

Minutes from the meeting held on 5th July 2017 in the Church Hall

Rachel Hitchcock welcomed members to the meeting.

- ♦ **There were 20 members present:** Rachel Hitchcock, Julie Clark, Maggie Ryan, Lorraine Brooks, Bryan Smith, Claire Buller, Colin Ramsell, Colin Moule, Vicki Sargent, Iain Wright, Martyn Booth, Alex Murrison, Sally Dalton, Linda Allen, Rob Swan, Wendy Sparrow, Trevor Smy, Chris Hunt, Karen Tranter, Charlotte Durance.
- ♦ **Apologies were received from:** Ken Willingale, Luke Rumbelow, John Partridge, John Parsonson.
- ♦ **Minutes of the last meeting** held on 3rd May were approved (*proposed Claire Buller, seconded Julie Clark*).

MATTERS ARISING:

♦ **Executive Committee:**

Legal Representative: Rachel Hitchcock updated the meeting. The situation remains that we need to seek another person with a legal background who can offer advice or point us in the right direction if needed for 2018. This position is stipulated in our Constitution but does not require any regular commitment. Please contact Rachel if you know of anyone who may be willing to help.

The Community Council Executive would welcome more members of village groups to join them as members of the CC.

Action by:

All

- ♦ **Fundraising Activities & Events:** The CC are focused on events for 2018 but future ideas and/or support with running events to benefit the CC funds are always welcome.
- ♦ **Community Defibrillator:** This was a proposal for a community defibrillator sited at the Fire Station, which has been given approval by the Fire Service.

Rachel Hitchcock updated the meeting on progress. She has been liaising with the Community Heartbeat Trust (CHT) for advice and a quote for a complete package (the defibrillator, installation, maintenance, training, ongoing support, etc). The cost would be £2,200. CHT have recommended applying for Awards For All Lottery Funding, which Rachel will pursue.

Rachel
Hitchcock

- ♦ **Community Post Office:** Maggie Ryan reported on the current situation.

We had a well-attended public meeting on 15th June 2017 and have since received an increase in our pledges now totalling in excess of £43,050. The July LSPN reached residents from a wider area and they have responded. We have had confirmation from HMRC that our shares will be eligible for Social Investment Tax Relief at 30%.

We currently have a funding gap. We have identified launch costs of £79,418. Patsie Ford has kindly agreed a contribution of £8,000 by waiving our first year's rent. Our funding from Share Pledges, the Community Council and Transition Nayland amounts to £46,966. We are working hard to secure LEADER (Rural Development Agency) grant funding of £24,098 to bridge the remaining gap and are currently in the final stages of preparing our LEADER Grant full application following a successful Round 1.

In parallel to the grant application, we have submitted our business application to Post Office Ltd. This is a fully costed business plan detailing our legal structure, identity and credit checks on CBS Directors, property plans, business activities, trading hours and funding model, etc.

Once up-and-running the Post Office should be self-financing, breaking even on a turnover of around £85,000 pa.

Our draft lease is with our Landlord's solicitor (terms agreed back in January). In essence we have a 5-year term with statutory right of renewal for the whole premises at a cost of £8,000 per annum and no provision for rent review. NCS Ltd may terminate at any time on one year's notice. Application for Listed Building Consent has been submitted for the refurbishment (and backdated following Babergh's recent IT problems).

Our probable timeline 2017/18: (*Figures correct at 5th July 2017*)

July - Grant Application; Post Office Ltd Application; Listed Building Consent,

Sept - Grant confirmation; appoint contractor

Oct - Share Prospectus issue

Nov - Confirm funding and prepare all legal papers

Dec - Sign leases; staff training

Jan - Commence refurbishment

Feb - Fully Open for business

- ♦ **Nayland 10km Fun Run Fundraiser:** Rachel Hitchcock gave a report on the event as Luke Rumbelow was unable to attend this meeting. Luke's full report will be circulated to the Exec.

Rachel said it had been a super event that went really well and had such a buzz on the day. Luke had done a marvellous job organising the event and was to be congratulated.

Financial aspects are not yet finalised. There were some start up costs this year so there is

Rachel
Hitchcock
Luke
Rumbelow

potential for a higher profit in future. There will be a de-brief meeting with Luke.

Feedback from runners has been very positive and provided some constructive comments. There was rather more work involved at a local level than anticipated, but we now know what is needed and have the good will of helpers. Rachel, Claire & Julie were thanked for their hard work.

Members feel Nayland 10k compliments other village events and that plans for a 2018 Fun Run should go ahead.

Claire Buller
Julie Clark

◆ **Correspondence:**

▪ **Parish Council:** A letter was received from the Parish Council expressing concern that at the last CC meeting members of the Community Council implied a lack of openness about Caley Green and that decisions might be made without full public knowledge. Rachel Hitchcock has assured them queries had been raised by individuals at the meeting and not by the Community Council as a whole.

▪ **Community Website:** Graham Griffiths is standing down from managing the village website and because it is now on out of date technology there is an urgent need to replace the website with something that is easier to maintain and better suits the current needs of the village. Justin Dowding has been looking at this at the request of the Village Hall Committee - obviously the booking systems for the village hall and church hall are of key importance but the site also has a much wider purpose as a village amenity. There are however one off costs involved in this work and it has been proposed that the Village Hall Committee, Community Council and Parish Council contribute a third each to these costs - £635 per organisation.

Members appreciate Justin's willingness and feel the cost is competitive; with his local knowledge Justin would be ideal as webmaster. Members agreed to support one-third of the cost and due to the urgency regarding the hall booking systems agreed that if further discussion on the CC's contribution was needed this could be done via email. (*proposed Bryan Smith & Colin Ramsell*)

Rachel Hitchcock
Maggie Ryan

TREASURER'S REPORT: Maggie Ryan gave her report.

Current Position: The accounts show reserves of £18,545.15 represented by: Deposit a/c monies £15,568.41, Current a/c monies £2,950.74, Cash in hand £26. From these reserves, we hold £188.50 for the Services Fund.

Unencumbered assets are therefore £18,356.65.

A grant application of up to £646 has been agreed this evening for Baby & Toddler Group and a contribution to the Community website for £635.

Administrative matters: A Charities Aid Foundation account has been registered to process a donation. The bank reconciliation revealed some Community Times income (£227.50 in cheques) had not cleared. This has necessitated contacting a number of our advertisers to ask them to reissue their cheques.

◆ **Grants & Donations:**

▪ **Donation for Fireworks:** A letter has been received congratulating the CC on a magnificent firework display together with a donation of £200 toward the cost from Mrs Pamela Neighbour. This was much appreciated.

▪ **Nayland Baby & Toddler Group:** An application has been received to help cover the cost of hiring the village hall to the end of 2017. The amount required, including £316 currently owed, would be £646. Members felt continuation of the group was important and agreed to fund the arrears and future costs to a maximum of £646. (*proposed Iain Wright, seconded Claire Buller*)

Maggie Ryan

◆ **Community Times:** Lorraine Brooks gave the usual plea for contributions for the next issue.

She mentioned the loss of 7 annual subscription advertisers this year with only one gain (numbers reduced from 59 to 53). Adding it is not as alarming as it sounds; 2014/15 saw a high increase in advertisers taking figures to a record high. The CT was originally introduced as a facility for the community rather than producing income. However, please recommend the CT to potential advertisers.

Lorraine Brooks

◆ **Village Calendar:** Lorraine Brooks said some lovely photos have be included in the calendar. Files have now gone to the printer for a first proof. The calendar will be available for first sales at the Flower Show on 5th August. The calendar team are grateful the local business who are sponsoring the calendar.

Calendar Team

◆ **Forthcoming Activities:**

▪ **Bonfire & Fireworks:** *Sunday 5th November.* Iain Wright had previously agreed to order fireworks in July in order to qualify for discount with Dynamic Fireworks. It had been agreed to order the same quantity as last year, he will liaise with Claire on quantities of sparklers and glo-necklaces as the quantity of sparklers would need increasing. Iain did not feel new recruits for training would be required this year.

Iain Wright
Claire Buller

▪ **Christmas Fayre:** *Saturday 2nd December.* Rachel Hitchcock said she would begin contacting potential stallholders. .

Rachel Hitchcock

- **Village Quiz:** *Friday 2nd February.* Rachel Hitchcock will be co-ordinating the event.

SOCIETY REPORTS

- ♦ **Art Group:** Colin Ramsell said they held an Art Group Day with visiting tutor Keith Whitlock, spending the afternoon sketching and painting as guests in Andrew and Sue Gowen's beautiful garden. To celebrate the end of their Summer session members will enjoy their traditional Cream Tea at Newton Green's clubhouse.
- ♦ **Parish Council:** Martyn Booth said an extraordinary meeting was called to discuss a planning application at The Bungalow, Harpers Hill for erection of 5 residential units with associated garages, parking, private drive and access to the field beyond. The PC have objected to this application. No decisions have been made regarding the future management of Caley Green; a PC working party is collecting information, further discussions and consultation will take place before a decision is made, probably well into next year.
A query was raised regarding notice of the extraordinary meeting; several members said they had been unaware of the meeting. It had not been posted on the website. Martyn said that notices had been posted on the usual notice boards.
- ♦ **Royal British Legion:** Alex Murrison said the outing to the National Heritage Centre for Horseracing and Sporting Art in Newmarket was well received. On 2nd August they will be embarking on the river craft *Orwell Lady* for a cruise from Orwell Quay Ipswich to Shotley Gate for lunch and a visit to HMS Ganges Museum. Their next bi-monthly meeting will be on 17th July in the Church Hall, 7.30 for 8pm.
- ♦ **HortSoc:** Trevor Smy said their Garden Party at Parkers will be on 14th July, on 26th July they have an outing to Sandringham Flower Show, the Nayland Flower Show takes place on 5th August and on 10th September they have a coach outing to Hever Castle.
- ♦ **Friends of Caley Green:** Sally Dalton introduced this new group, although for some time they have performed litter-picking, cleaning graffiti from signs and kept an eye on the welfare of Gordon the Goose, ducks and swans etc in the area.
- ♦ **St James Church & Bellringers:** Chris Hunt said repairs to the church tower, costing in the region of £100,000, should be completed by the end of the month. Bellringing will then be able to resume. Alex Murrison added scaffolding has not been seen on the church for many years; the cost on this occasion is £20,000.
- ♦ **Conservation Society:** They had a record Open Gardens with final figures close to £3,000. Around 70 people enjoyed an excellent talk by Darren Tansley of Essex Wildlife Trust on *Otters on the Stour*. A visit to West Stow Hall is planned for 6th September and some places are still available.
- ♦ **Nayland Choir:** Rob Swan said singing Mendelssohn's Elijah with Bury Bach Choir to a packed cathedral was a massively rewarding choral experience for the Nayland Choir members who took part. By contrast the '*Sizzling Summer Singing*' barbecue and concert is just a few days away and should be fun. Planning for the "Manchester Carols" concert in the church on Saturday 9th December is advancing. Rehearsals start on 14th September in the school hall, new singers are very welcome. They are hoping to raise money to replace the village hall piano.
- ♦ **Women's Institute:** Wendy Sparrow said at the May annual meeting they agreed the Resolutions which would be passed on to the National Federation of the WI would be alleviating loneliness and eliminating plastic in the oceans. In August they will have their annual Garden Party and a River Stour boat trip from Sudbury to the Henny Swan where they will have lunch is being planned.
- ♦ **Book Club:** Wendy Sparrow said they recently read and discussed *The Comfort of Others* by Kay Langdale and they are now reading *Wild* by Cheryl Strayed.
- ♦ **Village Players:** Bryan Smith said auditions for 5 females and 3 males of various ages take place this week for their next production 'The Game's Afoot', an entertaining whodunnit by Ken Ludwig. Performances will be 30th November, 1st & 2nd December. Volunteers to help backstage would also be welcome.
- ♦ **Village Hall:** Iain Wright said replacing flooring damaged by leaking plumbing is taking place; this may be an insurance claim. They are currently budgeting for replacement of the concrete roof tiles which have served beyond the recommended life span. The cost may be in the region of £60,000 for the whole roof (original and extension areas). During the works it is hoped the hall can be covered to allow continuation of regular use. The VHMC will be investigating grants but they will require help with raising funds.
- ♦ **Baby & Toddler Group:** Karen Tranter thanked the CC for approval of the grant. They now have a regular attendance of between 7 and 12 families and hope that this number will be sustainable - although obviously there will be a natural progression of children to Woodland Corner and other settings as the children get older. They have a good relationship with Woodland Corner which makes for a nice transition for the children. The group is also now attracting families from further afield and have been doing some great craft activities and messy play amongst other things.

AOB: There was no further business.

Date of next meeting: will be on **Wednesday 6th September 2017** at 8pm (*Exec 7.30*) in the Church Hall.

Meetings for 2017/18: Monday 30th October, Wednesday 10th January 2018 at 8pm (*Exec 7.30pm*) Church Hall.
The next AGM will be Monday 5th March 2018 in the Village Hall.

The meeting closed at 9.05pm