



Westleton Village Hall
Registered Charity Number 1164038

<http://westleton.onesuffolk.net/village-hall/>

**MINUTES OF COMMITTEE MEETING HELD ON
Tuesday 10 January 2017 @ 7-30 pm**

Present

Trustees: - Antony Clough, Alex Alexander, Pat Swindell, Fiona Ireland, Margaret Branton, Amanda Freeman, Dilys Hall, Sheena Robertson John Bebbington, Tony Ingram, Lindsay Potter, Jeremy Branch .

1. - *Apologies for absence:* -. Frances Berry

2. - *Minutes of meeting held on 8th November 2016*

Accepted as a true record. Antony signed a copy.

3 - Matters arising

John and Ann have investigated suitable containers for paper towels for use at larger events. The only ones suitable would increase the unit cost considerably and so this option will not be pursued. Dilys said she had been checking out electric hand driers and the 'Mitsubishi jet towel' seemed to be the best at drying and was quiet at 56 decibels. The cost of the drier is currently about £650. John proposed we purchase one for the ladies toilet in the first instance and got Kevin Hall to fit it, Lindsay seconded and it was agreed we would go ahead. John to ask Kevin if he would purchase as well as fit.

4. – *100 club*

Thanks were expressed to Jeremy for all the work he has done for the 100 club over the past few years. Jeremy said he was available to be contacted for help if needed.

Further decisions and tasks (see below) were agreed following the emails already circulated by Alex and John.

- Alex has printed 350 forms, 300 for folding and distribution with the Fisherman, 50 to be delivered to outlying areas.
- Margaret will update the notice for the Fisherman (Jeremy will forward on last year's version)
- John, Sheena and Lindsay will fold the forms. (Alex will forward on to John the remaining forms for distribution to outlying areas.)
- John will distribute to outlying areas, with spares to the church, the shop and the pub.
- Margaret and John will collect the money, check the completed forms for correct addresses and money and make a list of those who have paid by cash. These will then be given to Alex.
- Alex will complete the list; allocate the draw numbers and write the receipts.
- Receipts should be delivered around 21st Feb at the same time as reminders to those households who have not joined. (50% of revenue comes from chasing up these reminders.) John and Fiona will distribute receipts and reminders unless Keith & Liz Barton are able to do this; however as they were not able to attend the meeting this is still to be confirmed. (Dilys to have a word with them)
- Remaining receipts to be delivered early March by John and Fiona or Keith and Liz.
- Alex asked Antony if he could conduct the draws at the next two Parish Council meetings as he will be away, Antony agreed.
- Alex will bank the money.

5. *Treasurer's report.*

Alex distributed the accounts for the period 1st November to 31 December 2016, attached to these minutes.

The balance at the end of December in all accounts was £92,150.83 a decrease of £242.73, since the end of October; the first time we have seen a deficit for many months. Lettings for the period are slightly down. We paid £312.84 to Chubb for servicing the fire extinguishers; £253.90 to PRS (double what we paid last year) and £582 to Barker Gotelee for the land registry work they have done. We received donations of £32 from the sale of books; £52 being the surplus from the Queens 90th birthday celebrations, £223.50 from the WEA jazz evening and £15 from Irene Ridley. The Carol supper made a profit of £385.85, which is £134.90 up from last year. We have received a payment of £140 from an unknown source – Spring D A A Ltd, Alex will try to investigate who this payment is from and where it should have gone to.

6. – Minutes Secretary's report

Fiona distributed her report, attached to these minutes.

7. - John Bebbington's report.

John distributed his report; items are covered under the agenda.

8. - Building maintenance

Antony reported that he has seen the notice-board and it looks good, it is being polished.

John raised a couple of issues that needed resolving. Several months ago it was decided not to repair the side door, whilst we waited until the building project was confirmed. The door is rotting quite badly at the bottom and he wondered if there was now a case for replacing it. We also need to replace one of the hinges on the door between the committee room and the main hall. After some discussion it was decided that both jobs needed doing. Tony agreed to draft a brief specification for the side door, for refurbishment or replacement. Whatever work is carried out needs to last for at least 5 years. It was agreed that the door hinges should also be replaced, probably both hinges rather than just one. Amanda asked about the rotten wood on the skirting board and the kitchen cupboards. In fact there are a number of jobs around the building that need to be carried out. Tony volunteered to produce a schedule of works and maintenance which could then be prioritised; deferred to the building project; or some repairs carried out together for economic benefit. This was agreed as a good idea.

9. – Health & Safety

Tony has drawn up a schedule and identified all fire precaution systems (extinguishers, alarms, signage etc) on CAD and has identified 6 -8 things that need to be done. The existing systems were signed off by the fire brigade in 2007/08 but responsibility is now ours. We have no fire doors, smoke seals and no smoke detectors. Tony will finalise the schedule then list the items we need to consider; he will ask for a meeting with the fire service to go through the list with them and see if they have any advice or comments. Dilys wondered if we should get smoke detectors fitted as an immediate action. It was decided that discussion with the fire service would be a good first step but if they can't meet or provide advice we will action this.

The asbestos survey is complete and the findings were generally good. Two areas were identified as having some asbestos present but these were very low risk and low risk. The floor tiles in the corridor and the adhesive used to lay them contain a small amount of asbestos but are very low risk while the tiles are in situ. If any maintenance on them is needed in the future we will need to consider how best to carry this out. The ceiling above the main hall is a pitched roof, originally probably lined with reed & plaster. At some stage repairs have been carried out and a lining of boarding used which contains asbestos. This is low risk at present and we should leave things alone and not lift tiles without a procedure in place. There is no recorded asbestos in the committee room ceiling.

10. -Building project.

The project group meets tomorrow. Anne Ingram has prepared two funding applications and Antony asked Tony to thank Anne on behalf of the committee for the work and time she has put in. Tom Ash has put together a comprehensive case in the form of a report to support our proposals; elements of the report to be used as appropriate for different funding streams. Tom has also prepared the application to the big lottery for funding which will be considered at the meeting. Tony mentioned that the front entrance disability access should be separated out as a distinct package.

11. - Exhibition

Antony had received a letter from Ann Bebbington outlining that she has a folder of jobs, dates, contact names and addresses etc to be passed on to the person who will be organising the exhibition in future. Ann has

approached stall holders already so these just need following up. Ann is willing to provide some help to whoever takes over. Sheena said she is happy to take the task back on. It was suggested that a sub group be formed and Lindsay, Amanda, Fiona and Antony will sit on the sub group and help out with various tasks as before. Irene Ridley should also be asked, we could also ask Keith and Liz Barton to assist as friends. Sheena to collect folder from Ann and organise first meeting soon. Antony thanked Sheena for volunteering.

12. - Eastern Angles

A notice about this year's performance will go in the February edition of the Fisherman; the price is held the same as last year.

13.- Archives

Nothing to report from Dilys this month. John visited the bank this morning to return the papers and other more recent critical documents. The bank no longer store documents for organisations so he requested that we hold them in the fire proof safe in the archives. He handed the documents to Dilys. Dilys thought that the 1842 indenture and possibly the lease as well should be held at Suffolk record office as they can hold them in a more suitable environment. Tony wondered if this would in any way affect a heritage lottery fund bid, Dilys thought it would not be affected as we will want to show we want to bring records and photos together. Alex asked if the Village Hall would still be the owners of the documents or would ownership transfer to the record office, Dilys was uncertain and thought we would still be the owners but in practice this might be a bit ambiguous. Suffolk record office will loan the documents out when necessary and we will hold copies.

14. – Carol Supper.

Antony thanked Pat and the WI for providing such an excellent supper; Pat in turn thanked all who helped and who came. There has been lots of positive feedback with two minor negative comments. The profit has increased significantly this year, in the main because there were no costs associated with hiring the band or providing them with supper.

15. – Decisions reached since last meeting.

No decisions made since last meeting.

16. – Business Rates & Land Registry

John has emailed the Trustees with information about the ratable value to keep us up to date. Historic value has been reduced to £730 and the new value from April 2017 will be £1450 before any reductions applied by Suffolk Coastal DC.

Land Registry is now complete. John has emailed the relevant information. Need to bear in mind that John is the only named contact and his address is the contact address. This is okay for now but will need changing at some point in the future; hopefully that point will be obvious

17. – Paloma Jazz

Roy Jones had suggested we run an event early-ish in 2017 following the successful evening with the Palomar Jazz Quartet organised by the WEA. We agreed this would be worthwhile. Pat asked if the format would be similar to the WEA event with food provided. Tony had spoken to Roy and was able to confirm that it would be the same format. Likely dates are Friday 21 or 28 April (Alex has reserved these dates as provisional bookings) Roy is happy to be a strong lead for organising the event. Tony and Bryan will do the bar and Tony or Roy will contact Paloma direct to confirm details. There was some discussion about ticket price; it was proposed that £15 should be charged for the evening. Pat and Sheena thought this was too expensive. It was agreed that Tony would convey Pat and Sheena's concerns but Tony and Roy would decide on a price and inform the Trustees. All agreed.

18. – Broadband

Dilys had circulated a paper with costings of different Broadband options. Comparisons between providers was quite difficult as they all offered different things. The RADE option offered by CAS looked the most suitable on the face of it but there were significant upfront costs and ongoing costs were uncertain. Business connections were not an option as they were prohibitively expensive so the best way forward is via a personal

account with the facility to do call barring &with the ability to set parental control so the system is less likely to be open to abuse. Looking at costs and bearing in mind the recommendation by the Money Saving Expert website it was felt that Origin Broadband Fibre would be our best option. The first year costs would be approximately £400 and this could potentially be met by donations already received, contributions from the archives and WEA together with funding applications. At this stage we do not know if one router will be enough, we might need another one depending on range and usage. There was some discussion about insurance liability and whether other village halls have broadband and if so do we know of any issues we should be aware of. Sheena is aware of three village halls that have broadband, John said he would investigate. Dilys will investigate how the broadband would be installed and where the cables would be positioned bearing in mind we are a listed building. Dilys will also confirm whether the phoneline can be used for emergency calls. She will either bring this back to the next meeting or email us; if installation can be sorted satisfactorily it was agreed that we should go ahead with the one year installation, monitoring usage & issues during that time. Dilys was thanked for bringing such a well presented report to the meeting.

19. – AOB

John confirmed that the insurance of the building is in hand as per his paper.

Antony gave us advance notice that he would not be standing for position of chair at the next AGM.

20 Date of next meeting Tuesday 14th March 2017 at 7:30.