



Westleton Village Hall



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

MINUTES OF COMMITTEE MEETING HELD ON Wednesday 8th July 2009 @ 7-30 pm

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

1 - Apologies for absence

Gwen Saunders, Frances Berry.

2 - Minutes of meeting held 13th May 2009

Agreed correct. Acceptance proposed by Brian, seconded by Irene. Signed by Morgan.

3 - Matters arising

All matters to be dealt with on agenda.

4 - Treasurer's report

Brian distributed copies of his report. Copies attached for members not at this meeting. See comments on income. Main issues are; Brian and Judy donating proceeds from their book sales and dog sitting to the hall this year, we received payment from our insurers, Zurich, for the damage to the ceiling, we will hold on to the £3k grant from the Simon Gibson Trust for the windows pending the outcome of other bids. Main comments on expenditure are; payment of £64.40 to Suffolk Solutions for PAT testing, payment of £63.70 for disposal of asbestos sheets, payment to Chris Freeman for new kitchen taps, payment of £2125.20 to Holmes Glazing for the installation of the double glazed windows in the lavatories, payment of £35 to Ha'penny Press for Exhibition draw tickets (this company works via their website and we saved about £20 compared with previous companies used), payment of £667.33 to Duncans as an interim payment for the lavatory project (£11397 has also been paid by the Suffolk Environmental Trust). We expect the final invoice for the lavatory project soon. Bar takings at quiz nights are falling.

Morgan thanked Brian for his report.

5 - Secretary's report

John distributed copies of his report. All items discussed on agenda.

6 - Building maintenance

Christmas Tree lights - Brian will contact Mark Hall about the external socket; John will contact Beacon Lights about the supply of the lights (*comment John - Brian actually did this, the lights are expected in October*).

Gordon - Mark Hall had suggested installing an external alarm. We will delay a decision about this till we get the final bills for the lavatory project.

Broken window - Gordon will speak to Paul Holmes to arrange repair (*Comment John - done*).

Brian will give John details of hatch company so he can set up maintenance contract (*Comment John - information received and email sent to Chapel Doors to ask about a contract*).

7 - Building projects

John to ask Roger when the outstanding issues will be dealt with and when we can expect the final bill. (Done by email 11/07/2009. John)

Antony concerned about inability to turn off cold water supply to gents WC.

Discussion about wording of plaque - wording to be;

Westleton Village Hall

The refurbishment of this lavatory suite and provision of an accessible toilet was completed in July 2009.

The work was made possible by the generous financial support of;
The Suffolk Environmental Trust and Viridor Waste Management Ltd via the
Landfill Tax Credit Scheme,
The National Lottery through the Awards for All Programme,
The Westleton Women's Institute and
The Westleton Barrel Fair Committee.

*Westleton Village Hall Committee
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Judy is arranging supply.

General agreement that Doc Cox is best person to invite to open the new lavatory suite during the Exhibition. John to invite and arrange publicity.

8 - Exhibition/WFF 2009

Publicity in hand.

Roy Jones has designed the exhibition visitor leaflet. This is now being printed by several volunteers. Alison will do 100, others are doing 50.

John tabled final exhibitor list and proposed layout.

Irene with some help from Sheena will do the Bee display and they will be able to use the "piano" corner.

Ann - the Quilters will not have a display table so there will be less congestion. The display stands that the Church and Parish Nurse will probably use will not obstruct the quilt.

Responders only need a small table and will fit between the demonstrators and Barrel Fair.

The School display will be in the corridor. We will remove the notice board and use that wall and the wall with the coat hooks to avoid using blu-tac on the newly decorated wall. *(Comment John - at a subsequent informal meeting a small subgroup had the idea of getting some aluminium picture rails for the corridor and a larger notice board which we would put on the lavatory side wall. This would give us more flexibility in hanging all pictures and reduce the pressure on the notice boards in the main hall. Can you all think about this? **Meanwhile John will try and find and cost suitable equipment.**)*

The judge for the school work will be Jennifer Raison who is a member of the Westleton Art Group and the Association of British Naïve Artists. She will do the judging at about 4 pm on Thursday 30 July.

As many as possible to meet in hall at 7 pm on Monday 13 July to clear weeds and start setting up banners and roadside signs.

All committee to meet in hall at 7 pm on Wednesday 29 July to set up tables.

Amanda getting ribbons. Ann will give Sheila cellophane.

Set up to be Thursday 30 July from 2 pm to 9 pm. **John to notify exhibitors.**

We need one of us present throughout the day.

2 pm to 4 pm - we need an offer.

4 pm to 6 pm - Morgan to ask Frances.

6 pm to 9 pm - Morgan.

John will need to meet Jennifer Raison at about 4 pm and get the school art work set up before then. John also needs to collect the cones from Halesworth and help Ann deliver her display to the church. *(Comment John. So it is difficult for me to commit to a time but I will try and be*

around.)

Judy concerned about shortage of volunteers on rotas in shop. We have a few weeks yet so we should be OK. Judy will check with Carol Homes about catering rota.

Alison and John have reworded parking signs. See below.

PARKING FOR CARS USED BY PEOPLE WITH DISABILITIES AND EXHIBITORS OR STALL HOLDERS ONLY, PLEASE.

Please accept our apologies if space is restricted. Could you drop off here and park by the green?

If you need help or advice please speak to the event steward.

EXHIBITORS OR STALL HOLDERS MAY PARK HERE, BUT PLEASE LEAVE SUFFICIENT SPACE FOR CARS USED BY PEOPLE WITH DISABILITIES.

Please accept our apologies if space is restricted. Could you drop off here and park by the green?

If you need help or advice please speak to the event steward.

Thank you.

9 - PCC representative

The PCC has been unable to appoint a representative to this committee. John will send all papers to Sue Foster.

10 - Glass recycling

Morgan and Iren have both phoned about the spillage of broken glass in the road and car park but have had no response. Morgan will phone again on Monday and ask that the recycling bins are removed if the problem is not resolved in 48 hours. Gordon asked how much money we received for this. *(Comment John - after the meeting Brian told me we received £10.10 in July 2008, £14.44 in September 2008 and £12.34 in June 2009).*

11- OMEGA Jazzmen

Morgan will contact Sibton Church about their OMEGA evening. Brian, Ann, Gordon and Antony are not keen on inviting OMEGA again. They do a lot locally and there may not be enough interest in more performances. Mim argues that OMEGA could hire the hall and deal with all the publicity. We will delay any further action till later.

12 - TOOL Theatre

John has emailed TOOL asking for possible dates and prices. No reply yet.

Mim reported that another theatre group, Circle 67, have booked the hall on 4th December for a Christmas show. They will do all the publicity, all we get is rent. Mim has seen them and thinks well of them. We go ahead with this.

Joe Wild from the "Mad Dog's and Englishmen" theatre group has been in touch. They want to include Westleton in their 2009 tour. John has asked for costs, dates and programme. Again we may prefer it if they hired the hall and did all the work.

Gordon discussed the possibility of alternative fund raising ideas such as auctions. Irene supported him and suggested "50:50" auction in which people take back stuff that does not sell. Gordon to think this through and find out how an auction could work. Also need to liaise with the church as they may be doing something like this next year. (Sue, as you have a copy of these minutes you may like to comment. John.)

13 - Premises license

John commented - We will soon be able to include alcohol sales in our premises license without the need for a qualified person. There is a 90 page document on the Department of

Culture Media and Sport website. You may wish to read it. It is expected that the new policy will be in place and understood in August 2009. We can consider applying then.

14 - Amplification system

Irene reported that a hand microphone for the PA system will cost us £170.99. Judy confident that WI will be happy to pay for this but will confirm with her colleagues. Irene to order microphone.

WI finds it very helpful. System was also helpful at the Parish Survey meeting. Morgan will use it at quiz nights. Ann and Brian have the best understanding of how to use it.

John to email Roy Jones reminding WEA that it is available and they are welcome to use it.

(Done 12/07/2009.)

15 - Archive safe

Alison to liaise with Colin and/or Julian about delivery and installation.

16 - Cupboard space

Outside stores tidied up. Irene happy with storage space in cupboard by side door. Art Group now has a small mobile store. We do need a more secure store for the PA system. Irene to see if it will fit in "her" store.

17 - Visible insulation

Various suggestions made about how to hide the green ceiling insulation seen from the committee room windows. Brian and Antony will advise on best solution. *(Comment John. Brian and Antony solved the problem next day.)*

18 - Clock insurance

Brian reported that the external clock is now included in the hall insurance at negligible cost.

19 - Any other business

Morgan - Archive shed needs re-treatment. Deal with after Exhibition.

Mim - We need a price list for table and chair rent. Suggestions are £1 per table, £0.50 per chair. Community events such as Barrel Fair, WI, Flower Festival to be free. **John to draw up price list for next meeting.**

Alison - New printer and scanner in archive annex to be PAT tested next time.

"Jim's Films" on 5 August - we need raffle prizes. Ann and Judy will organise the tea and biscuits. Jim charges £60.

John argued for a public consultation meeting in the autumn to report back on building work and explain where we are up to. We should also use this to follow up the results of the parish Survey as they affect the hall. Brian felt this should wait till the report was published and we knew the outcome of our current grant bids. Committee agreed with Brian (John did not disagree). **John will draw up an agenda.**

20 - Date of next meeting

7-30 pm Wednesday 23rd September 2009.

Meeting ended 2150 hrs.