



Westleton Village Hall



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<http://www.onesuffolk.co.uk/WestletonPC/Villagehall/>

MINUTES OF COMMITTEE MEETING BE HELD ON

Tuesday 22nd November 2011 @ 7-30 pm.

Present: Antony Clough, John Bebbington, Judy Boulanger, Jeremy Branch, Mim Hendricks, Ann Bebbington, Pat Swindell, Alex Alexander, Gordon Turner, Amanda Freeman, Frances Berry, Sheena Robertson.

1 - *Apologies for absence:* Sheila Collett, Irene Ridley, Alison Paul.

2 - *Minutes of meeting held 27th September 2011*

Agreed correct, Antony signed a copy.

3 - *Matters arising*

John has asked Suffolk ACRE to include the projection equipment and screen on our insurance. No additional premium is due till renewal in March 2012.

4 - *Treasurer's report*

Alex distributed copies of his report for 1st September to 31st October 2011; copies attached for members not at this meeting.

Judy has donated £150 from her book sales. After Alex had compiled his report she donated a further £50. This brings the total Judy has donated to the hall to £1000. Judy has now donated £1000 to both the hall and the church from her book sales [and dog walking] so she will make future donations to the St Elizabeth Hospice. Antony thanked Judy for her generosity; all supported.

The heating system has been paid for.

To date the Film Club has made £205.85.

The WI has donated a further £30 from sales of their book.

The "Trumpet and Strings" evening made £341.82.

The Film Flurry made £13.81 - this event was not held to make money for the hall but we took part to raise our profile.

Alex reported that Brian, as previously agreed and understood, would no longer be running the 100 Club and had handed over the paperwork to Alex. This has been a joint activity run in aid of the hall and church and it is important that the hall and church are both seen to be involved in its running. Alex was unable to take over running this from Brian because of other community and domestic commitments. Jeremy will raise this at the next PCC meeting in the hope that they can identify someone who can help run this and share the duties with someone from the hall. We need to know who is doing what in time for our January meeting so we can get the next cycle started in February 2012.

5 - *Secretary's report*

John distributed copies of his report; copies attached for members not at this meeting.

6 - *Building maintenance*

John - The lock on the side door needed adjustment. This has been done but the wood on the door jamb that supports the striker plate is in need of repair as it has been weakened by too many previous adjustments. Brian has arranged this repair.

John - As it will be a couple of years before the extension work is done we may want to think about internal redecoration. Agreed that the hall was looking a little tired. Brian and Judy will get 3 quotations for internal decoration of the main hall, committee room, corridor and front entrance lobby.

John - There is a problem with the heating in both the committee room and main hall. Brian has phoned Kevin Hall. (*John - events after the meeting. Kevin has identified a problem with 3 of*

the heaters. Richard Evans of BN Thermic will send 3 replacements to arrive on Monday 28th November. Kevin will install them on Thursday 1st December; I need to arrange the times with Linda as she is the only user of the hall on that day. I have agreed with Kevin that we will pay his invoice for this work and take up the issue of payment with Richard Evans.)

One of the circuit breakers for the old short wave heaters in the main hall was tripping. Kevin is confident he has resolved this problem. Kevin has also replaced the timer switch controlling the external lights by the side door.

John - Alison had reported that the archive door was sticking. John to resolve. *(John - I have planed off some of the wood on the door step and things seem OK at the moment. The exposed surfaced need treating but I will do this when we are sure the problem is solved.)*

7 - Building projects

Alex reported on the meeting of the working party with Roger Driver. Roger will prepare two schematic plans for use at an open meeting with local people and hall users. The main objectives are to build an extension in the whole of the rear courtyard and to improve the front and side entrances. The objective is to provide a larger kitchen, improved archive facilities, improved storage and a third multipurpose room.

Alex and John had discussed these proposals with Linda Ginn. These proposals will go some way towards providing facilities for the improved community support she believes will be increasingly necessary. Linda will provide evidence to strengthen our business plan and funding bids.

Alex and Antony will outline our proposals to Brian and Cherry Penfold.

Alex and John are attending a course on developing a business plan. One place will be funded by a bursary; the second will cost £36. Antony asked for the committee's approval to meet this cost - agreed.

8 - Carol Supper

Working party to set up tables on 15th December @ 2 pm.

John to send confirmatory email to PCC, WI and band (done 28/11/11).

Brian has got wine. Judy will confirm soft brinks. Design of poster agreed. John to distribute posters and print and issue tickets (Done).

Gordon will staff the door. Draw prizes requested.

9 - Dance

Frances - everything arranged. Brian and Judy will organise liquid refreshments. Pat will staff the door. Need to set up tables and chairs at 4 pm following the Quilters.

10 - Committee Room carpet

Lester Mayes will do this in the afternoon of Tuesday 13 December. A working party is needed at 12 noon to clear the floor and make sure hot water is available. (**John is not indispensable but he is not available to help on this Tuesday.**)

11 - Bookshelves in Committee Room

Antony and Ann had received a quotation. The cost, at £2,699, was felt to be too expensive given other commitments.

(After the meeting I found some lockable glass fronted bookcases; see

<http://www.officefurnitureonline.co.uk/shop/dalton-glass-fronted-bookcase.html>

Dimensions are W 957mm, D 366mm, H 776mm. I haven't checked the space available but these may fit on top of the Committee Room cupboards (although we do need to ensure they are stable) or elsewhere. Other finishes are available and there are alternative suppliers. Price = £181 + Vat = £217.2 [£434.40 for 2].

Is this worth looking into?

Estimated Delivery: 10-15 working days
Product Code: 2560840
No reviews / 3/5 stars (based on 0 reviews)
Price (inc VAT) £121
Qty: 1 **BUY**



See larger image

Product information

- Incredible quality - Delivered assembled!
- Sliding glass doors with optional lock
- Includes 2 adjustable shelves
- 25mm thick MFC top
- 18mm thick MFC sides and back with straight 3mm PVC colour matched edging
- MFC used complies with British Standards 476 Class 1 (Surface spread of flame)
- Choose from 10 colours, samples available upon request
- 10 year manufacturers guarantee
- Delivered assembled to ground floor, for delivery to any other floor, please add installation once product has been added to basket

Dimensions
Width 957mm
Depth 366mm
Height 775mm

Size Converter

12 - Storage of hall users' equipment

There has been a suggestion that we install cupboards under the projection equipment cabinet in the main hall. This would solve several problems in one fell swoop;

Provides storage for the Youth Group TVs,

Uses what is now "dead" space,

Prevents people colliding with the projection cabinet.

Given the cost of building the book case in the Committee Room it is probable that the cost of getting a cupboard made will be prohibitive. Jeremy and John will see what alternatives are available.

(These links may be of interest;

Jeremy's suggestion,

<http://www.viking-direct.co.uk/catalog/catalogSku.do?id=2711037&pr=Q2N>

My earlier thoughts;

<http://www.office-furniture-direct2u.co.uk/heavy-duty-storage-cupboards/> £142.80 inc VAT

<http://www.eurooffice.co.uk/i/dcr/Trexus-Storage-Cupboard-Steel-2-Door-W914xD400xH1000mm-Grey>

£121.43 inc VAT rising to £137.99

(Interesting how the price has changed since I first found this on 23/11/2011)

[http://www.eurooffice.co.uk/i/7n91/Trexus-Storage-Cupboard-Steel-2-Door-W914xD400xH1000mm-](http://www.eurooffice.co.uk/i/7n91/Trexus-Storage-Cupboard-Steel-2-Door-W914xD400xH1000mm-Brown-and-Cream)

[Brown-and-Cream](http://www.eurooffice.co.uk/i/7n91/Trexus-Storage-Cupboard-Steel-2-Door-W914xD400xH1000mm-Brown-and-Cream) £124.19 inc VAT

[http://www.eurooffice.co.uk/i/2q53/Trexus-Mobile-Office-Storage-Cupboard-Twin-Door-with-2-](http://www.eurooffice.co.uk/i/2q53/Trexus-Mobile-Office-Storage-Cupboard-Twin-Door-with-2-Adjustable-Shelves-W530xD400xH720mm-Oak)

[Adjustable-Shelves-W530xD400xH720mm-Oak](http://www.eurooffice.co.uk/i/2q53/Trexus-Mobile-Office-Storage-Cupboard-Twin-Door-with-2-Adjustable-Shelves-W530xD400xH720mm-Oak) £114.47 inc VAT

http://www.nationalofficefurnituresupplies.co.uk/office_furniture/detail.php?product_id=8 £136.80 incl VAT

http://www.nationalofficefurnituresupplies.co.uk/office_furniture/detail.php?product_id=85 Price of low

cupboard not clear, should be no more than £154.80 inc VAT

Cupboards with retracting doors will probably be better as the doors are less obstructive than conventional swing doors.)

13 - Security and key storage

John to install cabinet for internal keys adjacent to side door. Access to the code will be restricted.

There was some discussion about access to the keys from the shop. The current system has worked well for many years. The system is practical and straightforward and we are confident the security of the hall has never been breached. However, the value of equipment stored in the hall by users and the hall committee is rising and is likely to continue to rise. Do we want to ensure the shop only issues the keys to people they know? Do we need people to sign keys in and out? Is the shop still the right place? Do we need to improve internal security? We do not want to make it difficult for people to use the hall but we also need to ensure the equipment is secure.

14 - Glass and waste bins

John to investigate possibility of installing a textile recycling bin which could generate

income for the hall. <http://www.lwsait.co.uk/Clothing%20Banks/clothingbanks.html>

Email sent 28/11/2011.

John to ask SDCD if we could have grey, blue and brown bins like the rest of Westleton to avoid confusion.

Email sent 28/11/2011.

14 - Exhibition and Wild Flower Festival 2012, first planning meeting January 2012

Meeting to be held on Tuesday 24th January 2012 at 7 pm, followed by the Hall Committee meeting.

John to notify PCC, Esmé and the usual helpers. (Done)

15 - Any other business

Old projector screen - no interest yet.

John to advertise on "SaxCom" website. (Done 28/11/11) If not sold by the end of January we will try eBay.

Eastern Angles - Pat; booked for Tuesday 8 may 2012. Pat gave John copy of signed contract.

Archives - Alex asked Frances if she could clarify the responsibility for the archives to ensure we involve the right people in our building plans. Frances confirmed that they were set up original by Westleton Parish Council and that WPC is responsible.

From Secretary's report;

I met a couple of women from Suffolk Art Link. We didn't have much time for a conversation but it struck me that there may be some things here we could get involved with if the need or the interest exists in Westleton. When we come to writing funding bids for the expansion project we may be able to include some of these thoughts in the "hope and aspiration" section.

Let me know what you think. We could discuss it at a future meeting if you feel that this is worth pursuing.

I have also sent this to Linda as some of this stuff may help her realize some of her ambitions if and when we are able to expand the hall and offer more facilities.

<http://www.suffolkartlink.org.uk/>

Tabled at this meeting is a copy of the "Home Page" to give you some idea of what they do.

SCDC Licensing has a note of Alex as a signatory for the lottery returns. They do not need to store a specimen signature. They have the extract from the minutes confirming Alex and I as signatories.

PAT Testing done. Two failures: the hostess trolley which has been replaced at a cost of £334.99 and one of the lead supplied with the new projection kit, replaced.

16 - Date of next meeting

Tuesday 24 January 2012 at 7-30 pm following Wild Flower Festival/Exhibition planning meeting.

Meeting ended 9-20 pm.

John Bebbington 28/11/2011