

Draft Minutes of the meeting of Walsham le Willows Community Council Executive Committee on 5th September 2017.

1. **Those Present:** R Barber, M Barber, J Nielsen, I Bartholomew, B Wills, T Roberts, J Clark, M Mansfield, S White, J Hubbard, R Hubbard, E Wade, S Rossiter, J Bloomfield, F Bloomfield, R Belson and K Rothern.
2. **Apologies for absence:** K Boardley, J Ridding, J Thomas and I Campbell..
3. **Approval of Draft Minutes for the meeting held on 1st August 2017:** S White proposed and B Wills seconded the motion. This was agreed unanimously.
4. **Matters Arising:**
 - 4.1 Observer Matters –J Bloomfield reported that there were two new advertisers. Apparently there has been an issue with ordering grey card for the November Observer covers as the cost is well in excess of our normal card. T Roberts will see whether he can source some at a more reasonable price. F Bloomfield raised the question of the maintenance of the Ricoh copier. He will liaise with Garth Harlow.
 - 4.2 Website – In the absence of K Boardley, this was held over till the next meeting. Comments were received that the website is looking very good and the functionality is improved.
 - 4.3 Constitution – At last month’s meeting Community Council issued the invitation for representatives from other properly constituted village groups to join us. To date, no-one has approached Rob but the offer remains open.
 - 4.4 2018 Calendar – It was proposed by M Mansfield, seconded by T Roberts, and agreed unanimously that we should purchase 250 copies of the WW1 calendar with sales at £6 each, profits to be split between the Memorial Village Hall and the Royal British Legion. Thanks were given to I Toulson for the initiative and his hard work to see it through.

5. Events

- 14th August – Community Lunch – 25 people attended the lunch. Thanks were given to S Rossiter and M Mansfield for making and donating cakes.
- 2nd September – Jumble Sale in MVH – J Bloomfield reported that it had been hard work especially so close to Gardens Weekend! It is anticipated that next year’s event will take place on 15th or 22nd September. She thanked Fred, Keith, Barbara, Maggie and Jean for their help and all the other kind people who had given sterling help on the day. Although the footfall was less than last year, a profit of £401.14p will benefit hall funds. R Barber gave thanks to Jeannie and her team, not just for their work on the day, but also for the huge amount of work that goes into it before and after event.
- 8TH SEPTEMBER – TOUR OF BRITAIN, STAGE 6 VIA WALSHAM – I Bartholomew reported that our new Welcome to Walsham banner will be put up at Gallant’s Corner on 6th September in readiness for the race on Friday. The official race banner has been in place at the MVH entrance since last week. Bunting will be draped on the Church wall, Six Bells, Bowling Green hedge, Sideways wall, Miller’s Bridge (both sides of the street), and on the railings opposite Rolfes. Spectators will be encouraged to wave flags too - Preschool children will have been given flags and Primary School children will have made their own. Coffee Shop will be open from 10.30 to 12.30. Signs prohibiting parking have been in place for well over a week.
- 8th September – Contractor/Architect/Client Meeting at 1.30 in MVH.
- 11th September – Community Lunch – Minced Beef Cobbler and a choice of Trifle or Tiramisu will be on the menu. 14 people have signed up to date. **REMEMBER – Following hall closure, this will continue in the Priory Room.**
- 15th September – Cinema – Viceroy’s House. On the Friday morning, Parent and Toddler Group will be showing The Stick Man for toddlers. They have also invited the Pre School children to attend. Equipment will remain in place for Saturday’s event with Mark Lane talking about Buckingham Palace Garden.
- 25th September – Hall Closure
- 26th September – Post Office/Coffee Shop operate via Hall Kitchen.

- 6th October – Village Quiz – in Priory Room. The room is booked, we have a quiz, we have a quiz master, we will have food! We will be unable to operate a bar, therefore quizzers will be encouraged to bring their own drink and glasses. Community Council will field one or two teams!
- 26th November – Christmas Fayre in Priory Room – F Bloomfield reported that 7 tables are already booked.
- New Year – Old Time Music Hall and Cabaret – Saturday, 27th January.
- Ceilidh – tbc with N Barber by the end of the month.
- 7th April – Music Night
- 22/23rd June Poetry Festival

6. Finance Report: For the MVH, I Bartholomew reported a quiet month with income of £240 from Coffee Shop and £120 from Post Office Hiring Charges. Outgoings were £223 for Electricity, now on monthly direct debit; £350 for peripherals for cupboards, and £140 for the last quarter water bill. We have a balance of £43,035 of which £42,477.60 is in the Building Fund. This means we have a good margin over and above the contingency already factored into anticipated costings for Phase 4. Community Council accounts were quiet too! There was £110 from Observer adverts and donations and outgoings of £32.50 for laminating pouches and a website capacity upgrade. There is a balance of £1,772.80 in the account. Thanks were given to Ian for his comprehensive summing up.

7. Hall Matters

- Health & Safety Issues – Nothing to report from the Accident Book.
- Cupboarding – Locks have been purchased and the cupboards are pretty well full. Judith is creating an inventory.
- Parish Council have a small filing cabinet stored in one cupboard. M Barber will check with the Proper Officer that there is nothing that should affect our insurance.
- Chubb Fire Alarm Service – We have received a second letter from Chubb wanting to update the fire system. This despite having visited in the past two months and giving us a good report. Their suggested updates/upgrades are costed at £1200. We will discuss the issues with Architect and Contractor in September to see whether this could be done while the building is stripped down.

8. Stage 4 Hall Project: No further information at this time.

9. Stage 5 Ideas

- R Barber gave out additional plans for committee members to plan how we could redesign the kitchen, bar area and redundant toilets. He will talk to regular users to gather their ideas too.
- He spoke about collecting community ideas, organising training for responsible adults, seeking advice from professionals.
- E Wade raised a number of issues about who our clientele would be and what facilities they would need.
- R Belson suggested we look at other village halls that have recently had refurbished kitchens.

10. Correspondence: None

11. Any Other Business: None

12. DONM: Tuesday 3rd October 2017, 7.30 in the Six Bells

The meeting closed at 9.05