

6. Future events to Easter 2025

JR to ask Helen and Pat to consider a food evening for February. Agreed to discount wine to use the surplus. Two events are planned by the community events group - last Saturday in August: a trail walk 5k, perhaps a bbq and stalls in the hall.

7. Any other business

Names of Trustees have been changed with the police and the bank.
Hirers terms and conditions - JS and AT are meeting to update the document.

NP will work on an Instruction manual for users of the hall, and has a template of the hall as a PowerPoint document.

8. Date of next Meeting

22 January 2025 at 7.30pm.

Meeting ended 8.50pm