

Minutes from the meeting held on 31st October 2016 in the Church Hall

Colin Ramsell welcomed members to the meeting.

- ◆ **There were 18 members present:** Colin Ramsell, Maggie Ryan, Lorraine Brooks, Claire Buller, Rachel Hitchcock, Julie Clark, Colin Moule, John Parsonson, Tricia Hall, Vicki Sargent, Iain Wright, Andora Carver, Simon Carter, Mary George, Jeannette Finch, Trevor Smy, John Partridge, Karen Newton.
- ◆ **Apologies were received from:** Bryan Smith, Ken Willingale, Pat Bray, Wendy Sparrow, Rob Swan, Amelia Knowland, Alex Murrison Martyn Booth.
- ◆ **Minutes of the last meeting:** held on 7th September 2016 were approved (*proposed Colin Moule, seconded Iain Wright*).

MATTERS ARISING:

- ◆ **Executive Committee:** Colin Ramsell expressed sadness at the recent death of Neil Barbrook, our Chairman. His energy and commitment will be missed by the CC and many in the village. **Action by:**
Colin added he will continue as acting Chair for the next meeting but feels a younger person is needed to take on the role as soon as possible.
The Community Council Executive urgently requires more members who are members of village groups.
- ◆ **Fundraising Activities:**
 - ◆ **Spring/Summer Event:** It had previously been agreed to move the CC's Fun Village Quiz from October to February. The recent quiz had been a huge success but it was felt that February 2017 was too soon to hold another; next quiz will be held in February 2018, date to be decided.
The possibility of a fundraiser in collaboration with the Post Office Committee was mentioned but no decision was made.
Further ideas and/or support with running events would be welcome.
 - ◆ **Selling advance raffle tickets at Farmers' Market:** Thanks to the volunteers for selling raffle tickets and calendars ahead of the Quiz and Christmas Fayre during the Markets: Julie Clark in September, Claire Buller in October, Maggie Ryan and Rachel Hitchcock on 12th November. Lorraine will provide all that's needed. There will be a first prize of £50.
It was noted that the Farmer's Market will not be continuing after December.
- ◆ **Community Council History & Website:** Lorraine Brooks said the CC's history display will have another outing at the Christmas Fayre. **Lorraine**
A photo album of the Street Fayre and much of the CC's history archive can be viewed on www.naylandcommunitycouncil.org.uk.
- ◆ **Community Defibrillator:** This was a proposal for a community defibrillator sited at the Fire Station (not to be confused with the First Responders), which had been given approval by the Fire Service. **Rachel Hitchcock**
Karen Elliott on behalf of First Response, feels this is a worthwhile project. She also confirmed there is no possibility of harming a patient. The device talks you through everything step by step. It analyses the heart and will not give a shock if it is not suitable to do so. You will also have the support of the 999 operator.
Rachel Hitchcock will research/seek advice from other villages who have a community defibrillator. Mary George will forward research the Parish Council previously carried out.
To take this project forward grants will need to be sourced. Grants may still be available from the British Heart Foundation and/or the Big Community Fund run by District Councils (*in our case <http://www.babergh.gov.uk/your-community/community-development/grant-aid/>*).
- ◆ **Save Our Post Office Campaign:** Maggie Ryan reported on the current situation.
An Executive Management Committee of eight members is in place with Maggie Ryan as Chair and Simon Carter as Vice Chair. Simon reported that progress is being made in the plan to secure the products and services of our village post office in preparation for the retirement of the current postmistress. The next steps are: by the end of this year to establish and register the Community Company; to complete due diligence on and engage in further talks with the Post Office and the Postmistress to agree how we can take on the Post Office business; to

determine exactly what works need to be undertaken to the premises and how they will be funded; to agree the business plan. In early 2017: to action the business plan and determine our fundraising needs. By Easter 2017: to issue the Community Share Offer and invite the entire community of Nayland and Wissington to become a part of this exciting community enterprise. When fully funded, to actually acquire the Post Office business, complete the conversion works and then launch our Community Enterprise.

Action by:

A grant application had been made to the CC for assistance with seedcorn capital the purpose of which was to get the Community Company off the ground, i.e. register the company with the regulators and other authorities, give the resources to conduct due diligence on the business acquisition of the post office, and fund the publicity costs of the share issue and public awareness campaign. Members felt this will be very beneficial for the community and options have been thoroughly explored by the volunteer teams involved. It was unanimously agreed to award a grant of up to £2,500 (*proposed John Parsonson, seconded Julie Clark*).

Maggie Ryan

- ♦ **Village Year Planner:** It was previously mooted that having a magnetic year planner in the Post Office may be a solution to preventing clashes of activities in the village. The discontinued village diary in the Post Office and existing diary on naylandandwiston.net were not proving successful solutions. Maggie Ryan suggested once the Community Post Office was in place alternative solutions may be available. Setting up a Nayland App was also suggested.

- ♦ **Recent Activities:**

- **Fun Quiz - Friday 7th October:** Colin Ramsell thanked Rachel Hitchcock and her helper for organising the quiz and Claire for running the raffle.

Rachel said she had enjoyed it. The event had been a resounding success, a fun night with a great atmosphere. Maggie confirmed the evening made £310 profit.

- ♦ **Grants & Donations:**

- ♦ **Donation to St Helena Hospice in memory of Neil Barbrook:** Many members of the Exec and other residents of Nayland paid their respects to Neil attending the funeral service. It was agreed to make a donation to St Helena, a local charitable organisation which has been of benefit to a number of NwW residents. It provides reassurance and end of life care and comfort and support to families at a time of distress. A figure of £250 was proposed by Ken Willingale, seconded Lorraine Brooks, and agreed 12 to 1 by members of the Executive Committee.

- ♦ **Conservation Society: Court Knoll exploration**

The CC recently have pledged £1,000 to the Conservation Society towards archaeological exploration at Court Knoll. A letter has been received from Mike Hunter, their Chairman, thanking the CC for supporting phase 1 of the project which has been hugely successful, both in terms of community involvement and historical discovery. They are hopeful that phase 2, involving the analysis of all finds, can be completed without requesting a further grant. However, in the latter part of 2017 the CC's assistance may be sought for phase 3, preparation of the final report.

- ♦ **Village Hall Endowment Fund:** The VHMC asked for £1,000 towards this fund; at the May meeting the decision was deferred rather than the chairman using his casting vote against the grant. At that meeting, in addition to the above queries, there had been concerns that a grant of £3,500 has already been awarded to the VH this year.

A response has been received from Peter Mann, confirming grants to the Endowment Fund were paid into the Endowment Fund bank account. Regarding expenditure from the fund he confirms there has been no change to the resolution of 8th May 2007, i.e. monies can only be used from this fund with the agreement of the Parish Council, the Community Council and the VHMC. He states he will confirm this with the Parish Council.

Following further discussion it was agreed, 6 to 3 in favour, to award the £1,000 grant (*proposed Rachel Hitchcock, seconded John Parsonson*)

- ♦ **Callum Kennedy: volunteering placement with International Service**

Callum, who has often helped out at CC events, has been fundraising to reach his £800 target for a three-month volunteering placement. He states: "*Whilst in Burkina Faso, I will be working with a small group of fellow volunteers from the UK and Burkina Faso to help raise awareness of the human rights of disabled people and to help empower them in their local community. I believe that this opportunity can help me to develop as an individual and learn about pressing issues around the world*". It was agreed to award a grant of £100 (*proposed Claire Buller, seconded Iain Wright*)

Lorraine Brooks
Maggie Ryan

Lorraine Brooks
Maggie Ryan

TREASURER'S REPORT: Maggie Ryan gave her report.

She warned there will be a deficit this year; we need to be mindful that several large grants have been awarded.

<u>Main Income</u>		<u>Main Expenditure</u>		<u>Current Profits</u>	
Community Times	3,200.00	Community Times	1061.00	Community Times	2,139.00
Calendar	1226.30	Calendar	643.59	Calendar	582.71
Street Fayre	1,108.68	Street Fayre	776.24	Village Quiz	310.04
Village Quiz	350.00	Village Quiz	39.96		
Bonfire Night	0	Bonfire Night	1054.50		
Nayland Hist. Exhib.	135.00	Grants	3,760.00		

Grants paid: Village Hall Kitchen £3,500, Baby & Toddler Group £150, Nayland History Exhibition £110.

Assets

Cash	69.00
Current Account	4,606.67
CCLA Deposit	<u>15,542.53</u>
	£19,657.95

We hold £444 for First Response, £270 for the Services Fund.
Grants not yet paid: Conservation Society Court Knoll £1,000,
Community Post Office £2,500, Village Hall Endowment Fund
£1,000, Callum Kennedy £100.

Therefore **unencumbered assets are £14,343.48**

Introduction of online banking: The mandate for online banking being dealt with.

Bank Signatories: Changes to signatories is being dealt with.

Action by:
Maggie Ryan

- ♦ **Community Times:** Lorraine Brooks gave the usual plea for contributions for the next issue. She was very grateful to Claire who sent in photos of the Quiz and would be grateful to receive photos of Fireworks Night and the Christmas Fayre - the more the merrier - for the CT and the CC's website and archives.

- ♦ **Village Calendar:** Lorraine Brooks said calendars are on sale at village shops - Post Office, Blue Owl, Hatten's Village Stores and Forget Me Not. £300 was been raised on sponsorship, currently 107 copies of the 2017 calendar have been sold. More help selling calendars especially at society events would be welcome. Please let Lorraine know if you could sell calendars at an event you are organising.

Calendar Team

♦ **Forthcoming Activities:**

- **Guidance Lists for Events:** Lists are being established with the coordinators of each event so we have a record of tasks/contacts/etc. This would also help new coordinators to pick up the reins. The Firework Night task lists is underway, Lorraine will liaise with Rachel Hitchcock on a list for the Quiz and Christmas Fayre.
- **Risk Assessments for Events:** Our new insurers require a risk assessment is developed for each event organised. Iain Wright produced a risk assessment for the Quiz and Firework Night. Rachel Hitchcock and Claire Buller would adapt the Quiz risk assessment for the Christmas Fayre.

Lorraine & Rachel

Claire Buller & Rachel

- **Bonfire & Fireworks - Saturday 5th November:** Iain Wright is coordinating the event.

The fireworks have been ordered, Iain is leading the bonfire and firework team, Claire Buller has the BBQ team organised, Tricia Hall has the mulled wine in hand.

Iain said there will be no change in format but organisation and safety needs a little tightening up, and more control of the car park.

It was pointed out that with the 5th falling on a Saturday, our event will be up against Fireworks in several other local villages. The Met Office is forecast a dry evening.

Volunteers are still needed for setting up at 3pm in the afternoon, on the gate from 6pm-7pm, and selling drinks, glo-necklaces, etc and litter picking the next morning from 9am.

Contacts: Iain 263646 iain.wright@iwaltd.co.uk or Claire 263344 clairejbuller@gmail.com

Iain Wright
Claire Buller
et al

- **Christmas Fayre - Saturday 3rd December :** Coordinators: Rachel Hitchcock is managing the table bookings, hall layout plans and advance tasks, Claire Buller and Julie Clark will coordinate on the day. Father Christmas will be in attendance and Jayne Kennedy has confirmed Nayland School will perform again. Volunteers are needed to help setting up the hall at 9am and with refreshments and manning the raffle.

Donations of raffle prizes would be very welcome and can be dropped off to Claire at 107 Bear Street (left in the side porch if out) or to Colin Ramsell 9 Birch Street (left by back door if out).

Rachel Hitchcock
Claire Buller
Julie Clark

Action by:

Claire Buller

- **Village Christmas Tree** - Claire Buller is leading. The tree is ordered, the Dental Surgery are kindly providing the electricity supply, Sean Norfolk and the team will be erecting the tree on Sunday 11th December at 9 am. Preventative measures will be taken ensure the site is clear of parked cars. The tree will taken down on Monday 2nd January,

SOCIETY REPORTS

- ♦ **Conservation Society:** Andora Carver thanked the CC for supporting the archaeological exploration of Court Knoll; the project has been very exciting. Over half of the 500 volunteer days were by Nayland residents so this was very much a community venture. The excavation has amassed a wealth of new knowledge and information in terms of finds, records, photographs and plans that will be analysed over the coming months. Excavations revealed that part of a rectangular building had been demolished to allow a curved wall to be constructed; this could be part of a semi-circular apse, or part of a tower. A large part of the wall was beyond a trench that Historic England had consented to be excavated. With many new questions raised it is hoped a smaller scale dig may be permitted next year.
- ♦ **Parish Council:** Mary George said they still have a vacancy on the Council, part of the Fairfield playground has been resurfaced and they are moving towards the last phase of updating street-lighting.
- ♦ **Royal British Legion:** John Partridge said that had enjoyable visits to Brightlingsea including the museum, a harbour boat trip, the historic boat yard and to Sizewell Power Station, Integration with the Women's' Section is going ahead despite some reservations. They will observe two minutes silence at the War Memorial on 11/11 and the Sunday Remembrance Service will be on 13th November.
- ♦ **HortSoc:** Trevor Smy said it had been another successful year: The sun beamed down on a very enjoyable coach outing to Wrest Park and Hopleys Gardens and Simon White gave an interesting talk '*Highlights of Chelsea and Hampton Court*' showing his vast collection of behind the scenes photos.
On 9th November at the joint meeting with the Conservation Society, Edward Martin will give an illustrated talk on '*The Lost Gardens of Suffolk*'. After the Christmas Fayre HortSoc goes into semi-hibernation until springing back to life in March with a talk on *Wildlife in the Garden* and the Spring Show.
- ♦ **Women's Institute:** Jeannette Finch said on 21st November Revd Cannon David Atkins will be talking on *Hatches Matches and Dispatches* and on 19th December Peter Layzell's talk will be *Tales from a Rural Police Sergeant*. They are planning an outing to Monks Eleigh Corn Dolly Centre and will be attending Carol Services in Bures and Bury St Edmunds.
- ♦ **Woodland Corner:** Karen Newton said they are very busy. They are increasing activities and have a new Facebook page. A new mound has been installed, funded by Polstead playgroup.
- ♦ **Baby & Toddlers:** the group has a few new mums, new activities and there is much more enthusiasm. Numbers still fluctuate; some weeks are very busy, some still too quiet but momentum is going in the right direction.
- ♦ **HSA:** Rachel Hitchcock said the School Christmas Fayre, with Father Christmas and lots of fun and frolic, will be on 9th December at 6-8pm,
- ♦ **Book Club:** they have read a variety of books; their last book was *The Unlikely Pilgrimage of Harold Fry* by Rachel Joyce, the current book is *East of the Sun* by Julia Gregson which they will discuss at their next meeting.
- ♦ **Village Hall:** Iain Wright said general maintenance is ongoing. Sara Strover has resigned as Bookings Secretary; the task is not onerous as most of the bookings are made online and the Treasurer deals with invoicing.
- ♦ **Nayland Cinema:** Closure of the cinema was confirmed but Iain Wright stressed that the equipment is available for other hall hirers to use at no additional cost. Members were disappointed by the decision and hoped another group or a new group may take up the opportunity of showing the occasional film.
- ♦ **Art Group:** Colin Ramsell said recent sessions have been full to overflowing. The meet every Wednesday afternoon and have visits from two visiting tutors and occasional outings.
- ♦ **St James' Church:** Andora Carver said thanks to dedicated volunteers and a glorious day the churchyard has never looked in better condition before the winter.

- ♦ **AOB:**
 - **Village Hall Gardening Morning:** The autumn session will be held on Saturday 19th November from 9am. Helpers to tidying the CC's garden would be welcome.
 - **Farmers' Market:** It has been confirmed that markets will not continue beyond December.
- ♦ **Date of next meeting:** will be **Monday 9th January** in the Church Hall at 8pm with Exec at 7.30pm.
The AGM will be Monday 6th March 2017 at 7.30pm (*Exec 7pm*) in the Village Hall.
Meetings for 2017: Wednesday 3rd May, Wednesday 5th July, Wednesday 6th September & Monday 30th October - all in the Church Hall at 8pm (Exec 7.30).

The meeting closed at 9.30pm