



Westleton Village Hall



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

COMMITTEE MEETING HELD ON TUESDAY 20 January 2009

Minutes

This meeting was due to be held on Thursday 15th January but was rearranged.

Present

Mim Hendricks, John Bebbington, Brian Boulanger, Judy Boulanger, Morgan Caines, Sheila Collett, Antony Clough, Gwen Saunders, Gordon Turner, Alison Paul, Frances Berry, Irene Ridley.

1 - Apologies for absence

None

2 - Minutes of meeting held 20 November 2008

One correction from Brian; subscription to Suffolk Magazine was £29.50. Otherwise the minutes were agreed to be correct. Morgan signed.

3 - Matters arising

All on agenda.

4 - Treasurer's report

Brian distributed copies of his report for the period 01/11/2008 to 31/12/2008. Copies attached for members not at this meeting.

Most issues are explained on the notes on the report.

The final financial figure for the Carol Supper is not yet available as Brian has not yet received all the expenses claims.

The Gun Club made a donation of £100 and an additional donation of £100 for new Christmas tree lights. The Barrel Fair also made a donation of £85 towards the new Christmas tree lights. The payment to John Bebbington under "Equipment" was for the purchase of a new cooker. (Just before Christmas the old cooker became unreliable and unusable so a replacement had to be bought with some urgency.)

The payment of £25 under "Equipment" to Malcolm Walker was for the annual tuning of the piano. There was some debate about the value of having this instrument tuned as it is so seldom used. Some members felt that it was a waste of money. A few others felt that if we have a piano it should be useable. To think about again in September.

Brian pointed out that the COIF interest rate of 4.886% is, in the present climate, still pretty good.

5 - Secretary's report

John distributed copies of his report. All items to be discussed under the agenda.

6 - Building maintenance

Gordon will organise the maintenance of the hatch.

Gordon has changed the lock on the cupboard door in the committee room.

(Comment John - this didn't come up at the meeting as I forgot but I still need the wiring information so we can connect the hatch to the alarm system. Gordon - have you been able to get it?)

7 - Building projects

Accessible Lavatory

A subset of this committee met with Roger in December. A report of that meeting has been

circulated. **John to, politely, hustle Roger to produce final tender documents.** (email sent 22/01/09 Subsequent discussion with Roger confirms all is in hand.) The Barrel Fair has offered £1,500 towards this project. **John to write to Barrel Fair and WI thanking them for their support.** (letters 22/01/09)

Discussion of timing of this project.

Heritage Quilters have booked the hall for 15, 16 and 17 May 2009. They booked this a couple of years ago. They are good customers and we should not let them down.

Suffolk Environmental Trust wants us to submit the first invoice for building work by 31st May 2009.

So timing is critical. We must get the work started by May, the hall must be available for use between 15 and 17 May and we must get partial invoiced before the end of May. Contractors must be able to meet these deadlines.

There was some debate about the need to close the hall. We could make the "Gents" unisex. We could hire a portalo. **John to cost portalo and discuss with Roger.** (emails 22/01/09)

(Portable Lavatory Costs

22/01/2009

Top Toilets Ltd

08000 828083

1 wc = £29.58 + VAT per week. This includes 1 free service per week and consumable supplies.

Plus £35 + VAT per journey for delivery and collection.

So 1 month will cost us $\pounds((4*29.58)+(2*35))+15\% = \pounds216.57$

We need to take the advice of our contractors. We will be closing one fire exit and there will be a lot of noise and disturbance. Difficult to see how we can keep the hall open.

John to warn regular users of possible timetable.

John to tell insurers when dates are confirmed.

See also discussion about Table Top Sale under AOB.

Insulation and Heating

No progress yet.

8 - Carols for All and Carol Supper - feedback

Morgan - event was very successful. Other committee members also reported some very positive responses from the people who came. Church attendance was higher than 2007.

Brian - not clear how much money we made but should be in the order of £300.

The committee agreed to reimburse Brian for the cost of wine he donated to the WI committee for their night out in Yoxford as a measure of our appreciation.

Gordon - there was a problem with the band all wanting, understandably, to be on one table. It was a bit tricky to organise. Judy advises that the WI is aware of the problem and will make allowances next year.

Antony argued against using the stage in the church as it was a bit cramped.

Above items to be discussed with church when planning 2009 event.

9 - Antique and Collectables Sales

Irene - there will not be one in March as she is a bit overloaded in the early part of the year.

There is a sale pencilled in for 7th June 2009 which may fall foul of the building work. Irene to finalise when things are clearer.

10 - Joint projects with PCC

We have a meeting with the PCC on Thursday 22nd January. Discuss then.

11 - Exhibition 2009

Dates now confirmed Friday 31st July to Monday 3rd August. Some discussion about list of exhibitors. Irene suggested that she and Sheena could do something on bees. All thought this was a good idea.

Some discussion about asking Swallow Organics but concern expressed if they sell stuff and detract from our plant and produce sales.

Committee keen to have Phoenix Centre again and to suggest they may do some demonstrations.

Morgan to talk to chair of Sizewell group to see if they are interested. Some concern that this may be too contentious.

Environment Agency considered but thought to be potentially too contentious.

John discuss with RSPB, Natural England and Forestry Commission to see if they want to do a joint presentation on their plans for Dunwich Forest and Westleton Heath.

John to draw up proposed list of exhibitors, fit on to hall plan, circulate and invite.

John to do notice requesting offers of plants for sale.

12 - Policies for Equal Opportunities, Child Protection and Vulnerable Adults

John tabled revised version of "Conditions of Hire". All agreed OK. John to check for inconsistencies with other documents and distribute.

13 - Christmas tree lights

Money now available to purchase these (see Brian's report). **John to hustle electricians for outside twin socket and Beacon Lights for supply.** (*letters 22/01/2009*) (*At a subsequent meeting later that evening over a pint or two a self appointed subcommittee thought it would be a good idea to put some blue LED lights in the tree by the entrance to the car park. If everyone else likes it we will see if we can get any. Hence the twin external socket.*)

Irene suggested that we run special children and family turning-on and tree decorating event this year. All agree this is a good idea. Let's hope we don't forget it.

14 - Amplifying system

Irene found some simple portable affordable systems on the web for about £300. I think she also had some indirect experience of them. Brian and checked out other systems but they were far more expensive at about £3,000.

Brian had also found, via Vince, systems similar to those found by Irene at a similar price. Brian also noted that Linda has a portable system she uses with her exercise group.

Morgan, Brian and Irene to consider options and buy what they feel is appropriate.

15 - Jim's Films

Morgan has spoken with Jim Cecil. He is willing to put on a show for us. Think about for the autumn after building work and Exhibition. A possibility would be Wednesday 5th August. If so include in Exhibition publicity. Morgan to see if this is OK with Jim. (*Subsequent conversation with Morgan and PCC - all sorted, publicity included with Ex/WFF Publicity.*)

Morgan also to check with Adam Rowlands for RSPB films.

16 - Trustee indemnity

Brian and John discussed. It's doubtful if we really need this as long as we are careful and responsible. Leave this for the present.

17 - Audit arrangements (see CC31 and CC32 from Charity Commission website)

Charity Commission advice to trustees is being circulated round members. John feels our present arrangements are OK but that everyone should convince themselves and not just take John's word for it.

18 - Any other business

During the discussion of the accessible lavatory project John raised the problem of the Table Top Sale which normally takes place in May when the hall may be closed. Mim will talk to Jean to see if she can help organise it with Mim as in previous years. John is too overloaded at the moment to help much. A possible date is Saturday 2nd May 2009.

Irene raised issue of table cloths which are getting a bit worn and stained. She suggested PVC cloths which are available by the 20M roll. We could get enough for our needs for about £120. Judy a bit unhappy with PVC cloths as they are less attractive than cloth. But she recognises

their virtues of affordability and ease of maintenance.

Morgan, Brian and Irene to consider options and buy what they feel are appropriate.

Mim raised the matter of teas at the Exhibition and Table Top Sale. She hopes to be available to organise these. If not Carol Homes may be available to help.

Brian discussed the use of community halls for emergency accommodation and asked if we should be available. Morgan advised that emergency planning arrangements are a matter for the parish and district councils.

Brian also mentioned that we have ordered a sign for the hall as people sometimes have difficulty finding it.

Frances argued that we should have a notice listing the regular events and contact people.

John reported similar requests from some locals but he had ignored them. Mim to give John a list of all the regular events and contacts. Some contacts may not be happy to have their details publicised; in which case Mim is happy to be the contact person. **John to check with the contacts and set up.** List to be in Fisherman, website and notice boards.

Morgan - we need to distribute the 100 Club papers for 2009/10. Brian had printed them all and distributed. Brian, Judy, Gwen, Antony, Frances, Morgan and John to distribute. They all know the areas they are covering. Papers to be distributed by end January.

John to contact Nick Murray Brown about his proposed performance in April. (*email sent 22/01/2009 - now confirmed will take place.*) See notes below.

John to confirm dates of OMEGA visit with Brian Farrington and Rick and Jennie. (*emails sent 21/01/09. Lunch in White Horse confirmed for 26/01/09*) Antony, Jennifer, Brian, Judy, Morgan, Barbara, John, and and, possibly, Gordon and Lorna to meet in White Horse at noon on Monday 26 January for lunch to discuss details with Rick and Jennie.

19 - Date of next meeting

Tuesday 17th March at 7-30 pm.

Meeting ended 9-45pm.

Nick Murray Brown phone conversation 25/01/2009

Booking confirmed for 25 April 2009. Doors open 7pm. Performance starts 7-30pm. A performance of 2 halves each of a little over an hour with a 15-20 min interval. Expect to finish a little after 10pm.

Suggested ticket price £7.

We limit to 100 tickets to allow space at front.

Nick MB keeps all ticket receipts.

We get rental and keep all bar receipts.

He will print off 15-20 A4 posters, 2-3 A3 posters. We will distribute.

Nick MB will print tickets. We organise sales via shop and phone using Bebbington's phone number.

Tickets and poster to arrive at least 6 weeks before event. He has my home address.

He needs one of our tables and chairs plus about 3 metres free space at front.

He has own lighting and amplification.

Nick MB expects to arrive at hall at about 3-30 on the day. So we should meet him there to set up chairs and see he has everything he needs.

He does not need feeding and does not need overnight accommodation.