

## MINUTES

### Hawstead Community Council Meeting Monday 7<sup>th</sup> of November 2022

Topic	Description	Action by whom	Action by when
<b>1. Welcome and apologies</b>	Those present: Susanne White, Sarah Bullen, Shannon Bullen, Ali Bovill, Amanda Lomas-Farley, John Shipley and Bob Brough. We were joined by Geraldine and John West, Andy Taplin, Janet Watson, Lesley Carey, Judith and Dave Carter, Phil Baker, Sue Scott and Andy Parrett. There were apologies from Caroline Miller and Louisa Jackson		
<b>2. Approval of Minutes of September Meeting</b>	Minutes from our previous meeting were checked and agreed.		
<b>3. Matters arising not listed elsewhere</b>	These would be addressed as we progressed through the agenda.		
<b>4. Treasurer's report</b>	<p>Louisa had a family illness and couldn't make the evening. Susanne gave a run through of the last 3 months of accounts as supplied in advance by LJ – noting that we are still being charged twice by the Council for bin collection. The balance stands at £50,520.81.</p> <p>A brief breakdown of the fete income was as follows: Tea tent - £233.20 Barbecue - £153.50 Bar - £312.50</p> <p>These are rough figures due to the mixing of monies at the end of the fete. Note that the BBQ 'bought' two grills this year to minimise the fire hazard due to the dry grass.</p> <p>We are being charged ~£5 a month by HSBC, and we are looking to change the account to Natwest which appears not to charge charities so long as the funds are not in excess of £100,000.</p> <p>Susanne asked that someone carry out a stocktake of the alcohol in the loft. There is a lot up there as excess from the fete. We ought to account for that within the fete accounts since it was bought for the fete and can be used for Christmas events, thus offsetting their costs. Ali kindly agreed to do this, and will contact Susanne when it's completed.</p> <p>A question was asked from the floor as to why the fete takings were relatively low. Sarah responded that they had had unexpected expenses in the form of 2 electric barbecue grills, purchased due to the risk of fire following the dry conditions we'd been having at the time. Sarah also mentioned that she got some of the pricing wrong. Next year should be different. Also note the value of the excess alcohol in the loft.</p>	SW  AB	
<b>5. Hall Bookings</b>	<p>The Beekeepers have relocated to Nowton village hall so will no longer be hiring.</p> <p>The MNDA group has booked for 2023.</p> <p>Hawstead PC has booked for 2023.</p> <p>The Astronomy group is moving back to Whepstead, sadly.</p> <p>We have had one enquiry for September 2023, and one for a wedding in 2024. We have had a few enquiries for smaller parties, but our minimum requirement of 6 hours is putting most people off.</p>		
<b>6. Hall Management, Maintenance and Equipment</b>	<p>John presented his report (attached). During electrical checks the power supply for the CCTV was found to be defective. John is awaiting a quote for a replacement power supply.</p> <p>Sarah has had one quote for the curtains, at around £3000. There is another one which she expects to come in at around £2500. There are still a few quotes left to come back. She is also looking at replacement blinds.</p>	JS  SB	

	<p>SW reported that we could do with a lockable storage filing cabinet in the loft so we can keep data secure. Paper records should be kept for for 7 years. SW will ask around the village to see if anyone has anything suitable before buying.</p> <p>Note that the professional cleaning rates have gone up to £16/hour. We will need a new volunteer to weed the play area from March 2023... George Campen has decided to focus on GCSEs. SW will advertise in the VV.</p>	<p>SW</p> <p>SW</p>	
<p><b>6a. Consultation results</b></p>	<p>Important things first – the winners of the Marks &amp; Spencer vouchers were drawn by Judy Carter. They are Lesley Carey, Michael and Rosemary Harrison, and David Norman.</p> <p>We had 41 returned questionnaires by 31 October, which amounted to 32% of those sent out. There may be the odd one or two that come in late. SW will ask villagers to return them before the end of November. A summary report will be offered in the next issue of the VV.</p> <p>SW talked through the results for all present, including the attached handout.</p> <p>There were a number of questions and observations from the floor. The residents present expressed concern about the number of weddings at the hall over the summer and the disturbance to near neighbours in terms of noise, rubbish and intimidation. Concern was expressed that in 2023, during May to July, most weekends are already booked by non-residents.</p> <p>It was suggested that we are breaking Charity Commission Guidelines by taking commercial bookings.</p> <p>It was also suggested that the Hall is becoming unavailable to residents during the summer months.</p> <p>SW confirmed that we currently need £15-16,000 profit to break even financially, and that does not account for fuel price increases and unexpected maintenance problems. We take ~£6,500 at present from weekday bookings. That leaves us £9,500 to find to keep the hall going. With resident hires bringing in just ~£500 annually at present, we clearly need to hire to non-residents.</p> <p>Part of our responsibility is to keep the hall financially viable. If we keep it solely for the use of residents, it will close very quickly.</p> <p>SW presented data confirming that resident bookings did not appear to have been impacted by a busy summer in 2022. The hall is not well used by villagers for private hire, with data since 2017 confirming that. We are already investigating ways to minimise noise disturbance. While we cannot cancel bookings already accepted, we will consider the concerns when developing the bookings policy and amending our terms and conditions of hire. It was agreed that we will create a document for hirers to sign as they collect their keys reinforcing the noise and rubbish issues.</p> <p>Residents asked about raising the level of the security bond for events. We stated that we would much rather deal directly with the problem, than having residents have to endure a noisy event and then us withholding the bond. How does the latter help the residents?</p> <p>It was suggested by JW that we could have virtual booking on the website to ease the administrative burden.</p> <p>It was asked if the minutes of meetings could be seen on the website. We confirmed that they already are on the main Hawstead website as minutes are agreed.</p>	<p>SW</p>	

	<p>It was asked if notice of the meetings could also be put on the website. It was confirmed that they are already on the online hall bookings calendar. We will also try to use the regular village emails to disseminate this information.</p> <p>Complaint was also made that the village pantomime should not be funded for individual families, as happened this year. SB noted that those families (two to date) who have taken us up on the offer are extremely grateful. It was confirmed that no one stepped forward after Geraldine stopped organising the community trip, so it stopped for a few years. Last year Caroline tried to organise it but COVID caused problems and it was all cancelled. Geraldine asked Shannon if she would consider taking on organising the village trip to the Christmas Pantomime. Shannon said she would think about it. Note that this is quite an onerous task and involves liaison with the theatre as well as collecting and chasing up monies. It was also noted that now most village children will see the pantomime through their school at Christmas, so it is unlikely to be as popular as in the past.</p>		
<b>7. Events</b>	<p><b>Halloween Party</b> – This was well supported, with 19 village children aged under 13 attending, along with their parents and/or grandparents. There had been a small amount of disturbance caused by some unaccompanied children, who subsequently went home. SB confirmed that all children must be accompanied at any future event. SB/SW are contemplating organising a children’s Christmas party. Caroline had organised a <b>cinema evening for a ballet performance</b> at Abbeygate Cinema. This was well received, with about 7 villagers attending.</p> <p><b>Triple-20s Christmas meal</b> - The cost for this meal is confirmed as £21 per head. Amanda has kindly donated a bottle of port.</p> <p><b>Macmillan Coffee Morning</b> - Being under new management (Amanda), a few things were learnt which can be improved next time. It was a good event, and fairly well supported, raising nearly £1048.73. We are supporting a church Advent service on the evening of 3<sup>rd</sup> of December, at 1830. Mulled wine (supplied by HCC – SW/Chris Pamplin will sort this) and mince pies (supplied by the church) will feature afterwards.</p> <p>The <b>Village Hall Christmas Drinks Evening</b> is on 17 December starting at 6pm. We will sort out setting up nearer the time. Amanda and Ali will be bringing platters of nibbles.</p> <p><b>Coronation of King Charles</b> – A village celebration is scheduled for Monday 8 May next year, which is a public holiday. SW confirmed she will not be able to attend but can help set up the afternoon/evening before. AB/ALF confirmed they would take the lead on this jointly. We are thinking of putting up the gazebos etc, as per the Platinum Jubilee, and to ask folks to bring a plate and share the offerings.</p> <p><b>Christmas chocolate coins</b> for the village children were agreed. SW will organise.</p> <p>We would also like to do a <b>Curry Evening</b> in February/March. SW will investigate.</p>	<p>SB/SW</p> <p>SW</p> <p>AB/ALF</p> <p>SW</p> <p>SW</p>	
<b>8. Any other business</b>	We will have an extra meeting on 14 November to discuss, and decide on, the booking situation.		
<b>9. Date of next meeting</b>	Monday 9 <sup>th</sup> January 2023, at 1830.		