

Minutes from the meeting held on 7th September 2016 in the Church Hall

Colin Ramsell welcomed members to the meeting.

- ♦ **There were 14 members present:** Colin Ramsell, Maggie Ryan, Lorraine Brooks, Bryan Smith, Claire Buller, Rachel Hitchcock, Julie Clark, Colin Moule, John Parsonson, Iain Wright, Martyn Booth, Andora Carver, Wendy Sparrow, Alex Murrison.
- ♦ **Apologies were received from:** Neil Barbrook, Ken Willingale, Tricia Hall, Vicki Sargent, Pat Bray, Rob Swan.
- ♦ **Minutes of the last meeting:** held on 6th July 2016 were approved (*proposed Maggie Ryan, seconded Claire Buller*).

MATTERS ARISING:

- ♦ **Executive Committee:** Colin Ramsell reminded the meeting that the CC urgently requires more members who are members of village groups.

Action by:

The Community Council was originally made up of a representative from every village group, which provided wide representation of residents. This 'bringing together' also enabled good cohesion between the groups and benefited all.

It was pointed out there have been several clashes of activities - most recently four society outings within 10 days - which it would be beneficial to all to avoid. Solutions which could help prevent this were discussed, including the discontinued village diary in the Post Office, the existing diary on naylandandwiston.net, a diary on the Community Council website and a magnetic year planner in the Post Office. Maggie Ryan agreed to see whether there is scope to put a year planner up at the PO. Claire Buller will investigate sourcing a year planner.

Maggie Ryan
Claire Buller

- ♦ **Fundraising Activities:**

- ♦ **Spring/Summer Event:** During discussions on future fundraising events it was agreed to move the CC's Fun Village Quiz to February. A decision would be made whether this takes effect in February 2017 or 2018 following the currently planned Quiz on 7th October. (*proposed Bryan Smith, seconded Maggie Ryan*)

- ♦ The possibility of a Race Night was mentioned and the idea of holding a larger event bi-annually. Further ideas and/or support with running events would be welcome.

- ♦ **Selling advance raffle tickets at Farmers' Market:** The Farmers' Market organiser has agreed that the CC can sell raffle tickets and calendars ahead of the Quiz and Christmas Fayre from the Village Hall foyer during the Markets between 9.30am-1pm. Those kindly volunteering are: Julie Clark on 10th September, Claire Buller on 8th October, Maggie Ryan and Rachel Hitchcock on 12th November. Lorraine will provide all that's needed (posters, books, float, etc) A first prize of £50 will be promoted for both events.

Lorraine Brooks
Julie Clark
Claire Buller
Maggie Ryan
Rachel Hitchcock

It was noted that the Farmer's Market have not been well supported recently and they will be reviewing whether they continue after December. They have asked for ideas which could help attract more visitors - if anyone has any ideas please contact justine@suffolkmarketevents.co.uk

- ♦ **Community Council History & Website:** It was agreed to give the CC's history display another outing at the Christmas Fayre. Costs of the display, photo albums and archive books printing etc of £160 were agreed (*proposed Iain Wright, seconded John Parsonson*)

Lorraine said the website www.naylandcommunitycouncil.org.uk is up-to-date. A photo archive album of the Street Fayre is almost complete and will be added to the website, as will much of the CC's history in due course.

Lorraine

- ♦ **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.

Neil Barbrook is keen to pursue this and 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/>*).

Questions were asked whether there was a need for a community defibrillator in Nayland and if people would actually use it? It was agreed Karen Elliott on behalf of First Response should be asked for their opinion in relation to these queries and response times (*Lorraine will contact*). Once their views are confirmed Rachel Hitchcock agreed to research/seek advice from other villages who have a community defibrillator and pass the information to Neil and Iain.

Lorraine
Rachel
Neil & Iain

- ◆ **Save Our Post Office Campaign:** Maggie Ryan reported on the current situation. Over the summer period, 87 questionnaires have been returned, with sufficient volunteers coming forward to launch a community enterprise. An analysis of the feedback received will be included within the Community Times. There is an informal meeting scheduled in September for members of the current SOPO committee to welcome those who have offered to help on the executive team, which will in due course form the basis of a Board of Directors of a community company. Meetings have been arranged with the Post Office and others during September to take things forward. The project is still in its early days, but all the signs so far are positive.
- ◆ **Recent Activities:**
 - **Street Fayre - Sunday 17th July:** Colin Ramsell said a huge thanks and well done are due to Claire Buller and the team - that was followed by an enthusiastic round of applause. It had been a fantastic community event and had received many compliments... including would there be a Christmas Street Fayre!
- ◆ **Correspondence:** There is no correspondence that isn't included elsewhere.
- ◆ **Grants & Donations:**
 - ◆ **Village Hall Endowment Fund:** The VHMC asked for £1,000 towards this fund; at the May meeting the decision was deferred, at the July meeting it was agreed to write formally to the VHMC treasurer stating that: *"Prior to consideration of further grants being awarded to the Village Hall Endowment Fund the Community Council requests official written confirmation, sent to both the CC and Parish Council, regarding their involvement in the Endowment Fund. It is hoped this confirmation will be in line with the resolution agreed by the VHMC at their meeting on 8th May 2007. The CC hopes this will eliminate any future confusion between the three committees involved.*
The Community Council also ask for confirmation that grants awarded to the Endowment Fund are always deposited in that account.
We hope this will rectify previous confusions, which may not have occurred if the VHMC minutes were available as a public record for easy reference. Graham Griffiths provides an excellent repository for PC and CC minutes and archives on www.naylandandwiston.net the inclusion of VHMC documents would be a very useful addition."
 There has been no response yet to letter sent to Peter Mann.
 - ◆ **Conservation Society: Reserve fund for Court Knoll exploration**
 The CC recently awarded a grant of £500 to the Conservation Society towards archaeological exploration at Court Knoll. They feel they have a great opportunity to discover as much as they can about this piece of Nayland history.
 The archaeologist has advised that they ought to have in place some further contingency funds to be used for post excavation analysis of objects found during the dig. They are aiming to have access to a further £5,000. So far the Conservation Society has agreed to contribute up to £3,000, and they have had assurances totalling another £1,000. They are asking if the Community Council would consider putting a further £500 on one side for use if it is required. This was agreed (*proposed Claire Buller, seconded Iain Wright*)

TREASURER'S REPORT: Maggie Ryan gave her report.

The grant for the Nayland History Exhibition has been paid, the Church Hall hire amounting to £110 rather than the £150 anticipated; which offset against donations of £135 received in March, means that the event was self-funding.

The Street Fayre drew in £1108 of income and £1776 of expenditure, generating a net loss of only £667 against an anticipated expense budget of £1000 due to careful management by Claire Buller and her team. It should be noted that this year's accounts show only £776 of expenses for the Fayre, the 2015 accounts having taken the expense accrual of £1000.

The accounts are still showing a deficit at the 8 months to August, but we anticipate that - following the year's major fundraising efforts in the Autumn - the Council will maintain a small surplus at the year end.

<u>Main Income</u>		<u>Main Expenditure</u>		<u>Current Profits</u>	
Community Times	2,462.50	Community Times	841.00	Community Times	1,621.50
Calendar	965.00	Calendar	70.00	Calendar	895.00
Street Fayre	1,108.68	Street Fayre	776.24		
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>15,508.33</u>
	£20,184.00

We hold £444 for First Response, £270 for the Services Fund and the following grant: £1,000 for the Conservation Society Court Knoll.

Therefore **unencumbered assets are £18,469.53**

Introduction of online banking: The mandate for online banking has been returned by NatWest pending an additional signatory (Bryan Smith) and will be resubmitted.

Action by:
Maggie Ryan
Iain Wright

Bank Signatories: The CCLA Deposit Account still requires a change of signatory – Iain Wright was asked to contact the bank to arrange the handover.

CC Insurance: A new insurance policy has been taken out with Zurich, covering the Bonfire and Fireworks event, but requiring formal risk assessments for all CC events. The premium has increased this year from £141 to £392 because we are no longer buying an umbrella policy from Community Action Suffolk.#

- ♦ **Community Times:** Lorraine Brooks gave the usual plea for contributions for the next issue. She was very grateful to everyone who sent in photos of the Street Fayre, especially Julie Wilkinson who had provided a fantastic selection. This has resulted in a pretty comprehensive record of this memorable event.

Lorraine would be grateful to receive photos of the Quiz, 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, sales on the 2017 calendar so far amount to £295.

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:**

- **Task Lists for Events:** It had been suggested having a task list for each event would be a good idea and would help new coordinators to pick up the reins. Firework Night and Christmas Fayre task lists are underway, Lorraine will liaise with Rachel on a list for the Quiz.

Lorraine &
Rachel

- **Risk Assessments for Events:** Our new insurers require a risk assessment is developed for each event organised. Iain Wright kindly agreed to produce a risk assessment for Firework Night. Claire Buller would make enquiries about a template for a risk assessment for the Quiz. Alternatively, Iain will produce the Firework risk assessment in time for it to be used as a template for the Quiz on 7th October and it will be a template also for the Christmas Fayre.

Claire Buller
Iain Wright

- **Fun Quiz - Friday 7th October:** Rachel Hitchcock is leading the quiz and plans are in hand. Please encourage people to participate. Table application forms are available at Forget Me Not or www.naylandcommunitycouncil.org.uk/Events.

Claire kindly agreed to run the raffle. There will be a first prize of £50 and donations of other 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

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

The fireworks have been ordered, Iain will contact Fred Bugg and Tony Boon for the bonfire and firework team, Claire has the BBQ team organised.

After last year's bad weather it was felt more promotion is needed to build visitors confidence: permission from the PC for a banner on Caley Green banner has been confirmed, the banner has been purchased.

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

Iain Wright
Claire Buller

- **Christmas Fayre - Saturday 3rd December :** The role of coordinator is to be split: Rachel Hitchcock kindly agreed to manage the table bookings, hall layout plans and advance tasks, Claire Buller and Julie Clark will kindly 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 with refreshments and manning the raffle.

Rachel
Hitchcock
Claire Buller
Julie Clark

SOCIETY REPORTS

- ◆ **Conservation Society:** Andora Carver thanked the CC for supporting the archaeological exploration of Court Knoll. This is day 5 and they have 3 trenches open. They have had 70 volunteers participating - if anyone else would like to help contact Sally Bartrum 262978 or Andora 262970. Visitors are welcome on Fridays and Sundays at 3pm. The archaeologist, Tim Dennis and the survey team will be speaking at their open meeting on 10th October and will be able to give some news on the exploration.
- ◆ **Parish Council:** Martyn Booth said their Summer meeting included a briefing on the devolution consultation. They discussed the Quiet Lanes Scheme, they are concerned by the amount of litter by Nags Corner, there is no news on the Allotment Field project. He has no information on future proposals for Caley Green or the likely date of implementation of a speed limit on the A134.
- ◆ **Royal British Legion:** Alex Murrison said integration proposals with the Women's' Section are on course for finalisation by 1st October and developments for branch participation are awaited.
Their next outing will be to Brightlingsea by car on 14th September. It includes a museum visit, a harbour boat trip, a visit to a historic boat yard and a talk by the Pioneer Trust. There are seats available for their coach outing to Sizewell Power Station on 26th October; contact Andrew Gowen on 262534 if interested in either of these outings, you do not need to be a member. Their next meeting will be 26th September, 7.30 for 8pm at the Anchor Inn.
- ◆ **HortSoc:** Lorraine Brooks said the summer garden party at Parker's went very well as did Flower Show and the outing to Wrest Park and Hopleys Plants on 4th September was enjoyed.
On 18th October Simon White will talk on '*Highlights of Chelsea & Hampton Court*' and on 14th November, at the joint meeting with the Conservation Society, Edward Martin will talk on his '*The Lost Gardens of Suffolk*'.
- ◆ **Village Players:** Rehearsals for their pantomime 'Cinderella' have begun. It has a very good cast and should be a great panto. Performances will be on 1st to 3rd December.
- ◆ **Women's Institute:** Wendy Sparrow said the WI sold out of baguettes at the street Fayre, their July meeting had been a talk about St Nicholas Hospice Charity Shop and in August they enjoyed their annual Garden Party.
On 19th September the meeting will have a flower arranging demonstration and on 17th October Jackie Grant will be talking about Physiotherapy.
- ◆ **Woodland Corner:** Rachel Hitchcock said all is well, they are very busy and have strong new committee. Their popular Cake Stall outside Kerridges will be on 8th October.
- ◆ **Book Club:** Wendy Sparrow said they have read a variety of books; their last book was *Whistling for the Elephants* by Sandi Toksvig, the current book is *The Unlikely Pilgrimage of Harold Fry* by Rachel Joyce which they will discuss at their next meeting.
- ◆ **Village Hall:** Iain Wright said general maintenance is ongoing, new LED lights have been installed in the toilets, the bar has been redecorated and framed Nayland calendar photos hung, the meeting room has been refurbished.
Members expressed disappointment when informed Nayland Cinema had closed. Iain pointed out it needs to be financially viable to continue and audiences had been low recently. Competition from neighbouring villages didn't help. In view of members concerns Iain took the decision to screen the scheduled film, *A Walk in the Woods* on 30th September. Lorraine would liaise with Chris Thompson to include a "*The Future of Nayland Cinema in Jeopardy*" on the posters and ask for support and suggestions. Helpers for the bar and refreshments would also be welcome.
- ◆ **Art Group:** Colin Ramsell said their autumn term began today; The will meet every Wednesday afternoon are planning visiting tutors and outings.
- ◆ **AOB:** there was no further business
- ◆ **Date of next meeting:** will be **Monday 31st October** in the Church Hall at 8pm with Exec at 7.30pm.
Meetings for 2017: Monday 9th January, Wednesday 3rd May, Wednesday 5th July, Wednesday 6th September & Monday 30th October - all in the Church Hall at 8pm (Exec 7.30). The next AGM will be Monday 6th March 2017 at 7.30pm (*Exec 7.30*) in the Village Hall.

The meeting closed at 9.45pm