

Westleton Village Hall

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

MINUTES OF COMMITTEE MEETING HELD ON Tuesday 6th July 2010 @ 7-30 pm

Present Antony Clough, John Bebbington, Brian Boulanger, Gwen Saunders, Frances Berry, Gordon Turner, Judy Boulanger, Amanda Freeman, Alison Paul, Sheila Collett, Mim Hendricks, Ann Bebbington, Jeremy Branch, Pat Swindell. Ivor and Jean Murrell also attended for item 1.5.

1 - Apologies for absence

Irene Ridley,

1.5 Wild Flower Festival and Exhibition publicity.

Ivor and Jean showed the final versions of the leaflets to be handed to visitors to the church and the hall and the publicity posters. 1000 of each leaflet and 500 posters had been printed. All leaflets and posters had been given to John. John has given the posters to the delivery crew (Brian and Judy, Frances, Gordon, Pat and Roy, Tim and Linda and himself) and delivery and "fly-posting" has now commenced. **John will deliver the church leaflets to Jeremy** and keep the hall leaflets himself.

Ivor is sending each of the demonstrators a leaflet and has publicised the event on a large number of relevant websites. He is impressed by the amount of space available on some websites so he was able to get the logo and a lot of information on many of the sites.

Ivor is pleased that the posters are very eye-catching. The first thing Jean and Ivor saw when they were leaving Waitrose a couple of evenings ago was our poster on a very crowded notice board outside the shop. This proved that the poster works and distribution is well in hand.

Jean presented her chart illustrating what is happening in the hall. A4 versions were handed out and she will keep an A3 version which will be displayed in the hall during the exhibition. Jean will bring it to the hall on Wednesday 28 July when we are setting things up. This chart can be updated as activities come and go and can be displayed permanently to tell people what is going on. Brian suggested that an A4 version is displayed on the external notice board permanently and the A3 version could be left in the hall after the Exhibition. All agreed.

All committee members were very impressed with the work Ivor and Jean had done.

Antony expressed the committee's gratitude for the valuable help Ivor and Jean had given. All agreed.

2 - Minutes of meeting held 18th May 2010

All agreed correct, Antony signed a copy.

3 - Matters arising

Antony reported that Westleton Parish Council had reconsidered its earlier decision and had appointed Antony as the Parish Council representative on this committee. Sheena Robertson is still keen to join the Village Hall Committee. Antony had filled one of the "co-opted" positions on the committee. Following his change of status there was a vacancy for a co-opted member and he proposed that Sheena Robertson fill that vacancy. John seconded. At a vote all except 3 members were in favour of Sheena joining the committee so she was elected. Antony will let her know she is now a member. **(Note; John. I have now included Sheena on the membership and circulation list and added her to the list of trustees on the Charity Commission website.)**

John mentioned that one person had expressed interest in the piano but had not pursued the matter. We are not sure what we can do next about this, no-one wants it for money, no-one wants it free, it is too good just to dump (or is it?).

John also mentioned that he is meeting with Helen Sheldon of the Tallis Chamber Orchestra after their concert on Sunday 11 July. Mim will join him at 4-30 in the church. John will email Irene, Linda and Janie who seem to be the most interested parties to this possible problem and let them know of this meeting.

(Done 09/07/2010, John)

John has also distributed copies of the revised user documents and price list. The list of recipients is in the secretary's report for this meeting. All users should sign a copy of the hiring form once and all users who

have not received a set of documents should be given them. **John will give copies of the documents to form to Mim over the next week or so.**

Brian has the contact details of Seline/Celine Mills (my apologies to her) who hired the hall for an early music group over a recent weekend. He can give them to Mim if she needs them.

4 - Treasurer's report

Brian distributed copies of his report for the period 1st May to 30th June. Copies attached to these minutes for members not at this meeting. Important points are mentioned in Brian's notes in his report. Ann had potted up a lot of Morgan's excess plants and sold them via Judy's book stall. Thanks are due to Morgan Barbara, Ann and Judy.

Brian pointed out that we have spent money at a very fortunate time, VAT has been low and as interest rates were low we were not earning much in our investment accounts.

Antony thanked Brian for his report and also thanked the people who had contributed money by various means.

5 - Secretary's report

John distributed copies of his report; copy attached to these minutes for members not at the meeting. All items are covered in "Matters arising", above or on the rest of the agenda.

6 - Building maintenance

Gordon reported that Colin Baggott appreciated the letter thanking him for his help repairing the boundary wall but did not want any form of payment or gift.

Gordon will seek advice on the drain in the car park and will deal with the blocked gutter.

7 - Curtains and blinds

Antony outlined the progress with the curtains and the difficulty Fabric Flare had meeting the deadline with the fabric we chose. See Secretary's report. The tie-backs will be blue tasselled cords.

8 - Building projects

The heating group will meet in the hall on Monday 12 July at 7 pm to discuss progress. Jeremy believes need advice. Amanda will strongly encourage Chris to join us. Judy suggested contacting Gary Smith at Darsham **John to contact.**

9 - Table Top Sale - Feedback

Mim commented that we needed better publicity. Financially the event was a success for the hall but we needed more people to attend. Gordon agreed; we needed to put up bunting and a banner and to get more posters out over a wider area. Jeremy argued that we need signs like Middleton (2 sheets of Perspex screwed together with posters between. He is building one for Westleton Church. Gordon and Jeremy consider arranging a similar device for us.

10 - Exhibition

Our bunting has gone astray and we have no claim on any other bunting in Westleton. Brian has worked out what we need and has identified a supplier. Cost will be between £90 and £100. All agreed Brian to order bunting, he will.

John to email the poster delivery rounds to Amanda so she can work out which of the locations she has traditionally done have not been covered and has given her a handful of posters. (Email sent 07/07/2010 John has tried to get cones from police, Jamie Newsom tells us that the cones at Halesworth are no longer available but he is trying elsewhere. Gordon reminded us that we used to get them from Leiston. John to email Jamie (Done 09/07/2010.)

John reported that it was now too late to organise a talk for Wednesday 4 August but that Simon Leatherdale of the Forestry Commission was keen to come and discuss forest management with specific reference to Dunwich Forest. Mim informed us that possible dates are 20 and 27 August. **John to try and set this up with Simon Leatherdale. (Avoid 20 August if possible as Brian and Judy are away.)**

Antony arranged working parties as below;

Outside cleaning - Tuesday 27 July @ 6-30 pm.

Table set up Wednesday 28 July @ 6-30 pm.

Ann and Sheila confirmed that we had enough hessian and paper but that more sell tap and masking tape was needed (John bought both on 07/07/2010).

Sign setting up round Westleton and other villages - Saturday 17 July 6-30 to 7 pm. Gordon, Antony, Brian, John and as many others as possible needed. Gordon to check with Paul about scaffolding poles. As many as possible if not more to attend working parties.

Antony will do the hall and Quilter draw at the close of the Exhibition.

John to write to all Exhibitors telling them set up arrangements.

Exhibitors to set up on Thursday 29 July.

Committee members to attend hall during set-up on Thursday 29 July as below;

2 pm to 4 pm - MIM

4 pm to 6 pm - FRANCES

6 pm to 9 pm - AMANDA AND SHEILA (whilst setting up draw prizes) and JOHN (whilst setting up school pictures and looking after Juliet as she does the judging).

We also need to ensure that at least one committee member is present throughout the Exhibition;
See table below.

Exhibition 30 July to 2 August 2010

Hall Stewards

	10 to 12	12 to 2	2 to 4	4 to 5	6 to 6 (lock up)
Friday	Pat	Judy	Gordon	John	Brian/Antony
Saturday	Pat	Judy	Judy	John	Brian/Antony
Sunday	Pat	Judy	Judy	John	Brian/Antony
Monday	Pat	Judy	Pat	John	Brian/Antony

I wouldn't be at all surprised if this isn't as we agreed but I did get confused. We need to look at other rot when they are completed and we can change this rota if any of us are covering other duties. We need at least one of us in the building at all times but if that one person is doing something else as well that is fine. Let me know of any problems and I will change this.

John

11 - Picture rails and notice board in corridor

No progress. Leave till later in the year.

12 - Telephones

See discussion in Secretary's report.

Antony had suggested installing a pay as you go mobile phone in the hall. He accepts that there is a problem of security - it won't be much use if it is stolen. We were asked to bring our mobile phones to check signal strength. Some were available (John - I'm afraid I forgot ours but we are on Vodafone like other below so no harm done.)

Signal strength inside committee room;

Pat - Tesco (? Vodafone) OK

Antony - Vodafone OK

Alison - Vodafone OK

So a Vodafone pay as you go phone may be suitable. Antony tells us you can get one from Tesco for £1 and a £10 top-up. So it won't break the bank.

We need to think through the problem of security and making sure the phone is available when needed. We also need to bear in mind that probability that among any group of users there may well be a phone on Vodafone available. So do we really need to buy one? **John to let Janie know what our thoughts are.**

13 - Volunteers;

Treasurer - No-one on the committee seemed keen to take this on. Rethink at next meeting.

Eastern Angles - Pat and Marianne will look after this group.

Quiz Nights - Pat and Roy will organise one Quiz Night later on and see how they get on. Frances advises that we need to make sure we do not clash with the White Horse Quiz Nights

100 Club - Delay till next meeting.

14 - Any other business

John - see Secretary's report. We need to sell wine in measured volumes under changes to the licensing rules. **John to obtain 2 125 ml wine measures.**

Alison - During the Exhibition there will be a special archive display on Morgan's contribution to Westleto She has arranged this with Barbara. All agree this is a very good idea.

Mim - The gender balance of the committee is unsatisfactory. Mim has no problem with any of the members, new or less new, but there are not enough men to do the "manly" stuff like heavy lifting. (The men present were not all as convinced as Mim that we were tough enough to do the "manly" stuff anyway Others shared Mim's concern but we don't know what we can do about it. We don't want to turn down people who want to help, we need them.

Ann - She had asked May Macgilp if the table tennis table could be stored in her garage during the Exhibition. Mary is happy with this. Jeremy will check if the Youth Group will agree.

15 - Date of next meeting

Tuesday 14 September @ 7 pm (Please note changed time).