



Westleton Village Hall



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MINUTES OF COMMITTEE MEETING HELD ON Tuesday 17th May 2011 @ 7-30 pm (following AGM)

Present

Committee Members; Irene Ridley, Judy Boulanger, Sheila Collett, Mim Hendricks, Ann Bebbington, Jeremy Branch, John Bebbington, Pat Swindell, Sheena Robertson, Alex Alexander

Public; Brian Boulanger.

1 - Apologies for absence

Antony Clough, Amanda Freeman, Roy Swindell, Ivor Murrell, Jean Murrell.

In the absence of Antony Clough Judy Boulanger chaired the meeting. She welcomed everyone and thanked them for coming, and welcomed Alex as a new member of the committee.

2 - Election of Officers

Chairman - In the absence of Antony it was felt to be discourteous to decide appoint a chairman at this meeting. This will be decided at our July meeting.

Vice-Chairman - John proposed Judy Boulanger, seconded by Irene. All agreed, Judy willing. Judy Boulanger appointed vice-chairman.

Treasurer - Irene proposed Alex Alexander, seconded by Judy. All agreed, Alex willing. Alex Alexander appointed treasurer.

Secretary - Irene proposed John Bebbington, seconded by Jeremy. All agreed, John willing. John Bebbington appointed secretary.

At this point Ann suggested that we need deputies for the treasurer and secretary to cover expected and unexpected absences. There was general agreement that, whilst this was a good idea, no-one would want to do it. To be considered again should the need arise.

Fabric Officer - There was some discussion about this appointment, whilst recognising that such discussion may be inappropriate in Gordon's absence. The consensus of opinion was that Gordon had made an important and very helpful contribution in this role for many years. However, he is a very busy man with many other domestic, community and business responsibilities as well as his responsibilities as a hall trustee. He is always available to help at hall events and on hall working parties and this help is very important to the committee. The committee thought there was a case for asking someone else to take on the role of fabric officer in order to share the burden more equitably.

John wondered if Brian would be interested in taking this on in a "non-committee" role. Brian was willing to give it a try. Alex proposed Brian Boulanger as fabric officer, seconded by Ann. All agreed, Brian willing.

Brian Boulanger appointed fabric officer.

3 - Minutes of meeting held 22nd March 2011

All agreed correct, Judy signed a copy.

4 - Matters arising

Ann asked if there had been any interest at Westleton Parish Council in having a Fire Officers Charity Clothing Bank in Westleton. Alex and Sheena reported that this had not been discussed. As the Village Hall Committee has no strong feelings about this we will not pursue the matter.

5 - Treasurer's report

Brian distributed copies of his report for the period 1st March to 30th April 2011. Copies attached for members not at this meeting.

Recent events have been successful;

The Film Club showing of "Made in Dagenham" on 9th April was attended by 52 people and made a profit of £121.11. All who attended the event enjoyed it.

The Quiz Night on 2nd April was again successful and generated £95.74, in spite of the attendance being lower than expected. Thanks are due to Gwen and Stan for organising this.

The RSPB/Forestry Commission/ Paul Sawyer Wildlife Evening on 26th March was well attended and generated much helpful interest and debate. Profit £90.15.

The visit by Eastern Angles on 12th April was a "sell-out" and generated £192.41. Thanks are due to Pat and Marianne for organising this event.

So events during March and April did well. Brian has no information yet on the WEA/Garden Club day school held on 30th April.

The 100 Club for 2011 made £1314 which means the hall and church both make £657. Brian is concerned that the church does not acknowledge the receipt of its share of the money. He is concerned that there is no proper paper trail and therefore no evidence, should such evidence be required, that the money is shared between the hall and church and that the hall, who handles all the finances, may not be able to demonstrate that it has handled the money properly.

Jeremy will discuss this with his PCC colleagues and encourage them to acknowledge that they have received monies from the hall.

Another concern is that the total income is lower than in previous years. It looks as though distribution of the application forms with the Fisherman was not a success. Clearly the Fisherman is not received by all households; we know it is not delivered to the "outliers" in places like St Helena, Fen Street Road, Minsmere, Brick Kiln Cottages/Farm, Charity Farm and neighbours, Potton Hall and others. Fewer 100 Club applications were received from these "outliers" than in previous years. In future years we may feel that, whilst we can use the Fisherman to distribute the forms to the "inner" area of Westleton, we may need to deliver them to the "outliers" ourselves.

Better news is that Irene managed to sell virtually all the old curtains and rails for £80 - Brian thanked her on behalf of us all. The remaining curtains will be given to a charity shop.

Judy thanked Brian for all his hard work during 6 years as treasurer.

6 - Secretary's report

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

7 - Review of prices

John had distributed copies of our current price list with the agenda. We should consider our prices each year rather than waiting too long and having to impose an excessive price rise on our users at one time. Points from discussion;

Mim - The Heritage Quilters have cancelled a few sessions recently as they find us expensive. However they are a relatively small group so their cost per head will be higher than others.

Brian - Our current price list is dated September 2010 so it is probably too soon to increase them.

Alex - we would send out a bad message if we increased our prices just after we had received a £67k bequest.

General feeling that it is right to review our prices each year but that we should leave them as they are for 2011/2012.

8 - Building maintenance

Irene reported that the hatch sticks sometimes; there may be a faulty switch. Brian will contact suppliers to get it serviced. *(Comment John - a couple of days after this meeting Brian told me he had been in touch with Chapel Doors.)*

9 - Building projects

John suggested that we should appoint a working party to draw up plans for further building development. He felt it was important that someone from outside the committee should serve on such a working party to ensure that the needs of the wider community are met rather than the, perhaps, narrowly focussed interests of the hall committee, he suggested Brian should be a member of that working party as he can combine an understanding of the wider needs with experience of what is realistic in hall terms. The committee agreed to appoint a working party. The members are - Brian, Alex, Jeremy, Irene, John with the option of including Antony if he so wished. *(Comment John - Antony emailed me; he is keen on taking part.)*

John further argued that as he had tended to lead earlier working parties it may be best if he played a lesser role in this one as it is unwise to have one person playing too large a part in development projects too often. Alex agreed to lead this group.

Roger Driver's input was invaluable during the lavatory project. When the group has clarified its ideas Roger Driver will be invited to help.

10 - Projection equipment and screen

Alex has assembled a bid for financial support to the National Lottery (Awards-for-All) incorporating some helpful advice from Elizabeth Storer of Suffolk ACRE. The bid will be posted the day following this meeting and we should get an initial response (either a rejection or a request for more information) within 30 days.

11 - Exhibition

John distributed the latest list of exhibitors and the draft layout. John thanked Ann for producing the layout board to scale and for helping him locate the stands.

John needs to remind the Gun Club to respond to their invitation. (Done, letter to Mary Andrews 19/05/2011).

Sheena confirmed that the Responders would not be attending but the Parish Plan would be present. *(Comment John: Sheena did tell me before this meeting but I had misfiled the email.)*

John had distributed the note to be inserted in the July Fisherman and asked people to read it ASAP. Pat and Brian agreed to fold and Judy will check that Mary is on board. *(Comment John: Judy has checked and we need 350 copies. I have printed off 360 copies and given them to Pat and Brian. Judy tells me she has spoken to Mary who is happy. Judy will help Mary with the inserting.)*

John has received the posters from Ivor and has (after this meeting) given the appropriate number to the distributors (Brian/Judy, Tim/Linda, Gordon, Pat/Roy, Frances, John.)

Committee decided that the main draw prize should be £100 Judy will see if the Crown, White Horse and David and Jon will donate draw prizes.

Brian was concerned about the time taken over the draw given the large number of prizes to get through. He wondered if there was a case for fewer prizes or for combining prizes. Sheena thought the large display of prizes made the draw more attractive and increased peoples chances of winning so increasing their interest. We could combine some similar prizes. We need to find a way of dealing with the draw more speedily.

John to order draw tickets. (Done 22/05/2011.)

Ann reported that the Quilters will not have a quilt to raffle this year so there will be no need for insurance cover. *(Comment John: After this meeting Ann found that the Quilters will be in a position to run a draw for a quilt after all. John to order draw tickets (done 27/05/2011) and to arrange insurance cover.)*

Brian has found an "emergency back-up" demonstrator should one be needed. He has given the details to Ivor. No problems are expected this year but this potential demonstrator could be included in subsequent years.

Jeremy has sorted out the roadside signs and will get Penny to print them on the archive A3 printer. Roadside sign cost will be £174. *(Comment John: I saw Penny this morning [27/05/2011], she will be printing them shortly and will drop them off with me as I live nearer*

than Jeremy. I will pass them on to Jeremy.)

Irene raised the potential problem of a clash between the 2012 Wild Flower Festival/Exhibition and the Olympic Games. Some of the workers and attendees will be going to the games (they hope), some possibly taking part and many stuck in front of the telly. Either the Games or Westleton (and possibly both) may suffer from this clash of interests. We need to begin thinking about what we should do next year. All VHC members are asked to think this through. Jeremy will get the PCC to consider the potential problem and John will ask Esmé to give the matter some thought. We probably should decide what we want to do soon after this year's event. Our options seem to be;

Ignore the problem and carry on as normal, *(probably unwise)*

Change the time of our event, *(perhaps the best idea)*

Cancel our event, *(disappointing after an unbroken run of nearly 50 years)*

Ask Seb Coe to reschedule or cancel the Olympics. *(perhaps unrealistic)*

12 - Signs, roadside and car park gate

Jeremy reminded us that this is a sign to mount at the gate to promote activities taking place. Not all users are keen but the hall will find it useful for events run by the VHC. Ann is convinced that people will want to use it once it is available. Jeremy has everything sorted out and the cost will be about £30. All agreed this is a good idea so Jeremy will go ahead.

The only potential problem is the need to make a hole in the car park by the gate. *(Comment John: David Pierson didn't have much trouble.)*

13 - Any other business

There seemed to be some misunderstanding resulting from a note in the minutes of our last meeting referring to a request to Westleton Parish Council to fund a replacement printer for the archivists. Sheena will explain to WPC that this is an error and the printer was bought and paid for out of archive funds so further support is not needed. *(Comment John: If I made an error in the minutes I apologise.)*

John to thank Pat and Marianne for running the recent Eastern Angles visit. (Done 27/05/2011)

The glass recycling bins have proved a problem again, especially over Easter. Irene, John and Ann have all had to tidy up after people left bottles outside the bins when they were full. As the system is changing we will see how the new system settles down before we consider action. By this time Irene had left the meeting. Mim suggested that as we were now getting more bookings which generate more cleaning we should consider paying her more. All agreed and the new rate will be paid from 1st June 2011.

Pat told us the Garden Club will be using the hall during the Garden Trail. The committee agreed they should be charged the standard single rate for Westleton users.

14 - Date of next meeting

Tuesday 5th July 2011 at 7-30 pm.

Meeting ended 10 pm.