



# Westleton Village Hall



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

## MINUTES OF COMMITTEE MEETING HELD ON Tuesday 9th November 2010 @ 7-30 pm

Present, Antony Clough, Judy Boulanger, John Bebbington, Brian Boulanger, Frances Berry, Gordon Turner, Sheila Collett, Mim Hendricks, Ann Bebbington, Jeremy Branch, Pat Swindell, Alison Paul, Amanda Freeman.

Also present, Alex Alexander.

Antony welcomed Alex to the meeting. He has agreed to take over the role of treasurer when Brian finishes in May 2011 and is interested in seeing how this committee functions and in contributing to its work.

### *1 - Apologies for absence*

Gwen Saunders, Irene Ridley, Sheena Robertson.

### *2 - Minutes of meeting held 14<sup>th</sup> September 2010*

All agreed these were satisfactory. Antony signed a copy.

### *3 - Matters arising*

John to write to Paul Sawyer (Wildlife Photographer, 9 Orwell Avenue, Saxmundham, IP17 1XY); Adam Rowlands, RSPB Minsmere and Simon Livermore, Forestry Commission suggesting a joint evening on either Saturday 19 or 26 March 2011. RSPB and FC to use this to discuss the joint work in Dunwich Forestry/Westleton Heath, Paul Sawyer to show films and photographs.

### **Action John.**

John has not yet been able to rewrite the licensing documents to include recent changes.

### **Action John.**

Contrary to the impression given in the secretary's report the drain from the kitchen has not yet been properly repaired. Gordon to arrange.

### *4 - Treasurer's report*

Brian distributed copies of his report for September and October 2010. Copies attached to these minutes for members not at the meeting.

Antony outlined the problem with the sensor in the ladies lavatory that resulted in the £134 electrical bill.

The sales of the WI book have generated a further £90.

The building fund currently stands at £9,973 which, with the grants we are due to receive, should cover the cost of the heating.

### *5 - Secretary's report*

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

### *6 - Building maintenance*

John has replaced some failed bulbs in the ladies and accessible lavatories. Spare bulbs are stored in the cupboard by the side door.

Gordon has dealt with the blocked gutters.

The broken light switch in the corridor has been repaired. When we organise the electrical work associated with the new heating system we will consider replacing this switch with a push button timer and see if it can be exchanged with the switch controlling the corridor light by the rear door. We should consider a two way switch system, to control both corridor lights together, by

the external doors at both ends of the corridor.

#### *7 - Curtains and blinds*

The final sets of curtains for the main hall and committee room have been ordered and will be installed on Friday 19 November. John has been in touch with Janie and Linda they are happy to fit the coffee/tea morning round the installation times.

The Britten-Pears Foundation has offered £635 towards the cost of the curtains. We have not yet received the money; John has asked if there is something we should be doing before they release it.

We can now acknowledge the support of Dunwich/Westleton WEA for this project and we will do so when it is completed.

As soon as we receive the money from the Peter Mitchell bequest we will repay the two loans provided to fund this project.

#### *8 - Building projects*

The following is from the Secretary's report and says all that can to be said at this stage.

*I have "hustled" MS Electrical about the heaters to no avail. We have cancelled the order we had with them and identified two alternative suppliers who can offer us either short wave infra red heaters or long wave "dark" heaters. We are meeting with Heat Infra Red on Tuesday 9 November and BN Thermic on Thursday 11 November. I have invited Judie Shore to join us as her yoga group has the most "interesting" wishes for heating so if we can meet her needs everyone should be happy (or at least one group will be).*

*I have written to Suffolk Environmental Trust asking for a 6 month extension to their grant but haven't had a reply yet. At the moment we must start drawing on their grant by the end of this month; that is looking tricky.*

When the working party has met with both companies we will report back to the rest of the committee and place any order that is appropriate.

#### *9 - Carol Supper*

Committee agreed that 90 tickets should be on sale in the shop and 15 kept for band.

Drink prices discussed. There is a case for increasing the prices charged but a majority felt that our usual prices should be charged at this event and new prices considered from January 2011.

So wine @ £1-50 per 125 ml glass, £10 per bottle. Soft drinks £0.50 per glass. We do not usually provide beer at this event. Mulled wine included tin ticket price. Ticket price £4.50 (£2.00 under 14).

#### **John do 4 or 5 extra landscape posters for Pat and Judy. (Done 11/11/10)**

Frances to get wine and soft drinks on sale or return from shop. Brian can advise her on how many we got last year.

Gordon will deal with lights on church drive (weather permitting).

Antony will monitor ticket sales in shop.

Gordon will check tickets at the door.

Antony was asked to do a reading on behalf of the hall - all agreed.

Sheila will run raffle - we need to provide raffle prizes.

#### *10 - Quiz Night*

Pat has in hand. Date 27 November. Tickets available in shop, from Pat and at door.

John and Ann will run bar and get drinks in on sale or return.

#### **John do posters at hall. (Done 11/11/10)**

Jean doing scoring.

Sheila doing raffle - needs prizes.

#### *11 - Eastern Angles*

Pat - set up for 12 April 2011. Pat advises that we should be very proactive about advertising. Ticket prices £7-50 (£6-50 concessions). Nothing to do yet.

*12 - Policy and document amendments*

From Secretary's report;

*Revised copies of the steward advice and emergency procedures were attached to the minutes of the previous meeting. None of you have responded so I assume you like them. I will try and distribute them reasonably soon.*

**John to modify premises license documents to reflect changes in licensing regulations and send out with the modified documents above.**

*13 - Memorial notice board*

John - Order placed with David Peirson. Jeremy advises that we will need to pay a deposit soon.

Antony - he informed Parish Council that, due to adverse effect on sight lines, the board will be mounted facing The Street adjacent to the School House fence. No problems.

*14 - Table tennis table*

From Secretary's report;

*The table tennis group have obtained the second table which fits in the corridor. I have removed a few coat hooks and will install them in the gent's when I get round to it. We will need to think of alternative storage arrangements at busy periods. It will store outside but we should not leave it outside too long or too often.*

**John to install hooks in gents ASAP.**

John to confirm insurance cover at renewal.

*15 - Legacy*

This money is expected reasonably soon.

*16 - Any other business*

John was concerned that he was guilty of acting without due consultation and consideration. He had arranged a couple of subcommittee meetings without establishing that the time and location were acceptable to all members. Some decisions had been confirmed without all interested parties having had the time to comment. Other people had been invited to attend subcommittee meetings without having the prior agreement of the other members. He will try and improve.

An example of this non-consultative approach was the purchase of a new urn for the kitchen. John had been told that one of the urns was faulty and could not be used. Rather than check the problem and seek approval he immediately ordered a replacement at a cost of about £77. After placing the order Ann told him she had solved the problem. When she described the problem John realized that it was a problem he had also solved on a couple of previous occasions. The committee assured John that a new urn would still be useful.

Suffolk Coastal Art Network was inviting bids for funding up to about £250. The closing date is immanent. The note is on the notice board in the main hall.

Mim gave John a letter from Kay Bruce of the Whitefriars Bowmen thanking her for the use of the hall for their AGM. They were very pleased with the hall and would like to use it again next year. John suggested that we could invite them to attend the 2011 Exhibition. This was seen as a good idea. **John to write thanking them for their supportive comments and inviting them to the Exhibition. Done 10/11/2010.**

Gordon asked if we intended doing anything about the sick looking wasps in the main hall.

Alison and Frances both argued that we should get a pest controller in to deal with them.

Frances suggested asking the new gentlemen who had moved into 4 Heath View for his advice as he was a pest controller. **Committee asked John to deal with this.** Antony has worked out where they enter the building.

Alex mentioned the Big Society meeting organised by Suffolk ACRE. (Information has been

circulated round the committee). Alex intends to go to this meeting.

Christmas tree - we now have the extra 3 sets of lights we ordered. John has reminded Arlette that the Barrel Fair is getting the tree. We need to set up an installation date with the Barrel Fair and provide our share of the workers.

Amanda and Pat (via Roy) will advise John of Barrel Fair arrangements and date for setting up Christmas decorations. Ann reminded us that we will be using the tree and lights donated by Barbara and that Judy was storing some of the decorations.

Agreed set up decorations on **Thursday 2 December @ 2 pm.**

Westleton Fireworks. Chris Cardwell has asked if the Village Hall will contribute towards the cost of the fireworks on 1 January 2011. Judy reported that the WI is contributing £50. Antony proposed that we contribute £50, John seconded, all agreed.

Brian will give Chris cheque for £50.

100 Club forms. John - Westleton PCC is happy for the forms to be distributed in the February 2011 Fisherman. This should cover the "outliers" as the interested people collect them, from the shop. It is not clear that this would include the Scott's Hall/Minsmere people but John will deliver them.

Members who distributed forms in previous years will also deliver them to locations they suspect may not get one otherwise (Comment John, ¿Fen Street Road?)

Mary will post 33 copies to the 33 people she posts the Fisherman to so they have an opportunity to invest in Westleton as well.

Brian will update the forms and include himself and Peter Dennis as the collection points. We estimate that about 400 forms are needed. John will do 200 and Jeremy and Alex 100 each.

Antony reminded the "printers" to claim their costs.

Gwen is happy to do the folding.

Morgan's memorial clock. Westleton Parish Council has suggested that they install a clock in the main hall as a memorial to Morgan. John had conducted a brief poll of the committee members and told Chris that the committee is very happy with this idea. We have given Chris some thoughts on the type of clock. Barbara has also told WPC of her preferences. Gordon is trying to find a suitable clock.

*17 - Date of next meeting*

**Tuesday 11 January 2011 @ 7-30 pm.**

*Meeting ended @ 9 pm (Thanks, Antony, quite an achievement).*