



Westleton Village Hall



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MINUTES OF COMMITTEE MEETING HELD ON Tuesday 22nd March 2011 @ 7-40 pm

Present, Antony Clough, Judy Boulanger, John Bebbington, Brian Boulanger, Frances Berry, Gordon Turner, Ann Bebbington, Jeremy Branch, Pat Swindell, Gwen Saunders, Sheila Collett, Amanda Freeman, Mim Hendricks, Irene Ridley.

Also present, Alex Alexander.

1 - Apologies for absence

Sheena Robertson

2 - Minutes of meeting held 11th January 2010

All agreed correct; Antony signed a copy.

3 - Matters arising

Final arrangements for "Dunwich Forest" evening on Saturday 26 March; Gordon will "man" the door, Pat and Ann will deal with refreshments, Antony and John will "man" the bar, Antony will chair the evening. The projector(s) will be OK on a small table. Speakers arrive at 7 pm for a 7-30 start.

(Belated note; Ann and John couldn't attend anyway and offer their apologies.)

Irene is still trying to sell the old curtains but has had no success so far.

4 - Treasurer's report

Brian distributed copies of his report for period 1 January to 28 February 2011. (Copies attached for members not at this meeting.)

£67,767.88 has been received from Peter Mitchell's estate. The loans from the Bebbingtons and Boulangers to purchase the curtains have been repaid and £66,500 has been transferred to the COIF investment account.

Alex has set up the Film Club with a donation of £300 from the Barrel Fair. This covered "start-up" costs which included a payment of £150 to "Filmbank" for the licence. A copyright fee is due for each film shown based on numbers attending. The first evening on 5 March was successful attendance was good, audience satisfaction high and profit made was £73.03.

Pat commented favourably on the increased lettings; Brian observed that many of them are due to the various activities of the church and WEA.

5 - Secretary's report

John had emailed copies of his report before the meeting so all members should have received a copy. Some supplementary notes accompany these minutes.

6 - Building maintenance.

Gordon - drain sorted, leak in ladies sorted; no other problems.

Irene - light and extract fan in accessible lavatory do not turn off. Kevin has been contacted.

6a - Guttering

Gordon has checked the guttering and is confident it is all OK.

7 - Building projects

By a majority of 12 to 2 the committee decided to invite Linda to either our next meeting (in May) or, if she cannot join us then, to a special meeting in April to discuss her ideas for a community drop in centre and for improving community support and to answer any questions we have. **John to invite her.** (I have done this. At the time of writing [7 April] we have not been able to arrange a meeting.)

Alex and John are meeting with Robert Scrimgeour of SCDC on 23 March to establish which building ideas are likely to be acceptable. (*You have received my notes of this meeting, John*) Jeremy discussed his ideas for a sign by the gate to the pavement on The Street to advertise events. Discussion to be continued next at meeting

9 - Quiz Night

Gwen asked about "A-frames" - stored in stores at rear of hall - and for advice about wine (6 of each red and white plus fruit juices).

Pat and Roy are helping.

Quilters will leave tables out.

Sheila wants raffle prizes.

John and Ann cannot attend (sorry).

10 - Archives funding

Brian - Penny has identified the printer she wants. It is a Brother A3 printer with scanning, copying, fax as well as printing. She has ordered and received it and Brian has paid her. This equipment is owned by the archives.

11 - Eastern Angles

Pat - everything is in hand and tickets are available in the shop.

All meet in the hall at 2-30 on Tuesday 12 April to set up. (*Note, John. My apologies; I'm due at Minsmere on Tuesday 12 April and as I have let them down a bit over the last couple of weeks and will do so again during the next few weeks I do not want to miss this day.*) We should all arrive early in the evening to do any last minute panicking. Antony and John will run the bar, Alex will organise the wine.

12 - Bottle banks

Brian is confident that we have not received payment from Westleton Parish Council since 2010 but has good reason to believe that Westleton PC has received payment from SCDC. Antony will check the missing payments with Chris. General agreement that we should keep the bins in spite of recent difficulties.

(*Additional information. SCDC are changing the bottle bank arrangements; see attached letter to Chris which has been forwarded by Antony. We should probably let the new system settle down before we consider this issue again.*)

13 - Memorial notice board

Antony thanked everyone involved in the notice board project - planning, comparing suppliers, ordering, positioning, installing, opening.

Barbara is also very happy with it.

Gordon felt Jeremy deserved a special mention because of his advice on sourcing the board. All agreed.

John has sent off a note with some of David's pictures to 3 of the local free newspapers.

Ann suggested that we should make a small donation to the "Coffee Pot" for their help. Janie would be happy if we waived the rent for that morning. Agreed.

Mim and Sheila do not have access to the pictures David and Ann took of the opening that John had emailed to the rest of the group. **John to send printed copies.** (Mim and Sheila - I have enclosed some "cheap" printed A4 pictures, let me know if you want any "proper" prints on photo paper.)

Keys - 1 key to new board be given to shop. Old board to be left unlocked and key removed from shop. (Frances collected key a new key and will make the change.)

15 - Legacy

See note under Treasurer's report. We will relax while ideas germinate.

16 - Exhibition 2011 (*Any follow up from previous meeting.*)

See notes of planning meeting preceding this meeting. Amanda will get more paper and masking tape for tables. Nothing else to discuss at this stage. **John needs to hustle**

exhibitors who have yet to respond.

17 - Film Club

Alex - next film on 9 April is "Made in Dagenham".

Alex discussed the possibility of getting some projection and sound equipment with a dvd/pc docking station. Such a system, with a screen, would cost about £4k. WEA may be able to fund the screen so we would need to find about £2.5k. The best advice Alex has had is the Awards for All (National Lottery) is likely to be the best source of funds, they could grant us up to £10k. Alex suggested that we could replace the chairs as part of the same project. We could consider this.

Alex and John will work on a National Lottery bid.

18 - History of the trumpet

From Secretary's report;

*Roy, using his WEA network, is organising this. Ray Simmons (trumpet) accompanied by Phil Brook (guitar and banjo) are presenting an evening on **7 October** on the history of the trumpet in jazz and classical music. The second half will be a performance, mainly jazz, by Ray and Phil. This will be a WVH event not a WEA event so all profits go to the hall. The cost will be in the order of £235. So that is our "risk" if no-one comes. If we charge, say £10 with, perhaps, a free glass of wine and we get 30 people we will be ahead, if we get 50+ people we will be well ahead. Breakeven will be about 25 people depending on how much the wine costs. Using Roy's WEA network to advertise this plus our own more local efforts should pull enough punters in. We are now committed to doing this.*

19 - Digital TV switchover

From Secretary's report;

Linda has agreed to lead on this as her Friday coffee mornings are an ideal occasion to access the target group of people. I have given her all the information and have agreed that we will give her all the help we can.

20 - Table Top Sale

Mim confirmed we will not run a Table Top Sale this year as it will be too close to other events.

21 - Any other business

John discussed the option of installing a plaque acknowledging the financial support we have received for the heating and insulation project. Pat (but no-one else) agreed.

From supplementary notes to Secretary's report;

Prices I have so far are for metal plaques @ £195 and £155 both + VAT and carriage. I'm not sure I want to spend that much.

Also had a price for an acrylic plaque of £99.60 and one printed into plastic mounted on aluminium @ £70.80. I am told that the latter will be OK indoors but needs to be out of direct sunlight.

John comments; I would not argue that we should spend about £200 on this plaque; I would argue that spending about £85 (£70 ish plus VAT) is justified and we should publicly acknowledge our gratitude.

The matter was put to a vote;

John proposed installing a plaque acknowledging the financial support we have received. Pat seconded. Gordon proposed an amendment of using a laminated notice. Judy seconded. The amendment was passed by 10 votes to 2 with 1 abstention. So a printed laminated notice will be installed. **Action John.** (Notice prepared 07/04/11. None of you spotted any errors in the draft version I circulated so I assume it is OK. I hope to install the laminated notice on Friday 08/04/11.)

Installation of the memorial clock in the main hall was arranged - done by Gordon, Antony and John.

John has adjusted the time on the external clock and Gordon has re-secured the face to the

wall.

Gordon will ask if the Parish Council will help pay for the archive printer (£213.65).

Frances is organising a royal wedding party for 29 April and asked if someone could mow the green before then. Hall to make tables and chairs available. Frances asked if the hall could cover any excess costs - Antony, consider at next meeting is necessary.

Brian pointed out that the response to the "100 Club" this year was poor compared with previous years. We suspect that this may be due to people not living in the central areas of Westleton not receiving the application forms. Some of these "outliers" who normally buy units did not do so this year. It may be that delivering the application forms with the Fisherman was not such a good idea after all and we should consider doing independant deliveries again next year.

Ann asked if we wanted a clothing bank run by the Fire Fighters Charity at the hall. Gordon will circulate the information round the parish council.

22 - Date of next meeting

Tuesday 17 May 2011 at 7-30 pm (following the AGM)

Meeting ended 9-40 pm