

Minutes from the meeting held on 10th January 2018 in the Church Hall

Rachel Hitchcock welcomed members to the meeting.

- ◆ **There were 18 members present:** Rachel Hitchcock, Julie Clark, Maggie Ryan, Lorraine Brooks, Bryan Smith, Claire Buller, Colin Ramsell, Colin Moule, Vicki Sargent, Iain Wright, Wendy Sparrow, Trevor Smy, Chris Hunt, Nicola Peachey, Rob Swan, John Partridge, Lizzie Carter, Justin Dowding.
- ◆ **Apologies were received from:** Ken Willingale, Martyn Booth, Tricia Hall, Sally Dalton, Linda Allen, John Parsonson, Charlotte Durance, Luke Rumbelow.
- ◆ **Minutes of the last meeting** held on 30th October were approved (*proposed Claire Buller, seconded Bryan Smith*).

MATTERS ARISING:

◆ **Executive Committee:**

Legal Representative: Rachel Hitchcock advised that no-one had come forward to fill the position of legal representative. Since 1966 when the Constitution was established the CC activities have evolved away from the need for a legal representative. It was felt if the need for legal advice arose the CC would approach a suitable specialist. It was agreed (*proposed Claire Buller, seconded Iain Wright*) that the proposal to amend the Constitution to eliminate this position from the list of Officers is included on the AGM agenda.

Maggie Ryan agreed to look into whether an amendment in the Constitution in 1992 had been/needed to be lodged with the Charity Commission.

Members of the Executive present agreed their names could be put forward to continue for another year at the AGM. 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 ideas for fund raising projects to benefit the CC are always welcome.
- ◆ **Community Defibrillator:** Rachel Hitchcock said while the CC has been working towards providing two community defibrillators for Nayland the Fire Service has been awarded funding to install a defibrillator at Nayland Fire Station. Therefore our efforts will continue for a single defibrillator to be located at the Village Hall and Rachel will amend the Awards For All Lottery grant application accordingly. Once the CC has secured the second defibrillator we will proceed with the Community Heartbeat Trust (CHT) for installation and ongoing support. A training session will also be held in liaison with CHT and the Fire Station. In the meantime we will raise awareness and details of access of the defibrillator at the Fire Station in the CT.
- ◆ **Community Post Office:** Lizzie Carter reported on the current situation.

The Nayland Community Store Ltd (NCSL) is delighted to report that, after a successful interview with Mr Alan Lusher of the Post Office on 14 December, we have been offered a contract to take over Nayland Post Office. Mr Lusher was very welcoming and grateful for our application. We are creating precedent with the Post Office and some legal decisions had to be taken by their most senior lawyer at Board level. This is a huge step forward in our plans.

We have scoped out next steps but, crucially, timing is not in our control. For example, completion of due diligence on the existing Post Office business relies on timely replies from Mrs Ford and her solicitors; the Post Office has a ten week project preparation timeline as standard and we are as yet uncertain when that period will start. So please continue to be patient with us; we will keep everyone informed of our progress.

Broadly our timeline is:

1. Sign Post Office contract conditional upon our ability to raise the necessary funds
2. Complete due diligence and agree contract for acquisition of assets with Mrs Ford (Birkett Long [BL] engaged to undertake that work) by the end January/mid- February. We are very grateful to BL for a fixed fee accompanied by a good amount of pro bono work; and of course to the Community Council for a loan of £2,500 to enable this important legal step
3. Exchange of contracts between NCSL & Mrs Ford by mid-end February with legal completion conditional upon a successful share issue (say 10 working days after receipt of target funds)
4. Distribute window stickers to Pledges to thank them for their support and also to advertise the upcoming share issue. The current pledge total is £56,341. New pledges are still welcome! Our aim is for the broadest community ownership possible.

Action by:

Rachel
Hitchcock
& Lorraine
Brooks

Maggie Ryan

Rachel
Hitchcock

NCSL Team

5. Issue Share Prospectus March with funds to be submitted within 15 days. A public meeting will be held for all to attend at the time of the share issue
6. Following successful share issue proceed to completion of lease; transfer of business; stock valuation and payment for stock
7. Formal meeting with LEADER to accept grant (subject to signed PO contract and completion of lease with Mrs Ford)
8. Building works commence. We will attempt to keep the Post Office open during the renovations if possible. Train volunteer staff in parallel.

This has proven to be a longer journey than expected, but gaining the PO contract was a massive milestone achieved. Thank you to everyone for your ongoing support and encouragement.

- ◆ **Nayland & Wiston Community Website:** Justin Dowding was thanked for creating a useful and attractive new website. Justin said that he hopes the website will flourish and be kept current with village organisations submitting their news and events.

Asked why display of Parish Council documents are not chronological it was explained they add these themselves but it was suggested that they could change the file names so that they display in date order.

Justin particularly appealed to groups to enter more information about their events saying that:

1. Community event bookings held at the Village/Church Hall will appear in the 'village event diary' once the booking secretary has approved them. As the date draws near details appear on the home page. It is therefore useful when making a booking for groups to include additional promotional detail including start time to encourage attendance.
2. Any other events organised by village groups at other venues (St James, St Mary's, Woodland Corner, School, outings, etc) can be also included on the 'village event diary'. It is simple and done in the same way as a hall booking but access details need to be obtained from Justin. Entering all events including in those in advance will help groups avoid clashes of events. If you have not already obtained access details contact Justin: jpdowding@gmail.com or 262217.

- ◆ **Village Hall Garden Working Party:** The next gardening morning will be on Saturday 17th March from 9am. Help with the CC's section would be particularly appreciated.

All

- ◆ **Recent Activities:** Rachel Hitchcock expressed thanks to all who had helped with the very successful recent activities

- **Bonfire & Fireworks:** *Sunday 5th November.* What a night! This saw Nayland besieged with a record attendance and profit was a record breaking £2,981. Everybody did a fabulous job and it is safe to say we definitely couldn't have done it without any one of our helpers. Everyone thoroughly enjoyed the evening so well done one and all. Iain Wright will negotiate clearance of the bonfire with Fred Bugg and present him with a bottle of malt.

Iain Wright

- **Christmas Fayre:** *Saturday 2nd December.* Rachel Hitchcock said there was a lovely atmosphere and she had received lots of positive feedback. The Fayre made a profit too but it as much about being a festive, social village event.

Points to note: it worked well having two Father Christmas stints, having the raffle in the foyer attracting people as they came in was beneficial, order 50 sausage rolls instead of 75 next time - it worked well cutting them in half and selling each half for £1, the private stallholders didn't tend to sell particularly much but they all said they had a lovely time.

- **Christmas Tree:** Claire Buller and her team were thanked for organising an excellent tree and overcoming the challenge of putting it up during a snow blizzard. There had been very positive comments on the tree and the new star. The tree was enjoyed at the Carol Singing; it was mooted that the CC organise mince pies and mulled wine for participants as a fundraiser next year. Chris Hunt agreed to liaise with the event organisers. Iain Wright could provide the licence required. Rachel will write to thank the Dental Clinic who provide the electricity for the lights.

Rachel Hitchcock

- ◆ **Correspondence:** There had been no correspondence not included elsewhere

TREASURER'S REPORT: Maggie Ryan gave her report.

- **Current Position:** The accounts show reserves at 31 December of £19,411.07 represented by Deposit a/c monies £10,584.65, Current a/c monies £8,789.72, Cash in hand £36.70. We hold £121.50 for the Services Fund. **Unencumbered assets are therefore £19,289.57.**
- It has been a good year for the Community Council which has provided essential funding towards Nayland Community Store Ltd (£2,500 grant and £2,500 loan); Mother and Toddler Group (£450); the new Nayland website (£526.35); Over 60s Christmas luncheon (£200) and the Crib Festival (£50).
- Our events have been very successfully supported with a record profit made on Bonfire Night of £2,980.91 on gate takings of £4,809.23. The Christmas Fayre made a profit again this year. The Community Times made £1678.37 towards our reserves, slightly down on last year due to the loss of some advertisers. Calendar profit currently stands at £691.24 but has yet to be finalised.

- We have benefited from some generous donations from the Nayland 10K run event (£479.52) and from a private individual towards the firework display (£200).
- Overall, the Community Council has broken even this year, showing a small deficit of £417.76, which includes the £2,500 loan repayable by NCS Ltd. In the event of a successful share subscription in 2018.
- **Note to committee members** to remember to request expenses by 31 January and to cash cheques if these are outstanding.

♦ **Grants & Donations:**

- **Nayland Community Store Ltd (Post Office):** made an application for a 'loan' to cover legal fees to carry out the due diligence necessary to allow the share issue for the acquisition of the Post Office to proceed.

Points to note: There is a precedent of the Community Council issuing a loan of this type as we did something very similar when Woodland Corner was established in its new building at the Primary School. The CC has been involved with and fully supportive of the Post Office project since its inception. Total pledges now received total circa £55,000 and the group has also secured a grant of over £21,000 which more than covers the estimated cost of the project. It was agreed that the Post office is vital to our community and CC should support this loan (*proposed Claire Buller, seconded Colin Moule*).

- ♦ **Community Times:** Lorraine Brooks gave the usual plea for contributions for the next issue. There have been some new yearly advertisers but the pattern is towards smaller size adverts. Last year saw the loss of 9 annual subscription advertisers; since November there have been 6 gains. In financial terms this equates to £650 loss and £275 gain. The number of one-off advertisers has also been down.

Lorraine Brooks

- ♦ **Village Calendar:** Lorraine Brooks said calendar sales have been level with the last few years with 212 copies sold. Profit was slightly down as the print cost had increased. Calendars are still available at the Post Office, Forget Me Not or from Wendy Sparrow as there are usually a few additional sales during January.

Calendar Team

If the CC wish to go ahead, the calendar team are willing to continue for one more year, making it the 10th Nayland calendar. But they ask the CC to support the calendar photo competition and help with sales particularly as Hattens and Blue Owl have been lost as sales points. The print cost for a 2019 calendar will be £606 (£505 plus VAT) an increase of £15. With a profit of almost £700 the CC agreed the calendar should go ahead. Lorraine thanked the calendar team for their hard work.

Do keep taking photos and don't forget to enter them for the calendar competition. Deadline for entries will be 28th April, the judging and display will be on Bank Holiday 7th May.

♦ **Forthcoming Activities:**

- **Village Quiz: Friday 2nd February.** Rachel Hitchcock confirmed organisation is in hand. Rachel is compiling the quiz with help for Caroline Keep and Nick Moriarty will assist with technical equipment. Claire Buller will organise the raffle - donation of prizes would be appreciated and can be dropped off at 107 Bear Street or 9 Birch Street or brought along on the evening. Please spread the word to promote the Quiz which starts at 7.30 prompt on the Village Hall. Further details and table booking forms available at Forget Me Not or www.naylandcommunitycouncil.org.uk/Events.html or telephone Rachel on 263169.

Rachel Hitchcock & Claire Buller

- **Community Council AGM: Monday 5th March.** The CC AGM will be at 7.30pm (*Exec 7pm*) in the Village Hall and will be followed by the Village Hall Management Committee AGM at 8.30pm. All are welcome to attend.

CC Officers

- **Nayland 10K: Sunday 1st July:** Luke Rumbelow is organising the Fun Run with the CC team. Peake Fitness will be the main sponsor, other sponsors are being sought. Details will be available on www.nayland10k.co.uk or visit www.facebook.com/nayland10k for news.

Luke Rumbelow & team

SOCIETY REPORTS

- ♦ **Art Group:** Colin Ramsell said they enjoyed their Christmas lunch at the Angel Inn at Stoke. After many years leading the group Daphne Berry is stepping down; Daphne will still be part of the group which has no plans to change. Liz Thorne will take the main lead with help from others. Our first visiting tutor, Vernon Lever is coming along on 24th January. Outings and further visiting tutors are still being planned.
- ♦ **Woodland Corner:** Nicola Peachey said their fundraising activities including the Tombola at the Christmas Fayre have been very successful. Numbers attending Woodland Corner are okay. Further fundraisers are planned including a Bingo evening, a Cake Stall outside Kerridges and a Pop-Up Circus in May which will be a joint event with Nayland School HSA. They will be organising holiday clubs including for the first time at half term.

- ◆ **HortSoc:** Trevor Smy said they are emerging from hibernation. The Spring Show will be on 24th March, on 27th Ian Seager will talk on '*Wildlife Gardens and Conservation*', their AGM and Fun Quiz will be on 17th April. They will soon be taking bookings for an outing to *Lullingstone Castle & the World Garden*.
- ◆ **Book Club:** Wendy Sparrow said they recently read and reviewed '*Captain Correlli's Mandolin*' by Louis de Bernieres, which tells the story of the Greek Island of Cephalonia during World War II. They are currently reading '*The Co-op's got Bananas*' by Hunter Davies.
- ◆ **Women's Institute:** Wendy Sparrow said at their next meeting on 15th January Katie Wright will be talking about *Well Being*. On 19th February Chris Hunt will entertain on *The Earthquake in Essex* and on 19th they will celebrate 61 years of the branch at a lunch party.
- ◆ **St James Church & Bellingers:** Chris Hunt said Christmas services were well attended and the Crib Festival had been a nice addition. One of the bellringing team will be 90 and a full peel will be performed on Saturday to celebrate. The church clock was recently renovated but it is not striking; this will be rectified.
- ◆ **Conservation Society:** John Partridge said a presentation on the Court Knoll Project is being planned on 3rd February. At their AGM on 12th March Mark Bills will be speaking about Gainsborough's House. All are welcome to their meetings.
- ◆ **Royal British Legion:** John Partridge said the Poppy Collection had been boosted by widening it to Stoke, Polstead and Leavenheath. 2018 sees the 100th anniversary of WW1 and they are planning to commemorate the event. A cascade of crochet/knitted poppies is planned. Their next meeting is on 22nd January.
- ◆ **Village Hall:** Iain Wright said their AGM will be on 5th March. He thanked Wayne Buller for providing chairs with arms. They will need assistance with fundraising towards the £100,000 required to replace the roof tiles.
- ◆ **Nayland Choir:** Rob Swan said a good audience turned out for the *Manchester Carols* in December; it was a lovely start to the Christmas season and the mulled wine and mince pies vanished very swiftly. They supported the Candlelit Carol Service in St James'. This term we will be practising for a concert of works by Handel, Haydn, Mozart and Bach.
- ◆ **Village Players:** Bryan Smith said a strong cast under the directorship of Mike Poole begin rehearsals tomorrow for their next production, Agatha Christie's '*The Unexpected Guest*'. Performances will be on 22nd-24th March.
- ◆ **Baby & Toddler Group:** The group is doing well and covering costs. They are up to date with rent and looking for a new team to take over in September when their children move up.

AOB: There was no further business.

Date of next meeting: will be the **AGM on Monday 5th March 2018** at 7.30pm (*Exec 7pm*) in the Village Hall.

Meetings for 2018: General meetings will be Wednesday 2nd May, Wednesday 4th July, Wednesday 5th September & Monday 29th October at 8pm (*Exec 7.30pm*) Church Hall.

The meeting closed at 9.05pm