



Westleton Village Hall



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

MINUTES OF COMMITTEE MEETING TO BE HELD ON Wednesday 13th May 2009 @ 7-30 pm (following AGM)

Present

Morgan Caines, John Bebbington, Brian Boulanger, Gordon Turner, Antony Clough, Judy Boulanger, Amanda Freeman, Alison Paul, Frances Berry, Sheila Collett, Ann Bebbington.

Apologies for absence

Gwen Saunders, Irene Ridley, Linda Ginn, Richard Ginn, Roger Driver.

2 – Election of Officers.

Before the election of officers Morgan reminded the meeting that it was necessary to confirm the co-opted members of the committee. Currently the co-opted members are; Antony Clough and Frances Berry. Morgan proposed that Antony Clough and Frances Berry be co-opted to the committee for 2009/2010. Seconded Alison Paul. All agreed.

Morgan also welcomed Ann Bebbington as a new member of the committee

Chairman

John Bebbington proposed that Morgan Caines continue as chairman. Seconded Amanda Freeman. There were no other nominations. All agreed. Morgan accepted.

Vice-Chairman

John Bebbington proposed that Antony Clough continue as vice-chairman. Seconded Gordon Turner. There were no other nominations. All agreed. Antony accepted.

Treasurer

Morgan Caines proposed that Brian Boulanger continue as treasurer. Seconded Amanda Freeman. There were no other nominations. All agreed. Brian accepted.

Secretary

Morgan Caines proposed that John Bebbington continue as secretary. Seconded Amanda Freeman. There were no other nominations. All agreed. John accepted.

Fabric Officer

Amanda Freeman proposed that Gordon Turner continue as fabric officer. Seconded Alison Paul. All agreed. Gordon accepted.

The list of committee members and offices held for 2009/2010 is attached to the minutes of the AGM that preceded this meeting. *Please check them and let me know of any errors. Thanks John.*

3 - Minutes of meeting held 17 March 2009.

All agreed that these minutes were correct. John proposed accepting, seconded by Brian.

Morgan signed a copy.

4 - Matters arising

Judy confirmed that Carol Homes will organise the teas at the Exhibition.

Gordon confirmed that the link between the hatch and the alarm system will be installed as part of the upgrade to the alarm system.

Antony confirmed that the new sign on the hall had been installed.

Morgan had had a few complaints about the new hall sign. The notice itself is not an issue but there is some unhappiness about the size. There was some debate but committee members still believed that the sign was necessary as some visitors were unable to find the hall and were sometimes unsure of which village they were in. It was also necessary for the sign to be visible from passing cars. The sign can easily be removed if it is found unacceptable. Morgan will

respond tactfully to the criticism.

Gordon has not yet been able to talk to the Penfolds about treating the fence.

Brian reported that the 100 Club had generated £927 each for the hall and the church. He had sent the church a cheque for that amount but was a little concerned that he has not yet had an acknowledgment.

Frances argued that it is important that we maintain good relations with the church, all agreed.

Alison and Amanda reported that the new table cloths were very much appreciated.

All other items are covered on the agenda.

5 - Treasurer's report

Brian tabled his report for the period 1st March to 30th April 2008. Copies attached for members not at this meeting. Brian's explanatory notes explain most items. Issues worth of note are; £3,000 grant received from Garfield Weston Foundation for ceiling insulation.

Visit by Eastern Angles was successful both culturally and financially.

The quiz night was successful; again.

£300 donation received from WEA for amplification system. Brian was going to write to both WEA and WI asking for help with the amplification system As WEA had been so generous their donation covered virtually the whole cost.

The payment to Roger Driver is part of his professional fee for help with the lavatory refurbishment.

We are now on a 3 year contract for our insurance which will fix the cost for 3 years.

Payment to Chapel Doors is for the annual check on the hatch.

6 - Secretary's report

John tabled his report. Copies attached for members not at this meeting.

All issues discussed under agenda items.

7 - Building maintenance

We still need to set up a maintenance contract with Chapel Doors for the hatch. Gordon was reminded to give John details for the hatch and company's address.

Brian noted that Alison had contributed £20 towards the PAT testing from the archive account.

Gordon reported problems with the glass recycling containers. Lots of people including Lis Young, Gordon and Irene had spent time clearing up the glass. Gordon thinks we should get it moved. Morgan to contact Suffolk Coastal and get them to visit the site to see the problem and identify possible alternative locations and other solutions.

8 - Building projects

See secretary's report. Brian has done an analysis of expenditure so far, see end. Duncans had missed out the £2000 contingency element in their quotation. We will review what our response should be when we know the final costs of this project. We will then negotiate with Duncans.

9 - Exhibition/WFF 2009

John outlined progress so far with exhibitors and layout and circulated the table and draft plan.

Copies attached for members not at this meeting. (*Request, John. Can you all check this as I haven't been able to give it as much thought as in previous years at this stage? Thanks.*) Ann to give Morgan details of draw tickets printers she used.

Carol Homes is organising teas.

Publicity is in hand.

Amanda reminded the committee of the need for the publicity group to get information into the July Fisherman. (*Comment, John. I was at a meeting of the publicity group on Wednesday 27 May. This seems to be all in hand.*)

John to get tickets printed for Clive Paine talk and "Jim's Films".

Sheila suggested doing the draw after the film night. Agreed this is a good idea but, on balance, this is best done on the Monday when exhibition visitors are present.

Agreed we do a simple raffle for the film night.

Alison and John to rationalise “No Parking” signs with a view to clarifying the “rules” for disabled parking.

John check banner numbers.

John to print out duty rotas for Sheila.

John write to police re parking and bollards.

John check insurance.

Ann to supply Sheila with cellophane.

Amanda will get ribbons.

Hessian available in cupboard.

10 - Omega Jazzmen - Feedback

Event cancelled due to poor advance ticket sales. Some discussion about revisit. OMEGA themselves have suggested that we charge £5 on a “bring your own food and booze” basis. This has been successful elsewhere. **URGENT NOTE, JOHN. WE NEED TO CONSIDER IF WE PAY OMEGA A CANCELLATION/GOODWILL FEE. I SHOULD HAVE RAISED THIS AT THE MEETING BUT FORGOT - SORRY. WHAT DO YOU THINK? SHOULD WE MAKE THEM AN OFFER OF BETWEEN £50 AND £100? WE SHOULD DECIDE SOON SO PLEASE GET BACK TO ME. THANKS.**

Morgan to contact Sibton Church to see how they got on when they had OMEGA.

11- Nick Murray-Brown - Feedback

Another “sub-prime” evening. Ticket sales poor and event not to the taste of all who attended. We didn't lose money as all we were expecting was the rent and bar sales, which we got. But neither we nor NMB made enough money.

TOOL Theatre has circulated the publicity for their latest tour. Morgan strongly of the view that we should invite them back again.

John to check out prices and possible dates.

Morgan to ask Barbara if the Parish Survey/Plan group has any idea what sort of events will please our fellow Westletonians.

12 - Down Tour Lane, Up Your Street - Report

Ann had attended this seminar with Sheena. A worth while day. The seminar was to promote the arts in Suffolk. A range of artists and groups, including Eastern Angles, were presenting what they can do in community halls. Other sorts of community events are also available e.g. street festivals. Advice is available on how to publicise and market events.

In Ann's view some things were too large for a small village hall; they were more appropriate for larger towns and cities.

Ann has information about what is available and the costs. If we run with any of these ideas it will be hard work and we will need to push things a lot.

One idea that Westleton WI is thinking about is a workshop on art installations from recycled rubbish.

Other ideas are puppet theatre, children's theatre, flea circus, story teller.

Personal comment, John. Ann has commented that the less successful events are those this committee runs itself. Events run by others do better. Maybe we do not have the right skill mix or time to run these sorts of events properly. Is there a case for setting up another group to run things like this? Could the parish survey/plan be relevant here?

These sorts of events are useful for bringing people into the village to spend money in our pubs and shops rather than direct money making events.

13 - Friends of the Village Hall

Discussion postponed.

14 - Amplification system

Brian - we now have the amplification system and it works well. One problem is handing the

microphone over to other speakers as we only have a clip-on instrument. We probably need to buy a hand microphone as well. Brian will check with Irene to see if a hand microphone is available. Judy suggested that the WI may be prepared to pay for a hand microphone; she will check.

15 - Any other business

Alison has room in the archive annex for the safe supplied by Sizewell A. Julian is confident that the floor will take the weight.

Antony had received a complaint about the green ceiling insulation showing through the committee room windows. Committee agrees that this looks odd and we will consider ways of dealing with the problem.

John had circulated information from Suffolk ACRE suggesting that it may be appropriate for the hall to include alcohol sales in its premises license. ACRE is preparing an updated advice sheet and we will consider including alcohol sales in our license when the advice and appropriate forms are available.

Morgan asked about progress with the disposal of the asbestos sheets. John has forwarded an advice note from ACRE to Gordon. Gordon dealing with this via Suffolk Coastal.

Morgan also asked about the insurance of the external clock. Brian had sought advice from ACRE; there is no mention of the clock on the hall insurance but it may be covered anyway as a "fixture and fitting". Value of clock is in the order of £750. Brian has given that figure to ACRE and they will advise.

Morgan - next quiz night Saturday 6 June.

16 - Date of next meeting

Wednesday 8 July 2009 @ 7-30 pm

Meeting ended 9-41 pm.

Money held	COIF A/c		£23,239.00
	Suffolk Environmental Grant		11,397.00
	Bank a/c		1,000.00
			<u>£35,636.00</u>
Paid out	Roger Driver	£1,955.00	
	Portable toilet	236.00	
		<u>£2,191.00</u>	2,191.00
			<u>£33,445.00</u>
Estimated expenditure	Duncans	18,906.00	
	Bldg Regs	437.00	
	Roger Driver	1,725.00	
	Toilet windows	2,125.00	
	Roofing	7,526.00	
		<u>£30,719.00</u>	£30,719.00
			<u>£ 2,726.00</u>
possible committments:	Contingency	£2,000	
	Hand dryers	?	

As far as I know this is our requirements financially. I hope we have covered all contingencies now.