



Westleton Village Hall

Registered Charity Number 1026353



MINUTES OF COMMITTEE MEETING HELD ON Wednesday 18th November 2009 @ 7-30 pm

Present - Morgan Caines, Brian Boulanger, Ann Bebbington, Irene Ridley (see also under apologies), Alison Paul, Gordon Turner, John Bebbington, Gwen Saunders, Jeremy Branch, Frances Berry, Antony Clough, Mim Hendricks, Judy Boulanger, Amanda Freeman.

1 - *Apologies for absence*

Irene Ridley, (who was dividing her time between supervising the youth group and attending this meeting), Sheila Collett.

2 - *Minutes of meeting held 23rd September 2009*

All agreed correct, Morgan signed.

3 - *Matters arising*

Morgan/Brian; Brian has "treated" the archive annex.

4 - *Treasurer's report*

Brian distributed copies of his report for the period 09/09 to 31/10/09. Copy attached for members not at this meeting. Brian outlined the role of the different accounts.

Donations received from WI from the profit from their events. Judy and Brian's books and dog-walking fund generated another £100 (£300 for the year so far). **Thanks to Judy and Brian from the rest of the committee for this invaluable help.**

Major expenditure includes £9846 to Paul Holmes as deposit with the order for the windows. We have received part of the money given by Suffolk Coastal DC for this project (£4066) and the £850 from Councillor Rea Leighton's Locality Budget. Money was also transferred from the COIF Building Fund to meet this cost.

5 - *Secretary's report*

John distributed copies of his report. Copy attached for members not at this meeting. All items discussed under the agenda.

6 - *Building maintenance*

Gordon will try to contact Chapel Doors about the hatch maintenance contract as John wasn't having any success.

Gordon will contact Chris Freeman about the cistern over the gent's urinal. (*Comment JB.*

Phone conversation with Gordon 20/11/2009; Chris has the part needed and will install. He will also try and resolve the problem with the high water pressure. Gordon has been in touch with Roger, who will "hold fire" with Duncans till Chris has reported on his work. John.)

Antony argues that we should be able to reduce the pressure using the ball valves. He will try.

John is worried that the valve for the urinal is designed for the high mains pressure we have and may not be suitable if we reduce the pressure. (See note about Chris Freeman above.)

Alison reported a water leak from the drain from the kitchen. Gordon will deal with.

7 - *Building projects*

Irene has installed a mirror in the "Ladies". As it only cost her 50p she will present it to the hall. She also installed pictures which were also highly affordable. Committee thanked Irene.

John to install more appropriate sign on accessible lavatory door and sign indicating location of screwdriver to open it in an emergency. (*Done, JB*)

Paul Homes is expecting delivery of the window units at the end of November. John circulated timetable of bookings for December and January so he can plan the installation of the windows with Paul.

Morgan is happy with the WIBO heaters recently installed at home. We can visit him on Saturday 21 November between 11-30 am and 12 noon. *(Comment JB - Brian and Judy visited Morgan and Barbara. They thought the heaters were OK for the hall. Brian took one of the instruction books and is studying it.)*

Final payment due to Duncans early December. No-one is aware of any outstanding issues or problems that were part of the contract. Brian is aware of this expected invoice and has the money available.

8 - First planning meeting for 2010 Wild Flower Festival and Exhibition (Date in January)

We will combine this with our January Committee meeting on **Wednesday 13 January 2010**.

This extended meeting will start at **7 pm**. John to distribute agenda for the joint meeting to committee members, PCC members and helpers.

9 - Circle 67 Theatre group 4th December

Ticket sales and publicity in hand. Theatre group will do mulled wine. We will do wine, soft drinks and mince pies. Ann dealing with mince pies. Morgan to get wine, fizzy water and fruit juice from Godfrey and Glynis.

Working party to meet at 6-30 pm to finalize set-up and sort out glasses.

Suggest a voluntary donation for mince pies and "non-mulled" drinks.

10 - December Quiz Night

5 December at 7-30 pm.

Ann asked for help with sausage rolls; Judy offered.

Morgan to get booze etc.

Otherwise all in hand.

11- Carol Service/Supper

Thursday 17 December. Roger has asked us to identify three lesson readers. Names suggested are Judy Boulanger, Antony Clough, John Bebbington. *(Comment JB. I added the following note on my email to Roger, "We suspect that Antony may be doing a reading for the church as well. He doesn't mind doing two if that is appropriate. But if you need another one get back to me and I'll try again.")*

Gordon will "man" the hall door and will see to the jam jars and candles on the church drive. Ann and Morgan both have spare "night-lights". Roger has assured us that the jam jars are in the church. Hall Committee to meet at 2 pm on Thursday 17 December to set up.

WI sorting out catering, apple juice on table, wine and soft drinks as usual. Coffee after.

12 - Youth Group

Table tennis table OK in main hall. Move it into committee room when main hall fully used.

John to identify one shed to be used by youth group and hall committee only and get extra key cut. This will be used to store the pool table and other equipment.

Committee agreed to let the youth group use the committee room at no extra cost.

Brian asked Jeremy how often he should invoice the PCC for the youth group rent. Jeremy - monthly best, invoice PCC via Janie.

13 - Premises licence

John - application to include alcohol sales in the premises licence in hand. Meeting arranged with Sgt Daye Goddard on Wednesday 25 November at 9-30 am to discuss the police requirements. Some, but not all, committee members to attend with John. *(Comment JB. So far Morgan and Brian have said they will come.)*

We will need to publicise this application in the February Fisherman and by notices. Stan will not charge for the Fisherman entry but will accept a voluntary donation made payable to the "Yoxmere Administrators".

14 - Date for Christmas decoration

Meet on Saturday 28 November in hall at 11-30 am. (Also replace pictures in committee room - see item 16 below.)

15 - Christmas tree and lights

John would like to check the new lights out before we set them up to make sure we have all the extension leads we need and can fasten them in suitable places. We do not want to find we have a problem when it is too late to solve it. **Meet on Saturday 12 December at 2 pm.**

Set up tree and lights on **Monday 14 December at 9-30 am.**

Irene organising the decoration of the tree with "Young Westleton" during Monday 14 Dec.

Turning on ceremony on **Monday 14 December at 5 pm.** John and Irene organising poster.

Jeremy suggested that Richard Ginn could "MC" the event.

16 - Picture rails and notice board in corridor

John has done nothing about the picture rails and notice boards yet. (Agreed we will put the pictures back into the committee room when we do the Christmas decorations on 28 November.)

17 - Equipment rental

After a couple of months useful thought this policy did not seem as helpful; as intended. All felt we were in danger of setting up too complex a system for a simple issue.

So we will leave things as they are. If people want to hire equipment Mim will offer it to them in return for a donation. If anyone wants a proper charge then we will use the list accompanying these minutes.

18 - Acting treasurer

Brian is going away for three months from January. Morgan asked for volunteers to act as treasurer during that time. Brian will clear as much work as he can before he goes away.

Morgan will deal with the 100 Club. John will act as treasurer. (*Comment JB. After the meeting Frances offered to help with the administrative work as much as she can. Thanks, Frances, John.*) John will not be able to handle any events other than the Exhibition during the early part of 2010.

19 - Any other business

Discussion about keeping the piano. It is only used once a year, it costs money to get it tuned, but it is out of tune again when it is used. It takes up space (especially as we now have the table tennis table in the hall) and is heavy to move. The piano was presented by Vera Warnes and, whilst it now belongs to the hall, it would be good manners to check with her before we dispose of it. Gwen to check with Vera. (*Comment JB. Gwen has been in touch with Vera and she has no problem if we decide to dispose of the piano.*)

Gwen proposed disposing of the piano, Gordon seconded. All in favour with one abstention.

Morgan to ask Mary Macgilp not to get in tuned next year.

Gordon - Colin Baggott has repaired the flints in the wall. He will not accept payment so

Gordon will buy him a suitable bottle of "refreshment" and charge the hall.

Gordon - Dora Ambridge is unwell so he has her hall keys.

Judy asked if we should have Eubank sweeper as it would be much easier to use for quick sweeping than the vacuum cleaner. All agree a good idea. Morgan thinks he has a spare one.

Judy to check with Morgan; if spare not available she will buy one and claim the money.

Brian has received a letter from Lois Platts thanking us for the subscription to the Suffolk Magazine and congratulating us on the improvements made to the hall.

Brian - RSPB can recycle printer ink cartridges and mobile phones. **John will set up a collection box in the hall and take them to Minsmere when he goes.**

Morgan has applied to Waitrose to include us in their charitable donation system

20 - Date of next meeting

Wednesday 13 January 2010. This extended meeting will start at **7 pm.** Combined with first Exhibition and Wild Flower festival planning meeting.

Meeting ended 9-40 pm