Wreningham Village Hall Management Committee

22 January 2025 at 7.30pm

Present: Sue Pink (Chair), Nick Pink, Janet Richardson, Jennie Schamp, Andrea Tancred, Heather Bond (Minutes)

1 Minutes of the meeting held on 11 December 2024 and matters arising

The minutes were agreed as correct. There is still a vacancy for a cleaner. The second card reader and iPad arrived today. The new bar opening times are in the Mardle and on Hallmaster. Paper copies of the Mardle are being picked up on Monday. JR asked to be informed of all food events. Although JR was less keen on Pie Night, NP said that it brought in a wider range of people to the food evening. JR visited Nethergate Wines to test their wines. They would like to offer a wine of the moment, which could complement our food events, and will take back any unwanted wines. He's prepared to do a wine tasting and JR has pencilled in a date for March. JR will put in an order of wine for the Italian night plus little bottles of wine. January is a quiet month for bookings, although the Fish & chip night last week was popular and bar takings were over £500. The bar stock level is down to £4,000.

2 Treasurer/payroll progress

Lewis Knight will take over as Treasurer from February. Barclays are sorting the bank mandate.

3 2024 Annual Accounts

SP circulated the final accounts. She explained that the HMRC fine was because payroll has been submitted late each month. Staff will be paid on 15th monthly and fines should not be incurred in the future. JS advised that the NHS is using a new electronic system - all invoices to be sent electronically. JS will speak to Lewis about the NHS system. Hire charges will increase for 2025, apart from Shirley.

4 Hire Agreement

The document was discussed and amended. It was agreed to send out a document for charitable users and the Hire Agreement to other users. NP will send the new Fire Plan to JS, who was thanked for all her work updating the Hire Agreement.

5 BT

NP explained that we currently pay £81 a month for broadband with BT. Vodaphone has quoted £20 a month plus VAT and it was agreed to switch to Vodaphone, as the BT contract has expired.

6 Maintenance of building

NP is investigating a cupboard in the bar.

7 Future events

Italian evening 31st January; 21 March Pie Night. NP suggested giving food ideas relevant to the type of food event.

8 Any other business

None.

9. Date of next meeting: 26 February 7.30pm