



# Westleton Village Hall



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

## MINUTES OF COMMITTEE MEETING HELD ON Tuesday 11th January 2011 @ 7-30 pm

Present, Antony Clough, Judy Boulanger, John Bebbington, Brian Boulanger, Frances Berry, Gordon Turner, Ann Bebbington, Jeremy Branch, Pat Swindell, Sheena Robertson, Gwen Saunders.

Also present, Alex Alexander.

### 1 - Apologies for absence

Alison Paul, Mim Hendricks, Irene Ridley.

### 2 - Minutes of meeting held 9<sup>th</sup> November 2010

All agreed correct, Antony signed a copy.

### 3 - Matters arising

Wildlife evening - Mel Kemp from RSPB is willing to join us on. Simon Leatherdale has not yet confirmed. Paul Sawyer is interested but has not yet committed himself. Possible dates are Saturday 19 or 26 March. Gordon expects to see Paul Sawyer shortly and will check with him, **John will confirm with Mel Kemp and Simon Leatherdale.**

RSPB "The Minsmere Year" evening on Friday 21 January - Ann and Judy will help with the teas, Brian, Antony and John will run the bar, Frances will order 12 \* red wine and 12 \* white wine on "sale or return" from Godfrey. On Brian's advice we will not order soft drinks as tea will be available, (we may have some in stock we can use, anyway). Some discussion on wine price as we did consider increasing prices at events this year. On a vote most committee members felt that the current price of £1-50 per glass was fair.

Memorial clock - Gordon is getting this on behalf of Westleton Parish Council. After much searching it is clear that suitable mains operated electric clocks are no longer produced. He will choose an appropriate battery operated clock in conjunction with Barbara and WPC. When the clock is in place we will cancel the order for an electric clock point.

### 4 - Treasurer's report

Brian distributed copies of his report for November and December 2010. Copies attached to these minutes for members not at this meeting.

We did overspend by £218.67 during this period. This was mainly due to payments for the curtains and heaters.

The hall contributed £3652.45 from own funds towards the curtains.

Grants were received from the Gun Club (£100) and Judy's "books and dog" service (£50) [to date Judy has generated £625 from this source]. Brian has thanked all these people and groups who have supported the hall.

The Carol Supper generated a surplus of £323.78. Whilst this is not a fund raising event the income is very helpful. Thanks are due to the WI for the catering and to all the people who attended the event.

Brian made a donation of £50 on behalf of the hall to the Parish Council for the firework evening. Chris has thanked us.

### 5 - Secretary's report

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

## 6 - Building maintenance

Gordon will organise the repair of the kitchen drain this week.

The curtain project is now completed and fully paid for. There are two loans to repay when funds are available. Gordon reported that this project is recorded in the January 2011 edition of the "Town Telegraph". John will give a copy to Penny (for the archives) (**Done**) and email copies of the article to WEA, Britten Pears, Southwold Lions and Fabric Flare (**Done**).

In her absence we agreed to ask Irene if she can try and sell the old curtains on EBay. (*Note, John. I met her in Halesworth on the day after this meeting. She is experienced at buying stuff on Ebay but not selling - she will see if she can work out how to do it.*) Ann will give Irene the description of the curtains.

John commented that a useful lesson learned is that if we want to get publicity in these local free papers we need to write the article ourselves and send it off - it seems to work. Ann will do a note for the Wild Flower Festival/Exhibition.

*(Comment, John. I have just had a phone call from Mrs Wright of Friston Village Hall who has read these articles and is looking for curtains for their hall. She wanted to know about our suppliers and the fabric we used. They may come and visit us.)*

Antony asked if there was any maintenance needed that is not in hand. Ann commented on the need to repair and replace some of the guttering at the rear of the building. Agenda for next meeting.

## 7 - Building projects

John referred to various progress reports circulated over the last couple of months. The heating equipment supplied by BN Thermic has been ordered by Beacon Lights and they received it just before Christmas. Suffolk Environmental Trust has processed the payment of their share of the invoice and we have paid the balance. Alex agreed to store the bulk of the equipment in his barn pending installation (see below). One heater and the small control units will be stored in the Bebbington's garage in case Kevin wants to look at them before he installs them.

Extract from Secretary's report;

*We met with Kevin Hall on Saturday 8 January and decided that all the electrical work will be started on Monday 8 August. Kevin needs about 5 weeks so he should be finished by Friday 2 September. In case things go wrong we should keep things clear till Friday 23 September. I need to write to all our users apologising for this and giving them plenty of warning. The only bookings we have during that period at this stage are Bowls on Monday 5 September, WI on Tuesday 6 September and Heritage Quilters on Wednesdays 7, 15 and 21 September. It may be possible for these groups to use the hall on some or all of these dates but that will not be clear till the work has started. If they can use the hall we will not charge rent if the work is still being done. Action John.*

The hall committee agreed with the above proposals.

Jeremy will see if the church wants our redundant heaters.

Following a point made by Sheena and a re-examination of the HMRC website and earlier HMRC advice we should be able to get the heater controls at 5% VAT. **John apply.**

## 8 - Carol Supper - Feedback

Antony thanked the WI for their excellent catering and commented that everyone enjoyed the evening. The number attending was fine and a reasonable profit was made (although this is not seen as a fund raising event), see Brian's note below. "Carols for All" was also an enjoyable success.

## Carol Supper – 16<sup>th</sup> December 2010

### Receipts

Tickets	342.00	(76 @ £4.50)	
Bar	166.00		
Raffle	126.62		
	£ 634.62		634.62

### Expenditure

British Legion Band	30.00		
Wine	79.89		
Food	200.95		
	£ 310.84		310.84
			£ 323.78

### 9 - Quiz Night - Feedback

Pat reported that the evening was a success although it was a pity more people didn't attend. She and R are happy to run another. Stan has also offered to run a quiz night and it was agreed to see if he will run the next one on Saturday 2 April. Gwen will speak to Stan. *Note, John. Correspondence between Gwen and I follows;*

*Hi John*

*This date is fine with Stan. He will probably want to run it along similar lines as last time, so we will talk to Roy and Pat regarding nibbles, notices and publicity etc. We will also ask Jean Edwards if she will act as scorer for us again. Is there anything else we need to do in advance, apart from find some questions?*

*Does the VHC provide the wine or do we need to arrange this?*

*From Gwen*

*Hello Gwen*

*Thanks for this. Traditionally the organizers do the notices and publicity, ask me if you need help. If you like I will sort out the wine.*

*Regards*

*John*

Frances suggested that it would be a good idea to mention the cash prizes (but not, perhaps, to commit ourselves to the amount) and the "nibbles" on the publicity. All agreed.

Antony thanked Pat and Roy for their hard work.

### 10 - Archives funding

In the absence of Alison Brian outlined discussions with Westleton PC. WPC and the Barrel Fair both offered the archives £300 per year in two £150 lots. BF has paid regularly; WPC has been a little more flexible. Chris sought Brian's help in clarifying the agreement and asked if the archives needed any financial support. Alison argued that they do need and A3 scanner or printer/scanner. WPC then paid the £300 due for 2010. Penny will decide on the equipment needed and Brian will pay. WPC was also told that the hall invoices archives each year for their share of the insurance and electrical costs. The remaining archive money is used for photographs and other consumables. Sheena advised that this equipment should be VAT free as we are a charity.

*Comment John. Alison is expected to be away for 6 months. I met with Penny yesterday (12/01/11). She is looking for help with photographing Westleton events which Alison normally does. CAN ANYONE HELP? I also said we would help her with any problems she has and, if necessary, setting up the archives at the exhibition. **John check if others can help.***

### 11 - Eastern Angles

Pat - all in order and nothing to do at this stage. Pat and Brian have discussed the payment and administrative process. Pat to check who prints tickets - John thinks Roy (J) did but he may

have worked with and Eastern Angles template.

#### *12 - Policy and document amendments*

John has amended and distributed the Conditions of Hire and Emergency Procedures notices to all (I hope) users. He received a very supportive email from Arlette recording her appreciation of the work we all do;

*Dear John, Please do not apologise for doing a job well. It is lovely to know that the Village Hall is looked after so well by you all. There are so many rules and regulations now that is sometimes becomes over whelming for all of us Volunteers. Thank you for all you do. Arlette*

#### *13 - Memorial notice board*

Jeremy - David Peirson is making our notice board now and expects to install it in February. No deposit is required.

#### *15 - Legacy*

John referred the committee to progress reports he has circulated over the last couple of months. As you requested the Estate Account he received from the solicitors has been distributed to you all - I hope this didn't clog up all your email systems. John has also sent it to John Collinson for his advice.

#### *16 - Exhibition 2011 (already!)*

From Secretaries report;

*We need to set up a first planning meeting soon and invite PCC and Esmé, Ivor and Jean and other helpers such as Roy (S), Roy (J), Tim and Linda.*

*Early thoughts are;*

*Suggestion from Sheila and Stan - invite the bloke who spoke at the WI Christmas party to speak during the exhibition in the church.*

*Another suggestion is Adam Rowlands from RSPB describing he recent visit to an international conference in Japan.*

*The Whitfriars Bowmen have been invited to exhibit - no definite response yet.*

*Pat's idea about scarecrows.*

*How can the Gardening Club get involved?*

*Ann has comments to make about the plant and other sales.*

Ann will not be able to run the plant stall this year because of other commitments. Pat is confident that the Gardening Club could take this over as their contribution to the Exhibition and will discuss it with them. Ann will give the Gardening Club any information they need via Pat.

Mim has let us know that she is keen to run the refreshment stall.

**John to list the work he does with a view to encouraging others to help.**

Agreed we should set up a planning meeting at the same time as our next committee meeting. We will arrange this meeting for **Tuesday 22<sup>nd</sup> March at 7 pm. John to circulate agenda and invitations. Done.** (*Comment, John. Whilst dealing with this lot I realized we had the first meeting in January last year. So we are running late.*)

#### *17 - Any other business*

**Bottle banks.** There had been complaints to both Westleton PC (via Chris) and Westleton VHC (via Antony) about the gross excess of bottles left outside the bins over the Christmas and New Year period. Chris had passed the complaints on to SCDC. The bins were emptied and the excess glass cleared on the Tuesday following New Year. Brian commented that in his experience the collection day is invariably Tuesday and if SCDC is phoned they respond well to requests for the bins to be emptied. There was some discussion about the desirability of keeping these bins - the service is clearly useful but the tendency of people to leave bottles round the bins if they are full is unsightly and hazardous.

After the meeting Brian sent a note of the income we receive;

John,

Further to meeting last night, here is info on amounts received from the bottle recycling.

July 2007 £ 97.08

Nov 2007 £ 13.20

July 2008 £ 10.10

Sep 2008 £ 14.44

Jun 2009 £ 12.34

Nov 2009 £ 27.73

Feb 2010 £ 11.36

*We must have been overflowing in July 2007!!!*

A useful sum of money but not critical. We will consider asking that these bins be removed from the hall at our next meeting after further thought. Meanwhile John will thank SCDC for their help in clearing up the mess the other day. **(Done)**

#### Christmas Tree

Committee all thought that the tree and lights was very good this year and asked John to thank Barrel Fair. **Done by email to Arlette. John.**

Frances suggested we buy new Christmas decorations. Committee agreed and suggested that Frances use her judgement to replace the decorations she felt were past their "best before" date. She will do so in September/October and will claim money back.

John and Ann got the committee's approval to discard the old Christmas tree lights from their garage.

Irene (L) has donated some decorative silver balls. Committee asked John to thank her. **Done by email.**

#### Film Club

Alex reported on progress with the film club. The Parish Plan showed that there was significant interest in such a club so a group of 4 volunteers is starting the ball rolling. They need to run the club under the auspices of the Village Hall as the equipment can only be hired by a constituted not-for-profit organisation. The first film will be on Saturday 5 March and the second on Saturday 9 April. There will then be a gap till October. Alex has registered us with the Suffolk Digital Cinema Network. The Barrel Fair has made a donation of £300 which covers the start-up costs. The cost per film is a percentage of ticket sales and is expected to be in the order of £100 to £150. Brian and Alex agreed that we do not need to run a separate film club account but we must keep separate records.

**John to make sure Alex has details of insurance cover, licensing requirements, and local policy. No problems are envisaged as these events are covered by our insurance policy and premises license.**

#### History of the Trumpet and its role in Jazz

John outlined email discussions with Roy (J) about an evening presentation by Ray Simmonds with Phil Brook (guitar and banjo). The committee is keen to proceed with this idea but we need to make sure we avoid the period when the hall is closed for the heating installation. **John to discuss with Roy.**

#### Digital TV switchover

John has received information from *digitaluk* about helping people with difficulties cope with the switchover to digital TV later this year. John has notified the relevant Westleton groups but has had no response. The members of this committee (Antony, Gordon, Sheena) who are also members of the Parish Council thought that WPC should lead on this as they represent the whole community. Sheena will ask Chris to include this on the agenda for the next PC meeting (*Comment, John. I have received a copy of Sheen's email to Chris doing this.*) **John will let Sheena see the *digitaluk* material before the next PC meeting on 24 January and will attend that meeting himself if it seems helpful.**

### Fit Village and Cycle Suffolk

John has received information from Henry Tapp of Suffolk Sport about this programme. Villages are invited to join in county-wide activity projects designed to get rural communities more physically active. (*Comment, John. We all seem to me to be pretty active in Westleton.*). John has registered our interest and will circulate information when it is received. John advised to keep Roy (S) informed for the community field group.

### 100 Club Forms

Alex, Jeremy and John have printed the forms and handed them to Gwen for insertion into the Fisherman. John to thank Fisherman distributors for their help. **Done, note to Mary.**

### Table Top Sale

Gordon asked if we were holding a Table Top Sale this year. No-one knew. Mim usually leads on this. **Question for Mim. Mim; Are we running one? What do you want the rest of us to do? Let me know and I'll circulate the rest of the committee. Thanks, John**

### Publicity signs

Jeremy has designed and built a sign to advertise the Friday morning coffee sessions. Showed a design for a sign we could use at other events. We will need to drill a small hole by the gate on The Street. All agreed this is a good idea. Jeremy will produce costs and, subject to those costs being OK, will get one made.

### Westleton Garden Club/WEA study day

Pat - Westleton GC and WEA are running a study day on Saturday 30 April 2011 on "An Exploration of Garden History". Profits to be shared between the club and the hall. Brian believes this should be very successful as the Gardening Club and WEA generate a lot of interest and enthusiasm.

### *18 - Date of next meeting*

**Tuesday 22<sup>nd</sup> March 2011 at 7-30 pm** following Wild Flower Festival and Exhibition planning meeting.

*Meeting ended at 9-30 pm. (Another well timed meeting! This is impressive as judging by the time it has taken me to write these minutes we dealt with a lot of business.)*