



Westleton Village Hall



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MINUTES OF COMMITTEE MEETING HELD ON

Tuesday 27th September 2011 @ 7-30 pm

Present Antony Clough, John Bebbington, Judy Boulanger, Jeremy Branch, Sheila Collett, Mim Hendricks, Ann Bebbington, Pat Swindell, Alex Alexander, Gordon Turner, Amanda Freeman, Irene Ridley, Frances Berry, Sheena Robertson.

1 - *Apologies for absence* None

2 - *Minutes of meeting held 5th July 2011*

One correction required in item 11; only 1000 copies of each leaflet were printed not 10000. Subject to that correction the minutes were approved and Antony signed a copy.

3 - *Matters arising*

John reported that Brian Boulanger had written thanking the committee for the presentation and gift following his retirement as treasurer. He praised the committee on the progress made with the hall over recent years and expressed his pleasure at still being involved with the hall as a member of the Building Project Sub Committee and Fabric Officer.

4 - *Treasurer's report*

Alex distributed copies of his report for 1st July to 31st August 2011; copies attached to these minutes for members not at the meeting. Main points are;

Judy donated £100 from book sales. Her target is £1000 after which she will donate to a different charity; she asked Alex if he could let her know when she is approaching that total.

A grant of £3445 was received from the National Lottery for the audio/visual equipment. The invoices were paid after 31st August so will be recorded in the next report. There is one outstanding item to pay for, the cost of which should be covered by the grant.

The income from the Exhibition/Wild Flower Festival was up on last year.

Lettings are down due to the closure of the hall during August.

An interim payment was made for the installation of heating (this has now been paid in full).

Alex has set up internet banking so he can move funds between accounts faster.

Antony thanked Alex for raising the funds for the audio/visual equipment and for arranging the supply and installation.

£50K money is ring fenced for the building project.

5 - *Secretary's report*

John distributed copies of his report; copies attached to these minutes for members not at the meeting.

John mentioned a note about bats in the roof in his report; if we need to spray for wasps nests there are powders which are acceptable to use near bats so we need to ensure that any contractor we employ is aware of this.

6 - *Building maintenance*

Brian had written to Colin Baggott thanking him for the work he has done repairing the boundary wall and offering him a bottle of whisky as thanks.

John to thank Brian for the help he is giving with maintenance work. **Done by email**

29/09/2011.

7 - *Building projects*

Antony has ordered the cabinets for the heater controls from Peter Church.

Alex reported on progress with the proposed extension. The working party has had several meetings, progress has been steady but not as rapid as we would have liked. The location of the kitchen has been decided in consultation with kitchen users. Jeremy and Brian have

identified potential kitchen designers and equipment suppliers. The working party will decide on the kitchen plans soon. John has calculated storage needs.

Antony outlined the proposals for the whole committee.

John needs to do the following;

Write heating instructions for committee members and users.

(Comment John - I have written some of the instructions we need for operating the heaters. You have received copies of temporary operating instructions which should be OK till I update the programming of the systems.

Attached to these minutes are instructions for;

Changing the boost time settings, Changing the clock settings (we will need to do that at the spring and summer GMT↔BST time changes), Changing the thermostat settings (I feel we may need to change these soon). I will write the instructions we need to reprogram the system shortly. It may be helpful if some (or all) of you checked that these instructions are useable.

Thanks.)

Ensure projection equipment is covered by insurance.

Notify SCDC Building Control about the replacement of the heaters.

Ensure our insurers are aware of the new heaters.

Report on the completion of the heating and insulation project to Suffolk CC and claim the final payment of their grant for this work.

8 - Exhibition - Feedback

Antony thanked John for the work he had done.

John thanked Amanda for spending many hours baking and making sandwiches and for helping with difficulties caused by illness.

Ann pointed out that Antony had also filled a couple of gaps - thanks to Antony.

Irene - Many stands are static and unattended so there is nothing to draw people in. It would be better if we had more interactive stands. Her discussions with the Whitefriars Bowmen suggested that children's demonstrations could be useful.

Antony - attendance at the talk on the Saturday evening was poor. We need to ask if it is worth continuing with this feature.

Antony suggested a family film for the Tuesday evening or afternoon. Think about this at our first planning meeting.

Sheena - could we run a concert? Could the WI host an event on the Tuesday?

Jeremy will raise these thoughts with the PCC and see what sort of event, if any, they would think suitable.

Pat - Many shops etc are not keen on A4 posters. Many places would welcome folded 1/3 A4 or A5 leaflets. **John to raise with Ivor.**

John will ensure these ideas are raised at the first planning meeting in January 2012.

9 - History of the Trumpet, "Trumpet with Strings" evening 7th October

All meet at 6 pm to set up chairs.

Pat and Sheena will check tickets at door.

Jeremy, Gordon, Antony apologise - they will be away.

10 - Floor reconditioning

All agreed that the main hall floor is OK at the moment and we should consider treating it after we decorate.

Irene pointed out that the carpet in the committee room needs a "deep" clean. **John to contact "Bone Dry" and Roger Hyde for quotations and to get a price for hiring a cleaner.**

Judy - hall windows need cleaning on the inside. Alex has contact details for the window cleaner so will ask him to do the inside at his next visit. Access to be arranged via Alex or Brian.

11 - Glass bins

It is not clear if the noise reduction mats are in place yet. **John to check with SCDC.** (Done - Email to Jane Spivey 12/10/2011.)

Irene - people are putting stuff in the wrong waste bins. She has put notes on the bins to see if that helps. Ann suggested putting the bins round the back as they are only for use by hall users rather than passers-by. Committee to think about this.

12 - BNThermic catalogue

Richard Evans wants to include photographs of our new heating installation in the new BNThermic catalogue. He has visited the hall and taken his photos. He will send a copy of the new catalogue.

13 - Text donations

This is no longer seen as worth while. Think about again (much) later.

14 - Film Flurry

Alex explained - SCDC are running this family film festival throughout rural Suffolk in order to interest young people in film. The target audience is to 3 to 5 year olds. An event will be held in Westleton Village Hall on Saturday 22nd October from 10 am. Doors open at 9-30 am. As many as possible of us should meet at the hall at 9 am to set up chairs etc. We will do a local poster (Done and leaflets available in shop, committee room and in a leaflet display box outside the hall). We need people to supply tea, coffee and pop, volunteers requested. Brian has pop available. We should use the Exhibition price list. About 40 people are expected. We will not charge rent as this should generate a lot of publicity for the hall.

Alex also updated the committee on the Film Club;

Next film on 8th October is "The Madness of King George". Doors open at 7 pm, Brian and John to run bar (Brian has the wine), Sheena to check tickets. As many as possible to meet at 6 pm to set up chairs.

Following film on 12th November.

15 - Gambling Act 2005 - Lottery Return

John explained that the committee needs to appoint two people to certify the returns made to Suffolk Coastal District Council relating to lotteries conducted on behalf of Westleton Village Hall. At present those two people are John Bebbington and Brian Boulanger.

John proposed that John Bebbington and Ian Alexander be appointed to certify lottery returns. Seconded by Antony, all agreed.

John to notify SCDC.

16 - Any other business

Frances - There is some interest in holding a dance in November. All agreed this is a good idea and Frances will organise it and ask for the help she needs. Doc has agreed to provide the music, Linda Gilbert has offered to help and Paul and Judie Shore will be asked if they could help. Half the ticket sale proceeds will be for the hall and half for a charity (probably the St Elizabeth Hospice).

Ideal time will be a Friday evening in November, probably Friday 25th November. Frances will verify with Doc and Mim and helpers. Judy will ask Brian if he can help with wine.

Ann will print tickets - probable price = £5.

All draw proceeds will go to the charity so local businesses will be asked for donations.

Wine sale profits will go to the hall.

Irene suggested contacting the St Elizabeth Hospice to see if they have any publicity material we could use.

Pat - she will arrange the Eastern Angles visit next year with Marianne. She and Marianne will agree the date with Eastern Angles and Mim.

Ann - suggested installing bookshelves above the cupboards in the committee room. These could be used to hold books owned by the Quilters, Art Group, Gardeners and other groups.

They would be locked but there would be access to the "owning" groups. This will tidy up the hall and make books more readily available to those who use them. A kick-stool will be needed to access. All agreed this is a good idea. **John and/or Antony to ask Peter Church to design and quote when he has completed the cabinets for the heater controls.** Agenda for next meeting, Ann to draw up sketch plan.

Antony - There is a clash of bookings on 29 October. Roy Jones has booked the hall for the WEA and Ruth Wharrier has also booked it for a painting day school. It is not clear who booked the hall first but Ruth is willing to change her times. She has asked for a reduction in rent as she has to change her posters. Agreed £20 reduction in rent. *(Comment John; this is unfortunate. Ruth was very helpful to us when she agreed to judge the school artworks at the Exhibition this year at very short notice. If you remember our first choice of judge was, unfortunately, unable to help. So we are in her debt. Ruth is also keen on running a series of weekend workshops in the hall, so she could become a valuable client. We need to keep on good terms with her.)*

John - Janie has asked if we can help her with a storage problem for equipment and material used by the various groups with which she is involved. One item she needs to store is a microwave oven which could be available to other users.

*(Comment John - After this meeting I had a brief chat with Janie about her storage needs. Her primary requirement is space for two medium sized plastic boxes containing catering materials and space to leave a microwave oven on the bench in the kitchen. This didn't seem much of a problem to me so I have given her the go-ahead. (You were all happy with the microwave, anyway.) The boxes will live under the kitchen bench. If this is a problem then we can use them to illustrate our need for additional storage. She will label the boxes so we and other users know who's they are. The microwave is available for general use. She also needs a home for 2 flat screen TV sets. We speculated on the possibility of these being mounted on the wall somewhere and also available for general use. I am less sure we have a solution to this problem but perhaps we can all think about it and come up with a solution in the next week or so. **If you have any bright ideas about the two TVs let me know and I will talk to Janie.)***

Antony - we need to decide on the Carol Supper. Hall committee would like to stick with the successful format of the last few years. First choice of date is Thursday 15th December, second choice Thursday 8th December. **John to check with band (done email 12/10/2011). When dates confirmed John to let Jeremy (for PCC) and Judy, Pat, Sheila (for WI) know.**

17 - Date of next meeting

Tuesday 22 November 2011 @ 7-30 pm.

Meeting ended at 9-30 pm.

Brief discussion outside the meeting

Would it be a good idea to have a digital-locked key-cabinet inside the hall for keys various individuals and groups need? It could, perhaps, hold a full set of all keys. This way users could have access to the key for the projector system and other keys that they may need. Committee members may need access to the heater control cabinets. It would also provide a secure store for the alarm system keys. Would this help? Clearly it is not always easy to get access to keys we need at the moment. But would it give too much inappropriate access?

Is the hall secure enough? We now have a lot of kit worth stealing. Do we need to restrict access to the keys from the shop? Would an external digital cabinet to hold the door keys be a better option?

Your opinions would be useful.