

## Minutes from the meeting held on 6th September 2017 in the Church Hall

Rachel Hitchcock welcomed members to the meeting.

- ◆ **There were 21 members present:** Rachel Hitchcock, Julie Clark, Maggie Ryan, Lorraine Brooks, Bryan Smith, Claire Buller, Colin Ramsell, John Parsonson, Vicki Sargent, Tricia Hall, Iain Wright, Luke Rumbelow, Martyn Booth, Sally Dalton, Linda Allen, Wendy Sparrow, Trevor Smy, Chris Hunt, Nicola Peachey, Cheryl Leeks, John Partridge.
- ◆ **Apologies were received from:** Ken Willingale, Colin Moule, Rob Swan, Karen Tranter, Charlotte Durance.
- ◆ **Minutes of the last meeting** held on 5th July were approved (*proposed Julie Clark, seconded Claire Buller*).

### MATTERS ARISING:

#### ◆ **Executive Committee:**

Action by:

Legal Representative: Rachel Hitchcock advised that no-one with a legal background had come forward to offer advice or point us in the right direction if the need occurred 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.

All

The CC Constitution was established in 1966 when its aims were provision of a village hall and legal issues where involved. If a legal representative is not found by the next AGM consideration will be given to amending the Constitution.

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

- ◆ **Fundraising Activities & Events:** The CC are focused on events for 2018 but future ideas and/or support with running events to benefit 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 has been liaising with the Community Heartbeat Trust (CHT) for advice. The cost of a complete package (defibrillator, installation, maintenance, training, ongoing support, etc) would be £2,200. CHT have recommended applying for Awards For All Lottery Funding which Rachel is pursuing.

Rachel  
Hitchcock

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

We have prepared our formal application to Post Office Ltd for taking on the Nayland Post Office business. Our application as a Community Benefit Society is not their 'standard approach' and so our progress is slower than normal, as Post Office Ltd adjust their standard systems and protocols to meet our needs. At the present time, we are awaiting the outcome of an informal review of our business case from the Post Office Ltd Finance team. If successful, we can then formally submit the entire application and supporting documents for complete approval. If successful, some of the directors of our new company (Nayland Community Store Limited) will be called to a meeting with Post Office Management in London for final assessment and approval.

NCSL Team

Our LEADER Grant Application was discussed by the Suffolk County Council Local Action Group assessment team on the evening of 5<sup>th</sup> September 2017. Having assessed our justification, financial case and business plan they can make an award up to the limit of our application for a grant of £24,098 which we have applied for to help cover the costs of refurbishment of the premises. The Local Action Group will confer with the Rural Payments Agency before we are notified of their decision. This may take a few days. (If we know the outcome before the Community Times deadline we will update this minute). If a grant is agreed and approved, we will then be in a position to appoint a contractor to undertake the refurbishment works.

On 29<sup>th</sup> August we were granted Listed Buildings Consent by Babergh District Council to make the alterations, which is extremely good news. We are still awaiting the final draft of the lease from our landlord's solicitor.

Our financial pledge total continues to inch forward and we have now received 219 pledges totalling £47,650. That combined with our funding from the Community Council and Transition Nayland means our funding total has now reached £51,566. We would like to thank all those who have made a pledge commitment and would encourage any resident who has not yet pledged financial support to do so as we are still short of our final funding target.

If we can get Grant and Post Office approval by the end of September then our timeline 2017/18 (stated in the last issue of Community Times) should remain firm as:

Sept: Post Office Ltd and LEADER grant approval; appoint refurbishment contractor  
Oct: Share Prospectus issue - Nov: Finalise funding and legal matters  
Dec: Sign leases; staff training - Jan: Commence refurbishment - Feb: Open for business

- ◆ **Nayland 10km Fun Run Fundraiser:** Rachel Hitchcock thanked Luke Rumbelow for organising this event. Financially the CC benefited, including from refreshment sales, by £479. There were some start up costs this year so there is potential for a higher profit in future. Feedback forms produced constructive comments and the team have new ideas for next year's 10k - to be held on Sunday 1st July.

10k Team

- ◆ **Correspondence:** There had been no correspondence

**TREASURER'S REPORT:** Maggie Ryan gave her report.

- **Current Position:** Income includes £479.52 from Nayland 10k Run; £200 donation from Pamela Neighbour towards the fireworks display for which our very great thanks. Expenditure includes grants of £450 to Mother and Toddler group; £1356.19 to Dynamic Fireworks; £591.60 for calendar printing; £388.93 for public liability insurance renewed with Zurich. All but £50 of the April cheques lost in clearing has been recovered. Charities commission return filed 28/7/2017.

The accounts show reserves of £16,746.34 represented by: Deposit a/c monies £15,577.18, Current a/c monies £1,143.16, Cash in hand £26. From these reserves, we hold £188.50 for the Services Fund, an outstanding grant of up to £196 for Baby & Toddler Group and a contribution to the Community website for £542.07. **Unencumbered assets are therefore £15,819.77.**

- **CCLA Charities Deposit Fund:** Maggie raised the issue of balancing cash flow requirements from the current account and emergency funds in the deposit account.

Grants of £6,713 awarded during 2016 had been over three times higher than average resulting in a £2,323 deficit for the year. £2,347 has been paid in grants this year. Recent expenditure on fireworks and calendar printing has taken the current account to a low level although it was pointed out income would soon be generated from the latter activities. It was pointed out that it was prudent to maintain sufficient funds in the deposit account as a reserve and to allow for emergencies. It was agreed a minimum of £10,000 should remain in the deposit account subject to review if required. (*proposed Claire Buller, seconded Iain Wright.*)

- ◆ **Grants & Donations:**

- **Nayland Baby & Toddler Group:** In July the CC agreed to fund the arrears on their hire of the village hall and future costs to a maximum of £646; £450 of this has been paid. The group have been on their summer break and resume for the autumn term this Friday.

Maggie Ryan

- **Nayland Community Website:** The CC agreed at the last meeting to contribute a third of the cost of setting up the new website - the amount has been reduced (from £635 per organisation to £542) as it now a four-way split with the Village Hall, Church Hall and Parish Council.

Justin Dowding has built the new website incorporating useful and user friendly features, he has liaised with hall booking secretaries and others who will add information and requirements of organisations have been established. The ongoing maintenance costs will be £408 - hosting £86.28, security certificate £65.99, domain £15.99 and site maintenance of £240 ((£20 per month). The CC agreed to pay £102, a quarter of the ongoing costs (*proposed Claire Buller, seconded John Parsonson*).

The website - [naylandandwiston.net](http://naylandandwiston.net) - will be down on Friday 8th September whilst the changeover takes place.

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

No further annual advertisers have not renewed; the loss remains at 7 losses and 1 gain but profits will be considerably less than their 2015 record high. Please recommend the CT to potential advertisers - a selling point is that residents tend to retain the magazine to refer to useful info - rather than being swiftly added to the recycling bin as many advertising publications are.

Lorraine  
Brooks

- ◆ **Village Calendar:** Lorraine Brooks said 36 calendars (£180) were sold at the Flower Show which is a good start. They are available at Hattens, Forget Me Not and the Post Office. The Team would appreciate help selling them at events - if you can help please let Lorraine know. Woodland Corner kindly agreed to have some for sale on site and at their fundraisers and Rachel said the School Christmas Fayre could help.

Calendar  
Team

- ◆ **Forthcoming Activities:**

- **Bonfire & Fireworks:** *Sunday 5th November.* Iain Wright agreed to co-ordinate the event again this year. Fireworks have been ordered to qualify for discount with Dynamic Fireworks. It had been agreed to order the same quantity as last year. Entry to the event would remain at £4 for adults, £1 for children. Tricia Hall and Vicki Sargent agreed to organise mulled wine. Claire will lead on BBQ and hot chocolate. Bryan will purchase sausages. **The task guidance list from last year will be circulated - please confirm**

Iain Wright  
Claire Buller

**whether you are willing/able to help as you did last year.**

- **Christmas Fayre:** *Saturday 2nd December.* Rachel Hitchcock will be co-ordinating and has begun contacting potential stallholders; the card and jewellery stallholders have confirmed. Please let Rachel know of other outside stallholders that may be worth approaching. Table application forms will be in the CT and on the website - please return them before 5th November. Rachel will check that Father Christmas and Nayland School are available.
- **Village Quiz:** *Friday 2nd February.* Rachel Hitchcock will be co-ordinating the event.

*Rachel  
Hitchcock*

## **SOCIETY REPORTS**

- ◆ **Art Group:** Colin Ramsell said their first session after the summer break took place today. They have yet to confirm visiting speakers and visits during the autumn term. The group remains full, numbers are governed by how many fit in the Church Hall although space isn't an issue when they paint outside or in gardens.
- ◆ **Parish Council:** Martyn Booth said they have concerns with several planning applications which will be discussed at their meeting on 13th September. There have been further delays with regard the Housing Needs Survey due to Babergh DC's move from Hadleigh to Ipswich.
- ◆ **Woodland Corner:** Nicola Peachey and Cheryl Leeks said 26 children have moved on to school; as often happens September is quieter but this year they are more concerned as the birth rate has been lower. They have a contingency surplus but have had to cut back on staffing due to funding cuts of 11%. They are now a Charitable Incorporated Organisation (CIO). After School Club is booming and Early Club (7.30am) is proving successful. Please support their fundraisers: 16th September and Inflatable Day with much fun and stalls, in October on 7th a Cake Sale (well known for its delicious cakes) outside Kerridges and on 17th a Boden Party. Nayland School HSA are planning a pop-up Circus and profits will be shared with WC
- ◆ **Royal British Legion:** John Partridge said the outing 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 had been very interesting and enjoyable.
- ◆ **HortSoc:** Trevor Smy said they had an enjoyable outing to Sandringham Flower Show, the Nayland Flower Show also went well with an increase in children's entries. On 10th September they have a coach outing to Hever Castle on 17th October Mark Lane LVO will talk about *Royal Gardens*, on 13th November at the joint meeting with Conservation Society Pip Wright will talk on *Whistlecraft: notorious poachers of Suffolk*.
- ◆ **Friends of Caley Green:** Sally Dalton said the Green has been enjoyed by many during summer; canoeists, walkers, picnics, etc. They have received a number of comments regarding people parking on the green; having monitored this they feel it is mostly canoeists. Claire Buller said some drive right across the green and pointed out that drivers parking inconsiderately can be reported to the police - the police will contact recurring offenders.
- ◆ **St James Church & Bellingers:** Chris Hunt said repairs to the church tower have been completed but work on the clock has yet to be done. He said the pattern of church services has changed. Chris drew our attention to a leaflet produced by Gainsborough's House promoting a trail of works by Gainsborough and Constable which includes the painting in St James'. A coach party visited recently. This could bring trade to our Post Office.
- ◆ **Conservation Society:** John Partridge said they visited West Stow Hall on 6th September; it is a interesting and beautiful Elizabethan Manor House. On 9th October Dr James Bettley will be talking on the latest edition of the Pevsners Suffolk Buildings. They have received a grant of £2,000 from Suffolk Institute of Archaeology towards the Court Knoll Project and a presentation on the Project is being planned for February 2018.
- ◆ **Nayland Choir:** They hope everyone enjoyed the summer concert and barbecue as much as the did (the audience singalong was great). Perfect weather always helps a village event go well! They start rehearsals for the December concert next Thursday in the school at 8pm - all welcome, no auditions required.
- ◆ **Women's Institute:** Wendy Sparrow said they enjoyed their annual Garden Tea Party and a River Stour boat trip from Sudbury to the Henny Swan where they had lunch. On 18th September Linda Scoles will speak on *Where Have All the Characters Gone?* and on 16th October Richard Heap will speak on *Silk Weaving in Sudbury*.
- ◆ **Book Club:** Wendy Sparrow said they recently read and discussed *Wild* by Cheryl Strayed and they are now reading *The Island*, which is about a leper colony, by Victoria Hislop. This will be discussed in October.
- ◆ **Village Players:** Bryan Smith said rehearsals have begun for their next production 'The Game's Afoot', an entertaining whodunnit by Ken Ludwig. Performances will be 30th November, 1st & 2nd December. They have received 12 nominations for the North Essex Theatre Guild awards taking place on 8th September.
- ◆ **Village Hall:** Iain Wright said flooring damaged by leaking plumbing has been replaced. Replacement of the concrete roof tiles which have served beyond the recommended life span would cost £68k or to upgrade to slate would cost £100k. The VHMC will be planning fundraising and investigating grants but they will require help.
- ◆ **Baby & Toddler Group:** With summer holidays over they are excited to start toddler group again this Friday. They will be beginning with some new themes and the usual fun messy play for the little ones and the mums will all have a great catch-up and a cuppa or two.

**AOB:** There was no further business.

**Date of next meeting:** will be **on Monday 30th October 2017** at 8pm (*Exec 7.30*) in the Church Hall.

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

The meeting closed at 9pm