

Draft Minutes of the meeting of Walsham le Willows Community Council Executive Committee on 2nd January 2018.

1. **Those Present:** R Barber, M Barber, J Nielsen, I Bartholomew, E Wade, T Roberts, I Campbell, R Belson, S White, J Clark and K Rotheron.

2. **Apologies for absence:** J Thomas, M Mansfield, B Wills, J Bloomfield, F Bloomfield, K Boardley, J Hubbard, R Hubbard, S Rossiter and J Ridding.

3. **Approval of Draft Minutes for the meeting held on 5th December 2017:** I Campbell proposed and T Roberts seconded the motion. This was agreed unanimously.

4. **Matters Arising:**

- Observer Matters –None
- 2018 Calendar – Thanks were given to Ian Toulson for his marathon selling stint outside Rolfe's in the run up to Christmas. He has added over £600 to the total sales.

5. **Events**

- 8th January – Community Lunch – It will be held in the MVH. There are 24 names down so far for a roast pork meal. 30 Christmas lunches were served and wine, crackers and fruit juice were provided.
- 19th January – Cinema – Victoria and Abdul is postponed until March as it will not be on DVD release till 22nd January! Replacement will be notified by I Bartholomew asap.
- 3rd February – Reopening Event – Tea and Cakes during the afternoon, 2.30 to 4.30 – a list was made for formal invites to be extended. We have had offers of six cakes to be provided.
- 3rd February 2018 – Ceilidh – Skedaddle Ceilidh Band and caller are booked. We will have a Bar, Light Refreshments, and a Raffle. Tickets £8 to cover refreshments too. Posters will go online and be put up around the village asap.
- 12th February – Community Lunch
- March – Cinema – Victoria and Abdul.
- 7th April – Music Night – John Hubbard has confirmed that there will be fewer acts and more time given to the local groups.
- 12th May – Eastern Angles Touring Theatre, Guest House. Suggested ticket prices are £10, £9 for concessions.
- 22/23rd June Poetry Festival
- 14th July – Cabaret – stage needed
- 13th October – Basin Street Brawlers – This international jazz band will be playing in the MVH (see their website for details).
- R Hubbard wishes to put on some Table Top Sales as they have been stopped at Wattisfield. Dates will need to be confirmed with K Rotheron.

6. **Finance Report:**

For the MVH, I Bartholomew reported income of £4,377 from Grants, Coffee Shop, Christmas Fayre and sale of calendars. Outgoings were £13,334 for Electricity, wine for the Christmas Fayre and a further part payment for the refurbishment work. We have a balance of £12,760 of which £4,759 is in the Building Fund. Community Council accounts showed Observer advertising income of £1,420 and donations of £120. There is a balance of £3,063 in the account. Thanks were given to Ian for his comprehensive summing up.

7. **Hall Matters**

- Health & Safety Issues – Nothing to report
- Revised Hiring Charges – It was decided that as from 1st February this year, the daily hiring charge would be £125 and the hourly rate would change to £15. Other non-commercial users can contact K Rotheron to discuss rates.
- Work Party – J Nielsen and M Barber had brushed, banged and tried to clean the curtains on 21st December while I Bartholomew and R Barber had cleaned the curtain fittings and fixings. Subsequently, on 28th, M Barber had sorted out hooks and headings and I Bartholomew had put up the curtain poles. R Barber had cleaned the windows and K Rotheron had cleaned in the kitchen and storage areas. No work had been done in the garden. This has been deferred till later.

- Post Office – There is currently no timeframe for the Post Office being available in the MVH. The Post Office is still in the hands of Penny Kirby and, as she is no longer at Badwell, there is only one fully trained Post Office operative available for both Badwell and the satellite office here.
- Car Park Management – The Village Hall Car Park is a private car park owned and maintained by the Village Hall for the use of Hall and Bowling Green users. It is not a village facility to be used freely as a village convenience. However, in order to save congestion outside school we have allowed some parental parking at each end of the school day. There is also some parking overnight by residents of The Street in order to relieve congestion. Impacts will need to be considered in the future particularly in the evenings when we have our own events scheduled in the hall.
- Annual Building Survey – There were a number of issues highlighted around the building whilst the main work was being carried out. These were rectified by the builder but it was suggested that we set up an annual building survey in order to keep a check on possible defects. J Nielsen proposed that we get someone to undertake a survey once a year. This was seconded by J Clark and approved unanimously. It was suggested that we fix dates in December.

8. Stage 4 Hall Project:

- Snagging – A snagging list was compiled by the Architect covering ceiling cracks, some painting issues, a loose socket, protruding screws under the kitchen counter. These are all being sorted this week. A question was asked about the fact that the emergency exit lights above the double doors are permanently on. The builder had been asked to make sure they only come on in emergency situations.
- Additional Matters – After the ceiling work had been completed we had a serious bout of rain causing two damp patches to appear. Advice was given by the building engineer and a new, wider roof capping has been fitted to overcome the intermittent ingress of water under storm conditions. The damp patch in the kitchen above the servery, was found to have been caused by the pipework to the soft water tanks in the garden becoming blocked so that water backed up and overflowed. Whilst the builders were sorting out the alarm in the disabled toilet, they had to get into the loft/roof space above the toilet. They were concerned that there appeared to be a problem with condensation in there. Our Architect has been in contact with the previous architect as he feels there is an issue with the ventilation. It was agreed to ask D Mead to replace the sensor lights at the main entrance and at the kitchen door with LED lights linked together.

9. Stage 5 Hall Project:

It was felt that the biggest issue here is one of space. Time is needed outside of our normal meetings to discuss our requirements fully. There will therefore be a 'kitchen meeting' in the MVH at 7.00pm on Friday 5th January, for any members who wish to attend, no three line whip however!

10. Correspondence: None

11. Any Other Business: None

12. DONM: Tuesday 6th February 2018, 7.30 in the Six Bells

The meeting closed at 9.40

Draft Minutes of the additional meeting of Walsham le Willows Community Council Executive Committee on 5th January 2018, in the MVH (kitchen meeting).

- 1. Those Present:** R Barber, M Barber, J Nielsen, I Bartholomew, E Wade, T Roberts, S White, J Clark, M Mansfield, J Hubbard, and R Hubbard.
- 2. Apologies for absence:** J Bloomfield, F Bloomfield and I Campbell.
- 3. Kitchen Matters:** This was an opportunity for Committee members to see the proposed area of refurbishment works within Phase 5. The redundant toilet area, the bar/Post Office plus the kitchen were part of the discussion. After discussion and much measuring of the various areas, a number of decisions were put forward to be taken to the next full meeting for ratification.
 - That the exterior back wall of the bar and toilets is extended out in line with the back kitchen wall to produce a rectangular shape that will make it much easier to reconfigure the kitchen, storage and bar. Proposed by R Hubbard, seconded M Mansfield and unanimously agreed.

- That the toilet area has removal of dividing walls, a servery opened up fronting into the hall, and that the old door is reopened from the lobby to provide easy access for bar workers, deliveries, etc. There will need to be storage available, washing up facilities, a glass washer and also connections for the Post Office equipment so that it maintains its dual use.
- Extension of the rear wall will leave a regular shaped space of roughly 30' x 15'. Even with an area of 6' removed for Caretaker's store etc, it will still hopefully remove the need for additional work space via large lorry as at Gardens Weekend.

4. **Meeting closed** at 8.30.

5. **DONM:** Tuesday, 6th February, 7.30 in the Six Bells.