

Draft Minutes of the Meeting of the Executive Committee of Walsham le Willows Community Council

Held in The Six Bells at 7.30pm on Tuesday, 7th August, 2018

Agenda

1. **Those present:** R Barber, M Barber, A Ellis, J Neilsen, S White, A Wiley, S Cousins, B Wills, J Bloomfield, F Bloomfield, C Palmer, M Mansfield, C Bartholomew, I Bartholomew, D Murray, R Hubbard, J Hubbard, K Rothern, T Roberts, K Nelson, E Wade, D Lockyer, and S Folkard as a visitor.
2. **Apologies for absence:** I Campbell, K Boardley, S Rossiter
3. **To receive declarations of any conflicts of interest:** There was discussion about the parameters for this item but no declarations were received.
4. **Approval of the Draft Minutes of the meeting held 3rd July 2018:** J Bloomfield stated that Fred does not consider them to be a true record of the AGM report and that the wording for item 10 needs to be amended. I Bartholomew proposed the adoption of the Minutes subject to Fred and Rob getting together to come up with a form of words they are both happy with. Seconded by D Lockyer and approved by the majority (2 abstentions).
5. **Matters Arising:**
 - Observer Matters – J Bloomfield reported that we have 5 new advertisers; J Hall has ordered a bulk purchase of paper; that she will miss K Stockton's banter as he has now retired as our Neighbourhood Watch reporter, a post now taken over by D Murray.
 - Satellite Post Office - R Barber reported that because of PO problems elsewhere at Ixworth, Rickingham and Norton, and that the mobile facility serving Gislingham has ceased to operate, the likelihood is that we will be served by a PO van in the future. We are awaiting an outcome and information about visit dates and times.
 - Hall Management Policies – ongoing – Child and Vulnerable Adult policy – adoption proposed by T Roberts, seconded S Cousins; Equal Opportunities – adoption proposed by J Bloomfield, seconded C Palmer; Evacuation Plan – it was noted that K Rothern will sort out the signage for this; Fire Risk Assessment – C Palmer offered to bring this up to date and will liaise with K Rothern.
 - Alandale gateway to car park – R Barber reported that, having checked the gateway, it is not hinged and cannot be opened, merely that the close-boarded original gate has been replaced. Some members reported that they had seen it open so he will recheck the issue. Re the 'repainted disabled markings' – they have not been repainted but black paint that had been used to block them out had worn away over time!
 - Management of Events – There was much discussion around the issue. I Bartholomew stated that we have a large number of people on committee and it is important that decisions about events comes back to the whole committee for approval – one person cannot do all of this on their own. Different members can, and do, put forward and take charge of events. R Hubbard is essentially a Fundraising Coordinator rather than a Social Secretary. This was agreed and he can be approached in this role to bring ideas to committee for agreement.
 - Revision of Constitution – this is in the hands of Trustees who will report back with recommendations to committee.
6. **Events:** It was felt that this item is the one where new ideas can be put forward as they have been in the past.
 - 10th July – Community Lunch – S White reported a take up by 23 people for this lunch
 - 13th August – Community Lunch – to date there are 24 names on Shirley's list for this 'surprise' lunch with a menu adapted by Carol Hubbard to suit the weather!
 - 18th August – Fish & Chip Supper and Bingo – cancelled because Ralph said it clashed with a WI trip to Southwold on that day.

- 15th September – Jumble Sale – J Bloomfield asked for items for sale to be delivered to her and also offers of help will be appreciated.
- 21st September – Cinema – I Bartholomew confirmed all dates as booked but said that films for these showings will be confirmed when information is available.
- 22nd September – Scarecrow/Fish & Chips/Party Night
- 5th October? – Village Quiz – Drama Group set the questions last year when the winners were Parent & Toddlers team. E Wade confirmed that they will be happy to set the questions this time and that she will liaise with Drama Group re the format.
- 13th October – Jazz Event – Basin Street Brawlers – M Barber confirmed that Peter Horsfall has been in touch and will provide some posters and publicity. She will alert Chris Ingham and other local press.
- 19th October - Cinema
- 20th October – Table Top Sale
- 16th November – Cinema
- 2nd December – Christmas Fayre – J & R Hubbard will organise this
- 15th March 2019 – Between You & Me – Ian McMillan, poet & broadcaster, & Luke Carver Goss

7. Finance Report: In giving his report I Bartholomew highlighted the following matters. For the Community Council, no income had been recorded in July. This is not unusual as advertising income and donations are received earlier in the year. Outgoings of £911.15 show the first half yearly charge for the Widow's Room and printing costs; £173.99 for extra hosting capacity on the website where K Boardley is now using cloud back up. He is expecting costs of £500 to £600 for the recent paper order. There is a balance of £2343.66 in the account. For the Memorial Hall, the donation of £10,000 has been received from Town Farm Charity; Minors on Tour online fundraising has been received; Hiring Charges reflect the 8 days of use by the school. Expenditure was high on electricity basically to clear our outstanding bill as our monthly payments had been reduced by E'On over the period of closure and not reinstated once the hall was in use again. Repairs and Renewals covered grass cutting and part purchase of paint for the exterior of the hall. We have a balance of £21,483.52 of which £19,374.80 is in the Building Fund. T Roberts proposed acceptance of the reports, seconded by C Palmer and agreed unanimously.

8. Hall Matters:

- Accident Book – nothing to report
- Repainting outside of hall – Mark Donald has been doing a superb job right down to the foundations so some planting in the garden has been cut back. He has been diligent in checking guttering and other items needing repair which are part of our routine maintenance programme.
- Freeborn Garden – E Wade has been watering the garden. D Lockyer has organised a group of helpers to work on the garden before the Horticultural Show and Gardens Weekend. She felt that dogs should be welcome into the garden again. There was discussion about why the current notice had been felt necessary and it was decided to change it on condition that owners use the bags provided and take any dog deposits to the bin at the car park entrance. There was discussion re the use of locks and combination padlocks for the garden shed. R Barber will give the shed key to D Lockyer.
- Increasing the use of the hall – D Lockyer has been looking at how much other halls charge for hire. She queried costs for village organisations. I Bartholomew will prepare information for next meeting. He advised that the hiring tariff is reviewed annually and that it has gone up only by the inflation rate over the past few years in spite of the increased facilities that are now on offer. K Rothern is able to negotiate reduced rates where appropriate. We do,

however, need to cover our operating costs for insurance, electricity, water, licences, cleaning and general maintenance.

9. Stage 5 Hall Project: I Bartholomew gave an update on the Garfield Weston Foundation grant application which has been heavily oversubscribed. We should have some information by the beginning of October.

10. Correspondence: J Bloomfield handed in a letter addressed to her as Editor of the Observer from Joan Freeborn about the Freeborn Garden. Joan expressed horror that trees and plants had been removed by R Barber and this was detracting from the original design. Rob advised that Joan had handed the garden over to the Memorial Hall over three years ago stating that she could no longer continue to look after it. He had continued to work in it virtually single handed in spite of several requests for committee help and via the Observer. Maureen & Brian Turner and Stephanie Folkard had been able to join him occasionally. He had tried to keep everything going but some plants had died and some had recently been cut back to enable free access to repaint the external walls. The Golden Acer had died over 2 or 3 years and had to be removed. The removal of the Crab Apple trees had been discussed in committee and with other users of the hall before anything had been decided and indeed that work on them and the hedge had been scheduled to be undertaken by a work party in January. Rob undertook to talk to Joan about this. Given the personal nature of the content of this letter it was agreed that it would not be appropriate for it to be published in the Observer.

11. Any Other Business:

- Sale of Raffle tickets for Gardens Weekend – Penelope Robbins had asked if committee members would be able to sell tickets. A large number of the committee already had books to sell via other organisations within the village. R Barber promised to contact Penelope to say that they were therefore not needed.
- Photo display in Memorial Hall during Gardens Weekend – Penelope had also asked M Barber if committee would mind if photos taken during the Friday drinks evening were displayed in the hall. M Barber had answered that if they were on display boards it would not seem to be a problem but she would take it to committee. A number of members who are also part of the Gardens Weekend volunteers felt that this would constrict space within the hall. R Barber was asked to pass this on to Penelope.
- Community Lunch – R Hubbard asked why he hadn't been told that Coffee Shop tables would be needed for the Community Lunch on the changed Tuesday dates while the hall was in use by school. He was too busy to spend time going to the hall for nothing. S White apologised but reminded him that it had been spoken about at committee when the change in dates was noted under 'Events'.
- Committee Membership – R Hubbard asked why we now had so many members on committee and why they were on instantly when he and Janet had waited 3 months. He was read the minutes of 3rd July which stated clearly who had been accepted on to the committee under the terms of the constitution. He and Janet had originally asked if they could sit in on meetings. Committee had been happy about this and when they came for the third time Chair had asked if they actually wanted to join. There was no requirement for anyone to wait 3 months as long as there were vacancies.
- 2017 Christmas Fayre - R Hubbard queried the fact that the Audited Accounts for 2017 did not show the income from the 2017 Christmas Fayre, where did the money go? I Bartholomew stated that income from the 2016 Fayre had been accounted for through the Community Council accounts but that last year it had been accounted for as part of fundraising for the Memorial Hall and as such it was part of the fundraising total of £3,362.86.

- Demountable Stage – J Hubbard reported that she had heard somewhere that the demountable stage was broken. What would we do about it? I Bartholomew said that it had recently been in use by school and that no problems had been reported. J Hubbard was asked to clarify where this statement had come from and to report back as soon as possible.`

K Nelson left at 10.05 and apologised for having to leave.

The meeting closed at 10.15pm. Chair thanked people for attending and apologised for the length of the meeting.

12. Date of next meeting: Tuesday 4th September, Six Bells, 7.30pm