



Westleton Village Hall Committee
Reg. Charity Number 1026353



Minutes of the committee meeting held on Tuesday 22 January 2008
Edited extract for Westleton Website. A complete version is available on request.

Present - Morgan Caines, John Bebbington, Brian Boulanger, Gwen Saunders, Gordon Turner, Sheila Collett, Irene Ridley, Judy Boulanger, Antony Clough, Amanda Freeman.

Also present - Jean and Ivor Murrell.

1 - Apologies for absence; Frances Berry, Mim Hendricks, Alison Paul.

2 - Minutes of meeting held 18 September 2007

All agreed correct, Morgan signed.

3 - Matters arising

All covered on agenda

4 - Treasurer's report

Brian tabled his report for period 01/11/07 to 31/12/07.

5 - Secretary's report

John tables his report.

6 - Carol Supper and Carol Service - Feedback

Most committee members received only positive reports following this event. No-one had heard any complaints.

7 - Building maintenance

Committee room windows are now fixed. External door to kitchen and side door not yet fixed. Additional problems to deal with are; window leaking in kitchen, window above front door leaking, window catches in main hall need repair. Gordon to get Malcolm Keith to deal with these items.

Faulty socket and light switch in kitchen replaced. These could have caused circuit breakers to trip.

PAT testing on electrical appliances completed.

8 - Multi-access lavatory

Morgan - the subcommittee has met several times and has agreed a plan with Roger Driver. This plan was tabled. Gwen had one reservation about the plan - she feels that there should be low and "normal" level hand basins and driers in the accessible lavatory. All agree. John to email Roger about this. (*Done 28/01/08.John*)

Committee agreed we will hold a public meeting on Wednesday 27 February at 7-30 pm. John to set up.

9 - Exhibition /WFF 2008

Jean and Ivor Murrell will be organising the demonstrations at the 2008 Exhibition.

Exhibitors:

Agreed we invite Westleton Recorder, Westleton WI, Westleton Barrel Fair, Thatching, Westleton Art Group, RSPB, Westleton Common Group, Middleton School, Westleton Quilters, Westleton Gun Club, St Peter's Church, Roz Gordon, Westleton Parish Survey Group, Parish Nurse, and we will run a "sales" stall.

Irene suggested inviting the Phoenix Centre at Dunwich. All agreed.

Contact Archery Group, Bridge Nurseries and NFU.

John tabled list of poster distribution sites. Amanda to check against her list for duplicates. Poster distributors to be, John, Judy, Gordon, Sue Foster and Roy Swindell.

10 - Antique and Collectables Sales

Irene has next one in hand and will let us know what, if any, help she needs.

11 - Energy saving and heating

Quotes for secondary glazing, heating system and insulation available. John to check feasibility of hardwood double glazed replacement windows.

To be discussed at public meeting on 27 February.

12 - Tables

Gordon - additional small and replacement large tables are now available.

13 - Table Top Sale

To be help on **Monday 26 May**. Organisers to be identified

14 - TOOL Theatre

Ticket price to be £8.50. Date 8 April. Publicity in hand.

15 - Update of policies and documents

All documents needing updating were done in June 2007.

16 - Use of Westleton website

Agreed minutes of meetings, all events and weekly programme of activities should be put on Westleton website. Also set up link with Westleton Village Hall page on Charity Commission website.

John contact Doug Ireland, Charity Commission and regular hall users to get their approval.

17 - Any other business

No critical items mentioned.

18 - Date of next meeting

Wednesday 19th March @ 7-30 pm.

Meeting ended 10-05 pm

John Bebbington

28/01/2008