



# Westleton Village Hall



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## MINUTES OF COMMITTEE MEETING HELD ON

Tuesday 5<sup>th</sup> July 2011 @ 7-30 pm

### Present

*Committee Members;* Irene Ridley, Judy Boulanger, Sheila Collett, Mim Hendricks, Ann Bebbington, Jeremy Branch, John Bebbington, Pat Swindell, Alex Alexander, Antony Clough, Gordon Turner, Amanda Freeman.

*Also present;* Ivor Murrell, Jean Murrell.

Judy took the chair and opened the meeting.

#### *1 - Apologies for absence*

Sheena Robertson, Frances Berry.

#### *2 - Election of Chairman*

John explained that Gordon was now the Westleton Parish Council representative on the committee. John proposed that Antony Clough be co-opted to the committee. Seconded Gordon, all agreed. John proposed that Antony be appointed chairman of the committee. Seconded Irene, all agreed.

Antony took over the chair.

#### *3 - Minutes of meeting held 17<sup>th</sup> May 2011*

All agreed correct, Antony signed a copy.

#### *4 - Matters arising*

There were no matters arising not covered by the agenda.

#### *5 - Treasurer's report*

Alex distributed copies of his report for the period 1<sup>st</sup> May to 30<sup>th</sup> June 2011; copies attached to these minutes for members not at the meeting.

Income is a little lower than usual as, Alex, being new to the job, had been a little slow in sending out invoices.

Income from the Gardeners Club (£190) and Judy's book sales (£100) was invaluable and appreciated.

Brian had transferred £1500 from the current account to the savings account.

Major outgoings were the payment of £437 to Eastern Angles (their visit showed a net profit) and £162 for the repair to the hatch. There was some concern about this latter cost but given the travel costs of the company from Essex this seems reasonable.

Mim and Alex pointed out that, whilst our regular bookings are holding up OK, lettings are down a bit. There had been a couple of useful local authority bookings. There is no need for concern at this stage.

Antony added that the building committee wished to ring-fence £50k for the proposed building extension. John warned of the need to hold £10k to cover the cost of installing the heaters.

#### *6 - Secretary's report*

John distributed copies of his report (with an apology for not heading it properly); copies attached to these minutes for members not at the meeting.

#### *7 - Reserves Policy - confirmation*

John distributed copies of the updated reserves policy with the following observations (see secretary's report):

*Alex has updated the total held in the deposit and savings accounts, £79,259.67. The sum above includes a bequest of £67,767.88. We also need to allocate about £10,000 to cover the cost of installing the new heaters ..... We aim to hold £10,000 in the reserves so we can commit*

*up to £59,000 towards our proposed new building project and any other maintenance work due during 2011/2012.*

The reserves policy was accepted unanimously.

#### *8 - Building maintenance*

John reported that Brian had arranged for Jim Homersham to adjust the side door which was sticking. He did not charge us for the simple adjustment he made. Jim advised that the door needed repairing or replacing as it was rotting underneath. John suggested that we should decide on this after the next meeting of the building planning group in case they wanted to consider any developments in that part of the building. Committee agreed.

Brian had also arranged for Chapel Doors to repair the kitchen shutter which was sticking. They replaced the key switch.

***Comment John;*** *after the meeting I overheard some discussion about repairs needed to the boundary wall as flints are falling out. This is something we, perhaps, should have considered at the meeting but we were running out of time. Colin Baggott has helped with this in the past; he can be found at 18 Heath View, Blythburgh Road, Westleton on 01728 648642. Can I suggest that Judy asks Brian if he can see how big the problem is and have a chat with Colin if he thinks it is necessary? Thanks.*

#### *9 - Building projects*

Proposed extension. Alex gave a brief report on the progress so far. The steering group has held a couple of meetings and is developing its ideas, which are still at an early stage. The group agrees we need an enlarged kitchen, more storage, an additional meeting room/lounge, internal archive facilities and, ideally, a “confidential” room. A meeting with Roger Driver was very helpful. He advised that the location of the lavatories and kitchen were central and suggested a partial extension into the committee room by about 0.8M. This would leave most of the committee room intact. An alternative strategy he suggested was a more radical rethink of the main hall to include most of the proposed new facilities and a rebuild of the main hall on the rear courtyard to incorporate the committee room. We need to do a needs assessment to clarify what goes on and to help us focus our funding bids. He also advised that a detailed site survey would be an important prerequisite for this project and would help us in future projects. Anglia Land Surveys could do such a survey for £870 (inc VAT). This would run on a CAD system which would mean that we could incorporate future developments (if we bought the software) or we could pay to have the survey kept up to date. Antony asked the committee if they would agree to spending £879 on a site survey; agreed.

Roger also joined Alex and John at another useful meeting with Robert Scrimgeour. Robert's view is that we must leave the main hall alone as it is part of the character of the building and its listing. So Roger's more radical ideas are unlikely to be acceptable. We could extend the kitchen into the committee room but we could not remove the chimney breast as, again, that is part of the character of the building and its listing. There would be no objection to demolishing the mower store, archive shed and external stores but we must photograph and record the current arrangements to maintain a historical record of the building. We would be able to do what we like in an extension to the courtyard within reasonable limits. So an extension could include the archives, storage, committee room, confidential room. The existing committee room could include a modest extension to the kitchen (that would have to incorporate the chimney breast) and a lounge/meeting room.

The working group will also consider improvements to the side door as this will continue to be the usual main entrance.

The working group is next meeting on Friday 8 July.

Gordon has advised Westleton Parish Council that we are expecting to remove the mower store at some time.

Judy, on behalf of the rest of the committee, thanked the steering group for the work done so

far.

Antony asked that if any committee members have any concerns they should raise them with Alex, John or himself.

In response to a question from Jeremy Antony confirmed that the whole committee will make any decisions, the steering group is advisory. Funding bids will also be confirmed by the whole committee before they are submitted.

John asked the committee to confirm that if, as part of a funding bid, it was necessary to state that the hall committee would contribute up to £50,000 to this project that would be acceptable; confirmed.

Heating installation. Mim is advising our users that the hall is not available and bookings will not be accepted from Monday 8 August to Monday 26 September. John had written to our users in January 2011 warning of this. In answer to a question from him Mim is confident there is no need to send a reminder to our users.

**John should ask with Kevin if we need to clear the hall and committee room and remove the curtains before the work starts. Email sent 07/07/11.**

Antony, Alex and John will deal with any crises that arise during the heating installation.

*10 - Projection equipment and screen*

Alex has received a grant of £3.5k from the National Lottery (Awards-for-All) towards this project. WEA are funding the screen (which will remain their property, but is available to other users). Alex is expecting to receive them money this week and will place the order. Installation will take 2-3 days and will be done by Trevor Allchin from the Cut at Halesworth whilst the hall is closed during August. There is no additional electrical work to be done by Kevin.

**John will warn Kevin that this is happening to make sure he sees no difficulties. Email sent 07/07/11.**

Antony thought it would be a good idea if we could use a radio microphone with the amplifier component of the system. Alex will check if this is possible with Trevor Allchin.

*11 - Exhibition*

Ivor distributed copies of the leaflets for visitors to the hall and church. A few minor changes are needed to the hall leaflet but otherwise it is OK. Jeremy will liaise with the church and Esmé about the church leaflet which still needs a bit of work. The deadline for both leaflets is immanent. 10000 copies of each to be printed.

Remove reference to sale of shirts and tea towels.

But we would be able to take orders for shirts and tea towels at the event. **Perhaps John should arrange this.** (*I have sent a draft notice and order form to Brian and Alex for advise and asked if we have any samples, John.*)

Ivor has "done" all the websites and other publicity media and the craft demonstrations are all set up.

Antony thanked Jean and Ivor for all they have done.

John confirmed final exhibitor list and tabled the layout plan. All in order. WI will only need a small table.

Chris Humphries is unable to judge the school art work. We are very grateful to Ruth Wharrier who has agreed to help out at short notice. **John to inform Middleton School (Done by email 07/07/11)**

There will now be a quilt to raffle.

John has ordered and received draw and quilt draw raffle tickets.

1<sup>st</sup> prize in the draw confirmed as £100 (*Comment, John; thank goodness for that as that is what the tickets say!*)

Some discussion about donation to RSPB following Adam's talk. (*Comment John; we had forgotten a discussion on this at the first planning meeting with hall and church people present. I quote "We will decide on the donation to give RSPB after the event when we know how much*

we made - minimum £50.”

**Road-side and other sign set-up** Tuesday 19 July 9-30 am.

**Hall exterior clean-up** Tuesday 26 July at 6 pm.

**Table set-up** Wednesday 27 July at 6 pm

**Set-up time for exhibitors** agreed as 2 pm to 9 pm on Thursday 28/07/11. “Set-Up” rota =  
2 pm to 4 pm - Mim and Ann

4 pm to 6 pm - Pat and John

6 pm to 9 pm - Amanda and Sheila

**John to notify exhibitors.** (*Done by letter and email 07/07/2011.*)

**John to update risk assessments.**

There was some discussion about the clash with the Olympics in 2012. Alex and Pat reported that the balance of opinion in Westleton was that we should leave things as they are. Jeremy added that the PCC was split about 50:50 on the need to consider a change. John observed that the reported national position on ticket sales made it unlikely that we would lose too many workers, exhibitors or visitors. So the feeling at the moment is that there may be no need to change the dates next year.

*12 - Exhibition draw procedure*

Difficult to see how we can speed this up other than by working faster. One issue that does slow things down is our practice of having a secondary draw for the prizes. This year, at Sheila’s suggestion, we will just work through the list of prizes in order and see how this speeds things up. Gordon will also get better quality adhesive tape which will also be quicker and easier to use.

*13 - 100 Club; hall and church financial arrangements*

Jeremy reported on discussions with the PCC. They are not sure there is a problem. Having raised our concerns we will consider our opinion in the light of future experience

*14 - Any other business*

John asked if we should ask Westleton PC if we could make occasional contributions to their newsletter. The balance of opinion on the committee was that, whilst the Parish Council newsletter was a very welcome innovation it was a Parish Council newsletter and was better seen as such. We can contribute to the Fisherman if we wish and use the notice boards and website to inform people of what we are doing as we do now anyway.

Richard Evans of BNThermic wants to include us and our new heaters in their new catalogue as an example of an installation in a community building. Committee agreed.

**John will phone him when installation is in hand and he will arrange to come and take pictures. 01293 547361.**

John reported an email from Judie Shore as follows

*“Wanted to raise an issue please and perhaps you could let me know whether it should be with you or the Parish Council? The plastic recycling bins were always noisy being placed just outside the village hall but since they have been replaced with steel ones and moved adjacent to the hall wall, the noise is beyond tolerable. Would it be possible for the appropriate committee to discuss a possible solution please?”*

After discussion the committee agreed this was a problem but couldn’t see a clear way out of it. Mim can hear the noise from the bins at home, so it is difficult to see that moving the bins will reduce the noise significantly.

Others observed that, aesthetically, a lot of people in Westleton prefer the bins where they are. Pat supported Judie’s concerns - she does see this as a real problem for yoga.

**John to write to Judie.** (Email sent 07/07/2011 - text follows)

Hello Judie

We discussed the problem you reported with the glass recycling bins at our committee meeting on Tuesday evening. We very much regret that you and the yoga group find the noise so disturbing.

There are a number of difficulties.

We are getting reports from a number of people who live here that they prefer the bins in their present location as it improves the sight lines across the hall car park and is a lot tidier. So if we put them back where the old bins were we may run into a different set of problems.

However, I think we need to recognize that a number of regular groups are not using the hall at the moment; unlike you they have shut up shop over the summer. Your experience may be a useful warning to us. Other groups, such as WEA, Quilters, Art Group, all of whom are likely to find excess noise as difficult as you, may experience similar difficulties. So we would be most unwise to ignore your concerns.

I understand that you only have one more session before you also allow yourself a temporary break. I will move the bins back to the old position this Sunday (10 July). Could you let me know how things are next Monday? We can then monitor the situation and assess the problems you and other users have or may have.

I am sorry you are having these problems. I hope we can find a way of solving your difficulties and any difficulties other users may have whilst keeping the hall looking as attractive and tidy as possible. Let me know how things are next Monday evening.

Regards

John

John has information on setting us up for Vodafone text donations. All agreed this may be worth while. **John to set up.** (Process started 06/07/11.)

John - Edward Hyde of Roger Hyde Flooring has been in touch, do we want our flooring spruced up again? Committee agreed that this may be worth while after we have completed the heating installation; unless we want to redecorate. Quotation for a repeat of the work we had done last time = £495 + Vat. We could have a more thorough job done for £725 + VAT.

**John to send a "holding" email.** (Done 07/07/11)

Gordon - Westleton Parish Council is considering withdrawing its funding of the phone box opposite the White Horse. This committee sees no problem with that although we will need to reconsider the wording of our emergency procedures.

Jeremy - His new sign will be ready to install at the hall on Friday 8<sup>th</sup> July at 9-30 am. Antony and Jeremy will be there, John will try and help. Others welcome to help out.

Judy was concerned that John sends the minutes and agendas out too early. Sending them out just after a meeting means some people forget the date of the next meeting. Perhaps these could be distributed later or perhaps a reminder sent out nearer the time. Such a change poses some difficulties;

If the minutes are received too late people cannot be certain they are a proper record as memories fade.

If the agendas are received too late people cannot think through the issues to be raised.

If a reminder is sent out then this means another walk round the village as we aren't all on email and it is not always clear that those of us who are on email always receive all messages.

John finds it easier to work the way he does as he can do what he needs to do as he does the minutes.

If people put the date of the meeting in their diaries there would be no problem.

John would prefer to continue his current practice unless there is some overwhelming objection.

*15 - Date of next meeting*

The committee agreed that Mim and John would decide the date of the next meeting when Mim had checked the diary. The next meeting will be on;

**Tuesday 27<sup>th</sup> September 2011 at 7-30 pm.**

Meeting ended 9-30 pm.