

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

Held in The Memorial Village Hall at 7.30pm on Thursday, 1st November, 2018

Agenda

1. **Those present:** Trustees: R Barber, I Campbell, I Bartholomew, M Barber
Officers: R Barber, F Bloomfield, I Bartholomew, M Barber
Members: J Neilsen, S White, D Lockyer, A Wiley, J Bloomfield, B Wills, J Hubbard, R Hubbard, K Nelson, E Wade, K Rothern, A Ellis
Non Members: S Folkard, H Frost, D Murray
2. **Apologies for absence:** T Roberts, M Mansfield, S Cousins, K Boardley, C Bartholomew
3. **Declarations of interest:** None
4. **Approval of the Draft Minutes of the meeting held on 04.09.18:**
Item 3 of paragraph 8 – D Lockyer stated that she resented the fact that she was quoted as saying something she did not say. In her absence from the meeting she had sent an email and attachment to another member of the committee to be read out. It was pointed out that it had not been sent in advance to the secretary for circulation prior to the meeting; there were insufficient copies of the handout, the secretary did not receive one; delivery of the information was not clear owing to other circumstances at the time. An amendment was suggested – “D Lockyer wishes to have transparent pricing so that people don’t have to negotiate with the Bookings Officer on specific prices.” Acceptance was proposed by I Campbell, seconded by S White and accepted unanimously. Regarding this issue, the point was also raised that D Lockyer’s letter should not have been put into the Observer but it should have been raised, as any other issue would be, under ‘Approval of the Draft Minutes’ at the next meeting. It was felt by some members that Draft Minutes should be sent round to all and that they could then be altered prior to publishing. Secretary stated that this would then be ‘committee by email’ and that was not the correct forum.
5. **Matters Arising:**
 - Observer Matters – J Bloomfield reported that, as in previous years, the colour cover copy of the November issue would be counted as our involvement in the Poppy Appeal. The December cover would be sponsored by Gardens Weekend and the January one by the Wild Wood. M Barber stated that the photos taken by M Mansfield and used in this issue were amazing and that he should be congratulated.
 - Constitution – I Campbell stated that we should have a good look at the constitutions of both the MVH and the Community Council. In 1992 the MVH had ceded daily management to the CC. During discussion with Jon Eaton it transpired that there were only two Community Councils left in Suffolk. After studying our documents, he felt we should have discussions about whether a CIO was the best way for us to go for the financial security of Trustees. He will monitor, and inform us about, another merger of a CC with a village hall. Costs for the CIO route could be between £4-6k. Ian felt there was no point in tinkering with constitutions but this must be a longer term project that needs to be discussed seriously over the next few months. A sub-issue could be that whatever changes have to be made could well have to go in front of the Charities Commission. Any merger is more likely to be scrutinised if Trustees were common to both organisations. More people should be added as Trustees, preferably not Executive Officers as has always been previously done. I Bartholomew said the cost should not be an over-riding issue as small grants could be obtained.
 - Post Office – R Barber reported that Maurice Lynch will be running the mobile van. There has been a meeting with the regional manager and it is hoped the van will be here on Tuesday and Thursday mornings. The Post Office has been asked to remove their equipment from the MVH, K Rothern will follow this up.

6. Events:

- 10th September – Community Lunch – S White reported that 32 people attended and that numbers are steady at the moment. M Barber asked that our best wishes should be sent to Carol Hubbard.
- 15th September – Jumble Sale – J Bloomfield reported that this was nowhere near as busy as previous ones, two others being held nearby on the same day. £150 profit was made. She thanked all involved.
- 21st September – Cinema – a good night and £70 profit for funds.
- 22nd September – 50s/60s Music Night – This had been a change from the Scarecrow Event owing to insufficient take up. It was felt that this had been a good event but not attended by many people, making £125 profit.
- 8th October – Community Lunch – There had been 31 participants.
- 13th October – Basin Street Brawlers – This was felt to have been a good event with 70 people attending. Consensus on the evening was that we should try to have them back again. M Barber said that if we did, she would try to ensure the band made an earlier start. It netted £327 including raffle and bar profits.
- 19th October – Cinema – I Bartholomew said that this had been a complete disaster owing to both the film itself being ‘strange’ and the lack of support. There will be no more cinema showings till February.
- 20th October – Table Top Sale – This showed £71.55 profit for funds from 16 tables. Ralph was concerned that his posters on the Ixworth Road had been taken down and his boards had been vandalised.
- 2nd November – Village Quiz – So far there are 13 entrants.
- 9th November – 1940s Evening – 30+ at the moment.
- 12th November – Community Lunch – 24 bookings to date.
- 2nd December – Christmas Fayre – M Barber enquired whether Committee wished to hold a Christmas Hamper Raffle as in previous years. This was agreed and she asked that members make their donations direct to her as she has the hamper already. R Hubbard appeared to believe that we should pay for our table at our own event but was assured that the hall would be used free of charge as this is a Community Council event with all proceeds to the MVH.
- 8th December – Christmas Surprise/Wine Match – J Hubbard stated that this could be held in the pub or the Priory Room.
R & J Hubbard’s reporting on events left people confused and some questions unanswered and will need to be revisited under ‘Matters Arising’.
- 10th December – Community Lunch – This will be the Christmas lunch with crackers, wine and a FOC raffle.
- 15th March 2019 – Between You & Me – Ian McMillan & Luke Carver Goss

7. Finance Report: In giving his report I Bartholomew highlighted the following matters. For the Community Council, £77 income from advertising. Outgoings, nil. There is a balance of £1887.36 in the account. For the Memorial Hall, the income of £1,506.20 covers money from Coffee Shop, Basin Street Brawlers and cinema fundraisers, and hiring charges. A further £346.55 being handed over this evening from Jumble Sale, Music Night and Table Top Sale will show in next month’s figures although they were events during this reporting period. Expenditure of £1,313.66 was for fire extinguisher servicing, the final gross cut of the season, premises licence, electricity, ticket repayment to Basin Street Brawlers, and cleaning. The balance of £20,721.91 includes £18,561.88 in the Building Account although £10,000 of this is ring-fenced monies from the Old Town Trust for use for the building extension. Ian also pointed out that we will be paying roughly £1,400 retention monies in December once the Architect has completed his final inspection. He highlighted the facts that John Hall will start invoicing for adverts shortly; next month’s

outgoings will show about £1,000 for shared facilities at the Widow's Room. Chubb made recommendations in their report that we need to spend £370 on two fire extinguishers and new signs. An alternative quote is being requested from Arco.

8. Hall Matters:

- Health & Safety – A new entry in the Accident book covers damage sustained from a collapsing table while the hall was being readied for this meeting. K Rothern volunteered to repair the table, though not Maggie's leg!!
- Review of Management Policies – Fire Risk Assessment & Evacuation Plan – R Barber was asked to sign off these documents as reviewed, revised, and approved by the meeting; unanimously agreed. Thanks were expressed to C Palmer for his work on this document. The issue of fireproofing the batiks was discussed. We needed to weigh up the value of the artwork within the community with putting on a chemical with the potential to damage the fabric. Helen Dougall has been looking into this on our behalf. I Campbell suggested we say no to fire-proofing, seconded by F Bloomfield and agreed unanimously.
- Chubb Fire Extinguisher Annual Service Report – This had been covered under Finance.
- Defibrillator/Car Park Sign – F Bloomfield was sure there had been some free scheme to replace the 'Telephone' glass with a 'Defibrillator' sign in redundant telephone boxes. He will look into it. R Barber suggested that we also need a defibrillator sign at the entrance to the car park on a two sided Finger Post. He will look into the costs of this.
- Hall Business Plan – Hire charges – We usually publish hiring rates in the January Observer, therefore this needs to go on the December agenda. We need to publish exactly what people will pay as transparently as we can. D Lockyer suggested that West Suffolk College may be able to run classes here.

9. Stage 5 Hall Project: I Bartholomew reported that the Garfield Weston Funds that we applied for had totalled five million pounds. Bids received from across the country had been in excess of £200m. We had been unsuccessful in our bid and would need to review next steps.

10. Correspondence:

- An email was read out from K Stockton regarding publicising the position of the defibrillator at the MVH, both from the viewpoint of the local community and visitors, by erecting a sign at the entrance to the car park. He questioned why CC approach to posters has changed from those more professional in approach to the hand written variety.
- An email from C Palmer, originally intended for the September meeting but abandoned when the meeting was terminated abruptly, contained his resignation from committee as he is now teaching in Albania for this year.
- R Barber read out his letter of resignation as a Trustee and member of the Community Council, with effect from 31st December 2018.
- R Barber read out M Barber's formal letter of resignation as both Honorary Secretary and Trustee of the Community Council with a final date of 31st December 2018. When questioned, she reiterated that she had previously stated at Parish Council and elsewhere that she had no intention of being a committee member beyond the age of 75.
- R Barber read out K Rothern's letter of resignation as Bookings Officer and Caretaker with effect from 31st December 2018.
- R Barber read out I Bartholomew's formal notice of resignation as Honorary Treasurer and Trustee of the Community Council with effect from 1st January 2019.
There will need to be a Special General Meeting convened to elect new Honorary Officers. A date of 6th December was set.

J Neilsen wished to express thanks for all our work.

11. Any Other Business: M Barber suggested that as D Murray has now taken on the role of Neighbourhood Watch Coordinator, we put it back onto the Agenda for him to give us a regular report. Agreed.

R Barber asked members of the public if they had any issues to raise – H Frost reported that there had been one mistake in his report in the Observer. He will correct this. S Folkard stated that she was saddened by the mass of people deciding to resign but she was not surprised.

12. The meeting closed at 9.30 pm.

**13. Date of next meetings: Executive Committee Meeting – Friday 30th November in the MVH at 7.30.
Special General Meeting – Thursday 6th December in the MVH at 7.30.**