

# 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, 4<sup>th</sup> September, 2018

## Agenda

In welcoming everyone to the meeting, the Chair expressed the hope that the meeting would be shorter than the meeting in August. Regarding a number of observations as to what was, or was not, recorded in the minutes, he quoted from the Charity Commission website "Within Charitable minutes, not all discussions are recorded, as priority is given to proceedings and resolutions".

**1. Those present: Officers** - R Barber, F Bloomfield, M Barber, I Bartholomew

**Executive Committee** - A Ellis, J Neilsen, S White, A Wiley, S Cousins, B Wills, J Bloomfield, E Wade, C Bartholomew, R Hubbard, J Hubbard, K Nelson and K Boardley.

**Trustee** – I Campbell

**Neighbourhood Watch** – D Murray

**Visiting Observers** – S Folkard, M Unitt and SA Rymer.

**2. Apologies for absence:** M Mansfield, Keith Rotheron, S Rossiter, C Palmer and T Roberts.

**3. To receive declarations of any conflicts of interest:** None

**4. Approval of the Draft Minutes of the meeting held 7<sup>th</sup> August 2018:**

- Item 10 of 3<sup>rd</sup> July: R Barber reported that he and F Bloomfield had agreed additional wording to amplify item 10 of the July minutes. The amendment was put to the meeting. J Bloomfield stated that she did not feel that the last paragraph was necessary and should be deleted. After some discussion F Bloomfield proposed their adoption in full, R Barber seconded the motion with majority agreement. The agreed wording was "Deliberations on the conduct and outcome of the Annual General Meeting were deep and prolonged. Fred Bloomfield is concerned that no mention was made of Rob Barber's purported statement of retirement as Chairman to the meeting of 7<sup>th</sup> March which encouraged Fred to put himself forward for election as Chair and to be nominated by Jeannie Bloomfield.

The absence of any such purported statement from the Minutes of the March meeting was not challenged. Yet the Minutes of the meeting of 7<sup>th</sup> March were published in the Observer, read at the April meeting, approved without challenge, signed and entered in the official archive of the Community Council. It was months after the March meeting and the acceptance of those Minutes into the archive that they were challenged in Fred's emails of June 18<sup>th</sup> and July 24<sup>th</sup>."

- Minutes of 7<sup>th</sup> August were agreed without change on the proposal of J Neilsen, seconded S White.

**5. Matters Arising:**

- Observer Matters – J Bloomfield reported that we have 3 new advertisers and noted that the Observer was late this month owing to technical difficulties with the machine. F Bloomfield reported on the problems when changing ink cartridges on the Riso, the call out fees for the engineer and the issue of the required maintenance contract. Problems with the printing also cause knock on problems with collating and delivering. J Bloomfield said she had had complaints re late delivery of Observers. R Barber agreed to talk to the people who had been identified but pointed out that they were delivered by volunteers as and when the rest of their lives permitted. A Wiley enquired whether we have considered emailing out the Observer. K Boardley said that this may well be a way forward in the future. Opinion was divided as there will always be some people who are unable to access online. R Barber noted that the article on p 52 concerning school parking had been printed unsigned. It has always been accepted that unattributed material could not be accepted for publication except where the editor knew the writer and was happy for the article to go in. He also noted that paragraphs from the August minutes had inadvertently not been printed. I Bartholomew

checked about use of coloured covers in the last year and agreed to bill the relevant organisations.

- Satellite Post Office - R Barber reported that the latest information is that Badwell Ash will not be operating our facility but that we will be having a van operated by Maurice Lynch from Stanton Post Office. This service won't start till October or November at the earliest. We are awaiting information about visit dates and times.
- Constitution – Ian Campbell elaborated on the issues in his report on a meeting with Jon Eaton of Community Action Suffolk previously drafted out for the committee as he was unsure about his availability on the night. Hopefully when we hear back from CAS, we can then have constructive thoughts about how to alter the constitution in order to bring it up to date. As a follow on to the information, Ian Bartholomew had double checked the indemnity insurance for Trustees re personal liability. Are the Community Council Committee all trustees? If money disappeared would we all be responsible?
- Specific questions for reply by Chair as raised at August meeting –  
There was no gate between Alandale Bungalow and the MVH car park; the walking figure on the tarmac had not been repainted.  
There was no damage to the stage, an erroneous report.  
The five additional people attending the July Committee Meeting were interested members of the public and not additional members of committee.  
There has never been a requirement for new committee members to serve a three month probationary period.

## 6. Events:

- 13<sup>th</sup> August – Community Lunch – S White reported that 32 people had attended.
- 10<sup>th</sup> September – Community Lunch – 30 participants have signed up so far for steak pie followed by sticky toffee pudding.
- 15<sup>th</sup> September – Jumble Sale – More jumble needed please, to be delivered to J Bloomfield. A Wiley and S Cousins are in charge of refreshments.
- 21<sup>st</sup> September – Cinema – Molly's Game
- 22<sup>nd</sup> September – Scarecrow/Fish & Chips/Party Night – R Hubbard informed that there would be an RAF theme and that tickets would be £8
- 5<sup>th</sup> October – Village Quiz – E Wade is hoping to get people together in term time to set the questions.
- 8<sup>th</sup> October – Community Lunch
- 13<sup>th</sup> October – Jazz Event – Basin Street Brawlers – M Barber confirmed that Peter Horsfall has sent some posters and will provide publicity for the press. She will alert Chris Ingham and other local press.
- 19<sup>th</sup> October - Cinema
- 20<sup>th</sup> October – Table Top Sale
- 27<sup>th</sup> October – Halloween Fancy Dress and Ghost Walk – I Bartholomew confirmed that our insurance covers events in and on our property. There could well be further insurance costs incurred and a full risk assessment would be required by the insurers. He will send this to R Hubbard to complete.
- 9<sup>th</sup> November – 1940s Evening/Entertainment – Further information from R Hubbard nearer the date.
- 16<sup>th</sup> November – Cinema
- 2<sup>nd</sup> December – Christmas Fayre – ongoing, please contact J & R Hubbard for information.
- 8<sup>th</sup> December – Christmas Surprise/Wine Match
- 15<sup>th</sup> 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, £54 income from advertising. Outgoings of £699.36 are for a bulk order of paper and card for the Observer and £15 for postage. There is a balance of £1698.30 in the account. For the Memorial Hall, the income of £590.13 covers money from Coffee Shop, additional cycle book sales of £12.50, and hiring charges with arrears currently being chased up for payment. Expenditure of £2,333.36 was due to external painting and guttering repairs plus cleaning. It is expected that electricity costs will rise this next month as we will be back on tariff.

**8. Hall Matters:**

- Accident Book – nothing to report
- Health & safety – nothing to report
- Hall Business Plan – S Cousins presented a memorandum from D Lockyer questioning our perceived high letting fees and the need to offer the building to village groups free of charge. I Bartholomew replied that the MVH must and did pay its running costs – heating, lighting, water, insurance, licences, cleaning and general maintenance – from its income stream and that fundraising then facilitated improvements. He pointed out that last year's revenue from hirings was £8,395 against costs of £8,449 thus making a small loss, and stressed that operating costs must be covered by hiring income. This year, 2/3rds of the way in, we are £108 down with a big unknown being the electricity charges where we need to operate for a full year so that we know the impact on operating costs. Hall charges are reviewed annually in December, being mindful of inflation and any updated costs, and published in the Observer for the next 12 month period. We had always publicised a standard rate and regular user rate and maybe we need to revert to that practice. It was noted that the hall has been in use practically every day and that a good customer base is key to any grant application. People must pay their way, fundraising specifically to improve the hall cannot be used to subsidise other village groups and their activities. The idea was put forward of having a User's Forum where funding and other requirements can be discussed. Questions were raised concerning immediate improvements to the existing kitchen – new cooker, dishwasher, hot water system – in advance of the plans to provide new kitchen and serveries under Phase 5 refurbishment plan.

One of the visitors attending the meeting wished to have an explanation of a discrepancy between rates charged to two village organisations. In the absence of the Lettings Officer, Ian Bartholomew attempted to explain why he thought that had occurred; the answer did not meet with approval and the atmosphere became sufficiently heated that the Chair decided progress was not going to be made and closed the meeting leaving agenda items 9, 10, 11 and 12 unconsidered.

**9. Stage 5 Hall Project:**

**10. Correspondence:**

**11. Any Other Business:**

**12. Date of next meeting:**