



Westleton Village Hall



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MINUTES OF COMMITTEE MEETING HELD ON

Tuesday 24th January 2012 @ 7-30 pm.

Present: Antony Clough, Alex Alexander, John Bebbington, Ann Bebbington, Alison Paul, Irene Ridley, Mim Hendricks, Amanda Freeman, Gordon Turner, Pat Swindell, Frances Berry.

1 - Apologies for absence:

Sheena Robertson, Jeremy Branch, Judy Boulanger, Sheila Collett.

2 - Minutes of meeting held 22nd November 2011

All agreed correct, Antony signed a copy.

3 - Matters arising

John to write to Suffolk Art Link to establish and maintain contact. (Done by email 30/01/2012.)

John - a *pro-bono* valuation of the hall for insurance purposes was done on 24/01/2012; a report is expected in a couple of weeks. **John to contact all users who store equipment in the hall and ask them for an estimate of the value of the equipment they store.** (Done by email 26/01/2012, replies so far from Art Group, Westleton Quilters, WEA, Gardeners, WI.)

4 - Treasurer's report

Alex distributed copies of his report for November and December 2011. Copies attached for members not at this meeting.

After printing this report Alex received an updated COIF report adding a few "p" to the interest; not significant.

The Carol Supper income is reduced to £379.97 due to delayed expenses claims.

We under-spent the national lottery grant for the projection equipment. We have repaid the amount due which will appear in the next treasurer's report. Suffolk County Council has paid the balance of the heating grant - £3030.80.

Other main points are on the first page of the report.

Judy gave a final donation of £50 bringing her total to £1000. This is very much appreciated and the committee records its gratitude.

Donations have been received from the Gun Club and WI.

5 - Secretary's report

John distributed copies of his report. Copies attached for members not at this meeting.

Matters are discussed under the agenda items.

6 - Building maintenance

Dripping kitchen tap - Antony confident Chris will fix this on Friday 27th January.

Committee room overheating. **John to check and, if necessary, turn down thermostat.**

Mim will send John notes of when regular users are using the hall so he can check heating program. *Note John - received, thanks Mim.*

From Secretary's report - *Brian had arranged for someone to repair the door jam of the side door by the lock striker plate. I'm not sure if this has been done. We need to check. I do not know who he asked to do it. If we have no progress I think we should ask someone else to do it.*

Established that this work not done, committee suggested asking Jim to do it, **John to do.**

(Done by email 01/02/2012.)

6a - Internal painting

From Secretary's report - *Brian has been in touch with a number of painters:-*

David Dix, letter 01/12/2011; declined request as job too big, Phone call with Brian; Brian

suggested splitting work into main hall/porch and committee room/ corridors. Quotes to be sent to me. Quotes received 19/01/2012: Main Hall and Porch = £1740, Committee Room and Corridor = £1210. Total = £2950.

Nigel Hunt, letter 25/11/2011. No reply yet.

Sam Burrows, letter 25/11/2011. Quote = £3480. Further request to split the jobs.

Split quote received from Sam Burrows - Main hall/porch £1950, Committee room/corridors £1530, total £3480.

Frances - She has spoken with Nigel Hunt. He is reluctant to quote as he feels his standard and his price may be too high. Frances will encourage him to quote so we can compare his price with the others and make a decision; we have the option of going with a more expensive quote to get a higher quality job done. When all quotes received Antony, Alex and John will decide and arrange the work.

7 - Building projects

Alex - The last meeting was held on 12 December with Alison. She is happy with the same amount of space as now but would like external access. A sketch plan was drawn up that offered to combine the external route into the archives with the fire escape from the extension. Alison happy with that idea. Sketch forwarded to Roger to be included in his drawing. Alison would welcome more volunteers to help with the archives, this would be useful as the greater interest would increase the value of the archives and strengthen our funding bids. Alex and Antony will meet with the Penfolds when Roger's drawings are available. These drawing will also be used at a public meeting soon.

John - Linda has sent a lot of useful information and provided some helpful arguments that justify these proposals from her perspective. This will also strengthen the financial bids.

8 - Carol Supper - feedback

Ann suggested making an extra donation to the band as we made more than expected from this non-profit making event. Committee suggested a donation of £50 next year.

From Secretary's report - *A personal view - probably our most successful yet. There was some difficulty with people wanting to pay at the door rather than buy tickets in advance. We need to consider this for next year as there is a danger that we exceed our licence limit if we allow non-ticket holders in and there is a risk that our WI colleagues may not cater for enough extra people.*

As I understand it some of the people who helped with the catering may not have realized they could claim their costs back. Does everyone know this? How do we make sure they are told?

Committee agreed with above.

Judy wrote suggesting that it would ease the flow of people if, next year, the food was served from the committee room and the bar was in the main hall. Gwen had also made a similar suggestion. All agreed.

We now think the message that all caterers can claim their costs has got through - Can Jeremy mention this at next PCC meeting? Thanks Jeremy.

It may be that people were slightly miss-led at the Carol Service and thought that the reminder about the Carol Supper was an invitation to everyone to attend a free event. Perhaps this very helpful reminder could be re-worded next year.

Frances was thanked for buying new decorations and leading the installation team; the hall looked very attractive. Frances is free to spend more money for next year as she sees appropriate.

9 - Dance - feedback

Pat and Frances - it went well and was a very successful evening. Brian was very helpful with the bar - the wine he supplied was well liked and the bar and service well presented. *Comment John - I will email these minutes to Brian and Judy (just because they are in New Zealand is no reason for them avoiding their Westleton responsibilities) so Brian will know his help was*

appreciated.

10 - 100 Club

The application forms Jeremy and Sue have designed and arranged to be distributed in the February Fisherman were agreed. Their help with this is very much appreciated. John and Gordon will distribute to the "outliers" who do not receive a Fisherman directly. Forms will also be left in the church, hall and the box on the notice post. Alex offered to send the list of Westleton addresses he had for the housing survey. *Comment John - thanks Alex the address list was very helpful. Gordon and I have identified what we believe to be the "outliers", shared them out and are currently distributing them.*

11 - Bookshelves in Committee Room

The bookcase John and Ann found was thought to be too tall to mount on top of the committee room cupboards and there is reluctance to further obstruct the committee room floor with another cupboard. John and Ann to rethink.

Comment John - Ann and I had a word with Scott Lewis who runs the pine shop in Halesworth. He has made a few items for us with which we are very pleased. He will quote for a pine bookcase. We will measure up and give him those measurements probably on Saturday 4th February. We have not found any suitable alternative on the web.

12 - Storage of hall users' equipment

Cabinet for Youth Group equipment; Jeremy and John had looked for suitable cabinets and presented the results of their search at this meeting. The best bet seemed to be a *Bisley Jemini Tambour Cupboard* supplied by *Officefurnitureonline*, H = 1016 mm, depth = 470 mm, width = 1000 mm. This will fit under the projection cabinet but will need a "spacer" to keep it clear of the wall. Price = £322.80 (inc VAT). *(I thought about getting a shelf which, @ £26 plus VAT, seemed reasonable; but a minimum order of 3 was not.)* This is more than we would like to pay but is cheaper than getting one made, gives us the option later of transferring it to the proposed new stores and is the best one we could find. We are sure that one cabinet will be enough to store both the Youth Group TVs but will not be enough to store as much other stuff as they would like in the main hall. We will buy one cabinet now with the option of a second later.

Comment John - ordered 01/02/2012.

13 - Security and key storage

John - I haven't given any more thought to security. My apologies.

The key cabinet is mounted in the corridor to the right of the side door. The keys in it are; thermostats, projection equipment, notice board. All committee members have the code and instructions for changing it. Roy Jones, for WEA; Sue Cardwell, for Gardeners; Gwen Saunders and Jennifer Clough for WI also have the code. We will change the code if and when it becomes apparent that too many other people know it and notify the committee and those users who need it.

14 - Textile and waste bins

After much thought and debate we have decided that the textile bins will, unfortunately, be too obstructive so we will not install it.

Irene reported that some people are putting their domestic rubbish in the hall bins. Sometimes there is no room for hall user's rubbish. Irene has put up notices but it is difficult too see what else we can do to prevent this. These minutes will be on the Westleton website so perhaps people we read them and take note of this problem.

15 - Any other business

John, Alison and Penny are now going to see Colin's cabinet on Friday 10th February; Alison is concerned that the top shelf may be too high. John has established that it will fit in the annex (if the archivists agree with him) and its route to the annex is passable.

John has written to Suffolk County Council expressing our interest in exploring ways our

archivists can work with the wider SCC archive and heritage service without compromising the integrity of the Westleton archives or Westleton Parish Council's responsibility for them. Such co-operation may help with our funding bids for the hall extension by showing that the archives are more widely available than at present.

From Secretary's report - *The Performing Rights Society has been in touch. In December 2011 they told us that we will now need a "PPL" license as well as our "PRS" licence to play recorded music. Up until January 2011 community buildings were exempt from the need for a PPL licence. This exemption was revoked after government consultation (it is not clear who was consulted). This will double our licence fee to £82 per year unless we can find a fiddle factor to avoid it. We need to ensure that our income is below £10k per year or we pay 2% of our annual income. I have asked Robert Horn of Suffolk ACRE for advice but have had no reply yet. A copy of the PRS letter is available if you want to see if you can find any loopholes. We will probably have to pay this but it is worth looking for ways to avoid it if we can.*

Antony - Westleton Parish Council is looking for representatives of all village organisations to serve on a jubilee celebration committee. Antony will represent this committee. He asked Mim to ensure that no bookings were accepted during the time of the jubilee celebrations as the hall may be needed. The hall will not charge rent for meetings of the jubilee committee or for jubilee events as part of its contribution. The committee agreed to contribute £200 to the jubilee fund.

Mim - Middleton have asked if they can book the hall for a charity jumble sale at a reduced rent. The committee felt that the full rental should be charged.

Frances - no space in external stores for all the Christmas decorations. John and Antony will get together to clear out rubbish.

Frances - some people observed that the chairs did not give sufficient lumber support and that this posed problems when people are using them for a long time such as when watching films. All to think about for next meeting.

16 - Date of next meeting

Tuesday 27th March 2012 at 7-30 pm.

Meeting ended 9-45 pm.

*John Bebbington
01/02/2012*