



Westleton Village Hall



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COMMITTEE MEETING HELD ON TUESDAY 17 MARCH 2009

Minutes

Present

Mim Hendricks, John Bebbington, Brian Boulanger, Judy Boulanger, Morgan Caines, Sheila Collett, Antony Clough, Gordon Turner, Alison Paul, Irene Ridley.

Also present

Ivor Murrell for *Exhibition /WFF 2009* only.

1 - Apologies for absence

Gwen Saunders, Frances Berry, Amanda Freeman.

2 - Minutes of meeting held 20 January 2009

All agreed correct. Morgan signed.

3 - Matters arising

John had not yet been able to check all the documents issued to users against the modified "Conditions of Hire", which has not yet been issued. **Action John**

9 – Exhibition /WFF 2009

Item taken out of sequence so Ivor does not have to stay.

Ivor tabled drafts of posters. The group has minimised colour to highlight rather than as mere decoration. There are monochrome or colour options. Committee preferred the colour option for the main poster.

Clive Pain is included on the main event poster and has his own. The version with the white box shows up better even though plain version is aesthetically more pleasing. Go for white box version.

The film showing has its own poster and is all monochrome to reflect the old film technology. John has written to Clive Pain and sent drafts of posters. We await his comments. We need to identify a proper title for Clive's talk - Possibly leave as is on the poster. (We didn't mention this at the meeting but do we need to include a biographical note somewhere?)

White Horse to be included as a sales point for tickets. (Subject to their agreement).

John to check numbers of posters and fliers and give to Ivor. (Probably about 200 small fliers for tourist offices, pubs, hotels etc and about 300 A4 posters for village and town sites.)

John tabled exhibitor list to date. Judy and Alison confirmed that WI and Common group will attend. (Updated list of exhibitors attached to these minutes.)

Judy asked Mim about the organisation of the teas and daily collection of milk. Mim is doubtful if she can run the teas this year. Judy advised that Carol Homes was very helpful last year and she will get in touch with her

4 - Treasurer's report

Brian distributed copies of his report for the period 1 January to 28 February 2009 and copies of accounts of the Carol Supper and the Quiz Night on 07/03/09. Copies attached for members not at this meeting.

The accounts include the grants from Awards for All and the Barrel Fair which have been transferred to the COIF Account for improved interest. First payments on the lavatory building project will be charged to the Suffolk Environmental Trust grant.

The donation of £25 is from Brian and Judy from money they received for canine hospitality.

Brian and Judy are now donating the proceeds from their bookstall to the Village Hall. Lettings are up. Carol Supper finally made a profit of £305.97.

5 - Secretary's report

John distributed copies of his report. Copies attached to these minutes for members not at this meet. All items discussed under the agenda headings.

6 - AGM (due May 2009)

To be held on 13th May 2009 at 7 pm followed by regular meeting. John reminded the committee that the minutes of the last AGM were distributed soon after the meeting.

John to clarify membership. Some discussion about groups that were not represented on the committee. **John to include a reminder that Westleton based groups that use the hall are entitled to be represented on the committee in the publicity for the AGM.** The general feeling seemed to be that we would welcome representatives for all groups, especially if they shared some of the work.

Sheila reminded us of the, now defunct, Friends of the Village Hall. This served a useful purpose. Discuss at next meeting when more people are expected.

7 - Building maintenance

Gordon - we need to contact the fire alarm people about the electrical connection to the hatch.

John to see if he can find the instruction manual. Meanwhile John suggested Gordon contacted the manufacturer - FireSafe.

Gordon - guttering needs clearings. Gordon and Antony to arrange.

Gordon and Antony to install the new hall sign.

John asked about progress with fixing the water leak from the water heater in the ladies. As the water supply to the heater had been turned off the leak was no longer obvious, but as far as John could see the leak was from the top. Gordon to get in touch with Chris Freeman.

Gordon - the kitchen taps have been replaced.

8 - Building projects

Antony suggested replacing the existing hand driers. To be considered.

We need to talk to contractor about the wall cupboard in the gents.

Tile and floor colour decided. Tiles beige with kingfisher blue band. Floor light cream.

John distributed notes of a meeting held on 17/03/09 to discuss further funding applications.

Copies attached for members not at the meeting.

Additional notes

Ceiling insulation now received. John, Brian, Morgan and others if at all possible to meet in hall 10 am Saturday 28 March to plan and, hopefully start the work. When we have thought a bit more about what we are doing we should ask for help from others such as Peter Hecker, Roy Swindell, Ivor Murrell and Stan Saunders and others. Need to measure height of tower needed.

Contract for lavatories awarded to Duncan and Son. Pre-contract meeting in the hall on Monday 30 March 10 am. As many as possible of John, Antony, Brian, Morgan, Gwen and Gordon to attend.

10 - Jim's films

Confirmed for 5 August. Print 100 tickets. Refreshments to be tea, coffee and biscuits rather than wine. We will run a raffle.

11 - Joint projects with PCC.

No progress to report.

12 - Antique and Collectables Sales

Irene - next event to be in the autumn if she can set it up.

13 - Table Top Sale

Unfortunately Mim was not able to get the help she needed. But it also seemed sensible to keep the hall as clear as possible pending setting the dates of the building work. Event

postponed to later in the year.

14 - Nick Murray Brown visit

All in hand for 25 April. He is expected to arrive at about 3-30 pm. A working party is required at 2 pm to set up chairs and bar.

15 - OMEGA Jazzmen

All in hand for 14 April. A working party is required at 2 pm to set up chairs and bar (John is excused as he is at Minsmere that day).

16 - Amplification system

Irene - system bought. Cost about £340. We need to show users how to use it. John, Brian, Morgan and others if at all possible are meeting in hall at 10 am Saturday 28 March to deal with the ceiling insulation. This group can also look at the amplifier and teach themselves how to use it. Then work out user training. Mai users will be WI and WEA.

Latest information - WEA have made a donation of 3£00 to the hall. Roy Jones will be very pleased if this is put towards the cost of the amplifier. Brian is invoicing WEA. **John to send "Thank you" letter.**

17 - Table cloths

Irene has got them and is making them up.

18 - List of regular events

John and Mim have assembled this and put it on notice boards and on the website.

19 - Any other business

Irene away on holiday 1 to 14 April.

Gordon and Alison have accepted a secure safe from Colin Fisher for the archives. This is the size of a 4 drawer file cabinet. This is seen as potentially very helpful but there is some concern about the weight and if it will fit in the annex. To be reviewed when it is on-site.

Gordon asked if we need to treat the fence between the hall and the Penfold's house. Gordon to talk to Penfolds.

Brian and Morgan distributed the receipts for the 100 club for delivery to subscribers. This has proved more successful this year and the hall will receive about £900.

Brian asked Mim for a list of the hall bookings so we can plan the building programme.

(Comment John. Mim has given me this and it has been circulated to the working party for the pre-contract meeting on 30 March.)

Ann Bebbington and Sheena Robertson are attending the "Down Your Lane, Up Your Street" Arts Seminar at the Halesworth Cut on Thursday 26 March. We will invite them to our next meeting to tell us what, if anything, we need to know.

20 - Date of next meeting.

Wednesday 13 May 2009 @ 7-30 pm following the AGM.

Meeting ended 9-40 pm.