



Westleton Village Hall Committee
Reg. Charity Number 1026353



Annual General Meeting 13th May 2009

Agenda item 6 – Secretary's Report

This report, together with the Treasurer's Report, will also form our annual report to the Charity Commissioners.

The Committee met on 6 occasions with most members present at all meetings.

Maintenance

Work done during 2008/2009

The gate posts at the Darsham Road entrance to the car park were repaired.

The ground drains round the building were repaired.

A new sign identifying the hall was installed in April 2009 after we found that some visitors to Westleton could not find the hall!

The hatch from the kitchen failed and was repaired.

The leaking kitchen water taps were replaced

Equipment bought during 2008/2009

The Dunwich/Westleton Workers Education Association made a grant of £300 which was used to purchase a portable amplification system for use by all hall users.

A new cooker was bought to replace the old one which was well beyond its useful life.

Plastic coated water-proof table cloths were bought for general use.

Two white damask table cloths were donated for "special" use.

The old vacuum cleaner was replaced.

A generous lady from Dunwich donated a mixed array of very useable green crockery.

Multi access/disabled lavatory

Roger Driver, a local architect and surveyor, has been appointed to lead us on this project.

Listed building consent and building regulations approval have been granted.

Grants were received from the National Lottery Awards for All programme (£10,000), the Suffolk Environmental Trust via the Landfill Tax Credit Scheme (£11,397), The Westleton Women's Institute (£1,139.70 which served as the 10% third party funding required by the Landfill Tax Credit Scheme) and The Westleton Barrel Fair (£1,500). This was sufficient to fully fund the installation of the accessible lavatory and to renovate the male and female lavatories. The work started in April 2009 with completion expected in June 2009. It became apparent that repairs were needed to the roof of the lavatory block and that the alarm system needed upgrading. This work is being done as part of the lavatory upgrade funded out of the hall reserves.

Improvement to heating system and insulation

Plans have also been finalised for this project. We hope to;

Replace the heaters with thermatic heaters which are programmable and thermostatically controlled and will allow better heat distribution.

Install insulation above the ceiling panels. (We have been advised by Natural England that the bat colony in the roof will not be disturbed.)

Replace all single glazed window panes with slim line sealed units with replica crown glass.

Listed building consent and building regulations approval have been granted.

The Garfield Weston Foundation has made a grant of £3,000 which has enabled us to

install the ceiling and water pipe insulation above the ceiling panels. Some of the ceiling panels were damaged during this work and have been repaired. Our insurers are covering most of the cost.

So far we have not been able to raise the money we need to install the double glazed units or the replacement heaters. More funding bids have been submitted to a number of potential donors.

We have decided to install the double glazed window units in the lavatories as part of the present building project. This work will be funded from hall reserves.

Archivists

The Westleton Parish Council and Westleton Barrel Fair continue to provide financial support for the village archivists. Both bodies contribute £300 per year. This money is held in a separate "archivist" bank account and an audit trail ensures that the money is only used for the archivist service.

Ann Follows left the archivist team. At the moment Alison Paul and Penny Rouse feel they do not need any additional help.

Magnox South has donated a redundant fire proof cabinet to the archivists which will be installed when the present building work is completed.

Relationship with St Peter's Church and Westleton Parochial Church Council

The Carol Supper in December 2008 followed the format of the previous year and was equally successful. We will continue with this format for the next few years until further change is needed.

Over many years the church and hall have organised the Wild Flower Festival and Village Exhibition as two events running together. Both events were always successful but last year it was decided that we should get together and plan things on a joint basis. So far this seems to be well worth while as several new ideas have been generated and work has been shared out more equitably. Both the PCC and VHC appreciated working more closely together and the PCC has written to the VHC expressing this and hoping that this can continue and develop. The VHC has agreed with this sentiment. The talk by Peggy Cole in the church on the Saturday evening proved very successful and similar events will be organised in future years.

Publicity for the event is now run by Ivor Murrell, Stan Saunders and Amanda Freeman. We are very grateful for this help as it takes a lot of pressure off the Village Hall Committee.

Ivor and Jean Murrell also organised the craft demonstrators for the 2008 event and are doing so again for 2009. Again this help is very much appreciated.

Events (The money raised by these events is noted in the Treasurer's report.)

The 2008 Exhibition, held in conjunction with the Wild Flower Festival at the end of July, had, again, been a success. The money raised (see Treasurer's Report) was shared equally between the hall and St Peter's Church funds.

Roy and Jane Jones had arranged a further visit from Eastern Angles Theatre Group. The performance was very well received and all tickets were sold.

The committee chairman, Morgan Caines, organised 5 village quiz nights during the year. These proved very popular and were well attended. Thanks are due to Sheila Collett for organising the draws that accompany these events and to Jean Edwards for keeping score. Each evening generated in the order of £120 for village hall funds. For the Christmas Quiz Night in December supper was provided. Thanks are due to all who helped with the catering.

Irene Ridley continued organising her antique and collectible fairs which are proving popular and successful.

A new event in 2008 was a visit from the OMEGA Jazzmen. This event was run in conjunction with the White Horse Inn who ran the bar and did the catering. This was a very successful evening. We organised a similar event for Easter 2009. Unfortunately advance ticket sales were very poor and the event had to be cancelled.

Another new event was a visit from a one man touring theatre group. This was very poorly attended. We didn't lose money but neither the hall nor the theatre group made enough to make it worth while.

We clearly need to reconsider the sort of events we run.

The Table Top Sale held at the end of May 2008 was successful although takings were down a bit on the previous year.

Hall Users

The Worker's Education Association organised several courses during the year covering a wide range of historical and cultural subjects. All courses were well attended and attracted participants from well outside the local area.

The other regular or frequent users of the hall during the year have been;

Linda Ginn (chiropractic clinics), the Westleton Quilters, the Westleton Indoor Bowls Club, the Westleton Art Group, the Heritage Quilters, the weekly yoga class, the Westleton Women's Institute, the Westleton Common Group, the Tallis Chamber Orchestra, Brian Harrison (annual art exhibition), Michael Kirby (ecology study days), RSPB, Westleton Parish Council and the Crown Hotel for staff training.

British Energy hired the hall to hold one of their community consultation meetings to discuss the possibility of a third nuclear power station at Sizewell.

We are grateful for the support of all these users and of other groups and private hirers who have used the hall for one-off meetings, courses and other events.

Management

There were no changes to the committee during the year. All officers remain the same.

Leaflets of general public interest are received from Suffolk ACRE, Suffolk Association of Voluntary Organisations, the local authorities and other bodies. These continue to be displayed in the committee room.

We are grateful to all the people who are not committee members who have helped us with events throughout the year. It would be impossible to name everyone who has helped (and unwise as I am bound to miss someone out).

Thanks are due to all those committee members and other volunteers who work very hard to maintain and manage the hall. Very special thanks are due to Irene Ridley for looking after the hall to a very high standard and to Mim Hendricks for dealing with all the bookings.

John Bebbington
13/05/2009