



Westleton Village Hall



Registered Charity Number 1026353 <http://www.onesuffolk.co.uk/WestletonPC/Villagehall/>

MINUTES OF COMMITTEE MEETING HELD ON Tuesday 14th September 2010 @ 7-00 pm

Present, Judy Boulanger, John Bebbington, Brian Boulanger, Gwen Saunders, Frances Berry, Gordon Turner, Sheila Collett, Mim Hendricks, Ann Bebbington, Jeremy Branch, Irene Ridley

1 - Apologies for absence

Antony Clough, Sheena Robertson, Pat Swindell, Amanda Freeman, Alison Paul.

In the absence of Antony Clough Judy Boulanger chaired the meeting.

2 - Minutes of meeting held 6th July 2010

All agreed these were correct; Judy signed a copy.

3 - Matters arising

John (from Secretary's report) - *The piano was accepted by a lady from Leiston and she has removed it.*

I have given Mim copies of the documents to be issued to hirers and the hiring forms. I failed to do this "over the next week or so" as promised, it was more "the next month or so", my apologies.

We cancelled the proposed talk by Simon Leatherdale of the Forestry Commission as we felt that his short presentation may be better as part of a wider event given with other agencies.

The ball is in our court. Do we want an evening presentation by some of the conservation agencies?

Judy suggested that a wild-life photographer call Paul ????? From Peasenhall may be interested in displaying some of his work in the hall. Gordon agreed that his work was very well worth seeing. It was suggested that this could form a part of a worth-while "conservation" evening along with presentations by RSPB and Forestry Commission. Judy to give John contact details of "Paul" and **John will explore the possibility of such an evening with him, RSPB and FC.**

RSPB want to run an evening when they will outline their plans for the development of the Minsmere Reserve (see AOB below). This will be their evening run for their purposes and it would probably not be appropriate to combine it with any other function.

4 - Treasurer's report

Brian distributed copies of his report for the period 1st July to 31st August 2010. Copies are attached to these minutes for members not at this meeting.

Brian outlined the significant points;

Southwold Lions gave a grant of £500 towards the curtains.

The hall received a bequest from Morgan's will of £2000.

The Exhibition and Wild Flower Festival generated £1733 for both the hall and the church. This compared quite well with previous years.

Judy's and Brian's book sales and dog hospitality fund generated £100. (*Comment - John. I am horrified to see that there is no mention in my notes of a "thanks" to Judy and Brian for this. Can I assume that we would have thanked them and insert this minute to that effect? "The Committee expressed its gratitude to Judy and Brian".*)

We spent £1650 (AP Kidd) on painting the exterior of the windows following the installation of the double glazed units. All agreed they looked good.

We now own our own bunting at a cost of £69.68. Gordon reported that that the old bunting got

included with other Westleton community bunting and stored elsewhere. Brian will ensure that this new bunting is surrounded by a high level of security. It will be available for any hall user who wants it. Mim will pass requests for the bunting to Brian.

We have also spent more money on the new curtains (Fabric Flare).

5 - Secretary's report

John distributed copies of his report. Copies are attached to these minutes for members not at this meeting. All issues are raised under the agenda headings and "AOB".

6 - Building maintenance

A few problems have come to light recently;

We need to fit a timer switch to control the light in the rear courtyard as it gets left on.

Incorporate this and other electrical work in the heating project.

We need to sort out the problem resulting from the hatch being controlled by the same switch as the kitchen heater. **John to make up a sign to ensure not switched off.** Incorporate a permanent solution in the heating project

We need to secure the doors to the external stores. Include in next phase of building work.

We need a new light in the front porch. Incorporate in heating project.

The sensor on the light in the "Ladies" failed "on". Kevin has replaced it.

Ann reported that the down pipe from the gutter over Cherry's and Brian's garden is blocked. Gordon will deal with this.

7 - Curtains and blinds

Curtains now installed at 4 windows in the main hall. The curtains have been ordered for the window to the right of the front entrance. Brian expects these to be installed towards the end of September. We have all the fabric we need to complete this project.

John has advertised the old curtains on the Westleton website and the Saxmundham Community website. Ann knows that one of the members of the Quilters is an experienced EBay user and will ask her advice on using EBay to dispose of the old curtains.

Brian assured the committee that we now have sufficient funds to order the curtains for the two remaining large windows at the Darsham Road end of the hall. **John to place order quickly in the hope that they can be in place in time for the Carol Supper.** At this stage we are not justified in ordering the curtains for the committee room.

8 - Building projects

The order for the radiant heaters has been sent to MS Electrics together with a request for advice on heating the kitchen, entrance porch and corridor and on replacing the circuit breakers and switches.

John needs to "hustle" MS Electrics.

9 - Exhibition and Wild Flower Festival - Feedback

Pat commented (see Secretary's report) that everything went well and a lot of people said how good the hall looked. A lot of people would have liked tea after 4 pm.

Mim said the 4 pm closure was a mistake and will aim to stay open till 5 or 5-30 next year.

Judy observed that serving tea on Sunday afternoon did not seem to affect the vicarage teas adversely - tea sales were better than in previous years.

Pat suggested running a village scarecrow event next year. This was felt to be a good idea.

We now have a digital counter to help reception staff count visitors.

The new roadside signs were not very effective; they are too small to make much impact on people in passing vehicles. The old style series of signs are better but need replacing. Jeremy is working on new style signs for use by the church which should help solve this problem.

Gordon and Jeremy will look into options for roadside signs. Frances pointed out that there is an A3 printer in the archive annex which may be helpful in making new signs.

These items and the issues raised in the Secretary's report will be discussed at the first planning meeting in 2011.

10 - Premises License changes

John reminded the committee of the changes that will be made to our premises licence from October 2010. We now have two 125 ml wine measures which are in the cupboards in the committee room. We must use them from October 2010. **John will modify our policy documents when we receive the new licence.** We may need to rethink the way we confirm the ages of people who look as if they are under 25 years old.

John - SCDC have rated the hall as "low risk" for licensed premises. SCDC will monitor us biennially by appointment and they will respond to any adverse reports they receive. We will be checked so we need to "do it right".

11 - Picture rails and notice board in corridor

Leave this till next year while we think through what we want.

12 - Telephones

The committee agrees there is a problem with contacting the emergency service from the hall. Neither a hall owned mobile phone nor a pay phone seem to be sensible solutions to this matter. The committee agreed that the best approach is the one outlined in the Secretary's report - see below.

I suggest we modify our user documents to advise that all people who use the hall ensure they have a mobile phone available and that when the committee is running an event that we make sure at least one of us has a phone available. We could remind people that there are telephones in the Crown and White Horse and a pay-phone opposite the White Horse if the mobile fails. I suggest you read the notice outside the playing field. Colin has resolved a similar problem well, in my view. In the event of an accident people are advised to ask any of the people living near the field to call the emergency services if there is no easier way.

John to amend instructions to users to cover above changes. (Note John - DONE. Copies of the two amended documents are attached to these minutes. Please check them before we send it out to our users. Perhaps Irene and/or Jeremy could discuss these with the Church and Youth Group as they first identified the problem.)

13 - Volunteers;

Treasurer. Brian confirmed that Ian "Alex" Alexander will take over as treasurer at the 2011 AGM. He will attend some of our meetings to see what goes on. (Note John. I will give Alex copies of our minutes from now on.)

100 Club. Brian has explained this to Alex as part of the treasurer role. He suggested sending out the forms next year via the Fisherman. **John to check that Mary is happy with this.**

Quiz Nights. Pat and Roy are happy to organise a quiz night in November. Mim confirms that, at the moment, all Saturdays in November are clear. Frances advised that Pat and Roy check with Rick and Jenny when the White Horse is running a quiz night to avoid a clash. John has all Morgan's quiz books and equipment which are seen as hall property. These are available to anyone who runs these evenings.

Eastern Angles. Pat has suggested the following dates, Friday 8th April, Saturday 9th April, Friday 6th May, 14th May, Saturday 7th, 14th May. Mim confirms that all those dates are clear at the moment and she will keep them clear till date fixed. Pat to decide on the date and confirm. Brian suggested that this should be as early as possible in the hope that we are before Sibton.

14 - Timing of meetings

John found that rearranging his Minsmere duties seemed to solve his problem. All would prefer a 7-30 start. John happy. So Tuesdays at 7-30 will be our normal meeting times.

15 - Any other business

At Gwen's request John gave an update on the heating project. (Comment John. I was speaking from memory so to avoid confusion I refer you to the various documents and reports

that have been circulated.)

Mim advised us to check that the thermostats are secure as when the hall had thermostats in the past people did fiddle with them. **John to do.**

Gordon reminded the committee that we have given ourselves the option of installing additional low mounted heaters if this proves necessary.

Mim - Aileen Alexander has organised a preliminary meeting of the gardening group for Tuesday 16 November.

Mim - Walberswick borrowed our tables. Brian confirmed that no payment had been received yet.

Mim - the Morris dancers may return to this hall for a short time as there is rebuilding work in their current rehearsal hall.

A - Morgan Caines memorial. See secretaries report for an up date on this. The committee agreed that a notice board will be very suitable. John explained that if Westleton Parish Council decides it needs this notice board and is happy for the Village Hall Committee to install it on its behalf then we do not need listed building consent or planning permission. WPC will discuss this at its next meeting on 27 September. Jeremy was far from convinced that the notice board chosen from the supplier suggested by John represented good value for money. Some committee members were sympathetic to Jeremy's view whilst others agreed with John. Jeremy suggested using a carpenter who had done some very good work in the church at Frinton. Whilst this work was different from the work we required Jeremy had every confidence that his work would be very suitable and would cost less. This carpenter had quoted for the supply of a board and savings of 10 to 15% were possible. Jeremy will see if he can get pictures of the work and clarify a few points. The alternative view is that the initial supplier is within budget and is very experienced at making boards of this type and has modified the design in the light of that experience. So, without doubting the quality of the alternative suppliers work, we would be wiser to stay with the initial supplier. We will try and resolve this dilemma within the next few weeks.

B - John admitted that he had exceeded his authority and agreed that the table tennis group could store the second table in the hall. The table is an external table so could be stored outside for short periods when space is at a premium. The users are trying to find a cover for it. *(Comments John. Today (16/10/2010) I removed 5 of the hooks from the corridor and the table is now stored against the wall. I think this is OK but is not ideal. I have relocated one of the hooks on the board in the corridor. I suggest that we put the remaining 4 in the gents, there is a board they can fit on to the left of the hand dryer. I will do this soon unless I hear from any of you that you think this is not appropriate (I have sometimes been guilty of bouncing you into decisions so I may try and be more communicative with this decision).*

Irene suggested that we could build a covered area in the courtyard between the rear door and the storage sheds. This could be useful for dry external storage. *(Comment John. This is very similar to an idea that Ann had a few days ago. If 2 people have a similar idea independently it is probably a good one. We should consider this in the next stage of our renovation programme.)*

C - The Charity Commission has sent us some "Bespoke Advice". This is a list of relevant documents available on the Charity Commission website. The list accompanies the secretary's report. John suggested that we read them all to make sure we are doing everything optimally.

D - John reminded the committee that we need to arrange the **Carol Supper**. The dates suggested are Thursday 9 or 16 of December. Mim reported that Thursday 9 is not available. So, subject to the church and WI agreeing, the Carol Service and Supper will be on Thursday 16 December 2010. The format will be the same as the last few years as that still seems to be successful. **John will email the band, WI and church to ensure they are all on board.** Jeremy will contact the church and Judy the WI and get them to start planning. Judy thinks the

catering will be best if we had a buffet and served mulled wine. All agreed.

E - RSPB is running a publicity evening to discuss their development plans. We will run a bar to make a bob or two but the event is theirs (run in conjunction with us) not ours. The date has not yet been arranged.

F - Legacy_ John updated the committee on situation with a legacy we are expecting. The executors expect to be able to complete all the payments in a "couple of months" (estimate made on 10 September). We do not know how much we will receive but it could be a significant sum. John suggests that we need to think through what we should do with it. See secretary's report. Along with the ideas suggested in that report we should also consider Irene's suggestion of a covered storage area in the courtyard.

(Comment John. I think we need to set up yet another project team to help us decide on the options for spending this money and to lead with the development work. I think it may be best if I was not a member of that team. I have been involved in all the project work for the last few years and it may be best for me if I took it easy for a bit (I do get crabby). It may also be best for the hall as I sometimes wonder if I don't get a bit too dominant and pushy (and crabby). Perhaps others should take the lead this time.)

16 - Date of next meeting

Tuesday 9th November @ 7-30 pm.

Meeting ended 9-05 pm.