

Minutes from the meeting held on 4th July 2018 in the Church Hall

Rachel Hitchcock welcomed members to the meeting.

- ◆ **There were 19 members present:** Rachel Hitchcock, Julie Clark, Maggie Ryan, Lorraine Brooks, Claire Buller, Vicki Sargent, Colin Ramsell, Colin Moule, Bryan Smith, John Parsonson, Martyn Booth, Justin Dowding, Trevor Smy, Wendy Sparrow, Rob Swan, John Partridge, Sally Dalton, Simon Carter, Iain Wright.
- ◆ **Apologies were received from:** Ken Willingale, Kate Field, Luke Rumbelow. Ken Willingale, CC President, said: *"I follow CC activities with interest, for me it is so satisfying that Nayland has one of the best community spirits in Suffolk."*
- ◆ **Minutes of the last meeting** held on 2nd May were approved (*proposed Colin Moule, seconded Julie Clark*).

MATTERS ARISING:

◆ **Executive Committee:**

To comply with General Data Protection Regulations a draft Privacy Statement for the CC, including the Community Times, had been circulated prior to the meeting. This was approved (*proposed Colin Ramsell, seconded John Parsonson*). A notice will be included in the next issue of the CT and the Privacy Statement will be added to the CC website.

The Community Council Executive would welcome more members of village groups or individuals 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 the defibrillator (financed with a grant from Lottery Awards For All) has been ordered. It will be installed at the Village Hall by the Community Heartbeat Trust during the summer holidays; the exact location will be agreed with the VHMC. A training session will be organised in liaison with CHT, the Fire Station (where another defibrillator is sited) and the Nayland First Responders. The training session, which will be open to all, is likely to be held in September – look out for posters in the village. Training is not necessary to use a defibrillator as the device explains what to do but a training session would provide confidence and raise awareness.

- ◆ **Community Post Office:** Simon Carter reported on the current situation.

Our progress has been frustrated by continuing legal delays. We had hoped to launch our sale of shares for the residents to turn their pledges into share subscriptions in Nayland Community Store Ltd on **July 12th 2018**. We now cannot meet that deadline because we have still not agreed terms of the lease and asset purchase agreement with Mrs Ford. However, we will still hold a public meeting on 12th July to update residents on our progress, our continuing challenges and our new time line to (hopefully) legal completion and opening for business. That meeting has been advertised through posters in and around Nayland and an email sent to all residents who have made a financial pledge and who provided their e-contact details. In outline our revised timetable is now:

- By 31 July to conclude ALL legal matters
- 10th August to exchange contracts with Mrs Ford
- **10th September launch the share prospectus for residents to purchase shares in NCSL**
- 27th September confirm we have sufficient funding to proceed. If not, the project will be abandoned and the PO Ltd contract cancelled
- 12th October (assuming funding is in place) complete the purchase. **The Post Office will close**
- 16th October Post Office Ltd remove PO Ltd assets
- 17th October premises refurbishment commences
- 7th November refurbishment completed
- 12th November all PO equipment installed and systems tested
- **14th November NCSL Post Office and shop opens for business**

I must again stress that these dates are still **provisional** and depend on all legal matters being concluded on time and that we do actually raise sufficient funds from the sale of shares.

At the July 12th meeting we will give a brief outline of our plans for the retail side of the business and the arrangements for the retail and newspapers during the period of closure. Whilst we are in contact with residents who have volunteered to help in the shop, we do have a

Action by:

Lorraine
Brooks

Rachel
Hitchcock

NCSL Team

need for an overseer or manager to be the point of accountability for the retail sales on a day to day basis and to report to the NCSL board. It will be difficult to proceed without such a person and we will make a direct appeal through the CT and at the July 12th meeting. We also need to recruit new people to join the NCSL management board and drive the business to new commercial success. We did appeal for people to come forward (especially if they have good retail experience) in the last issue of CT but sadly none were forthcoming.

Whilst this has been harder than anticipated and taken far longer than we originally thought, the current NCSL board and executive team have so far achieved: a contract agreed and ready to execute with Post Office Ltd for the provision of Post Office services; a contract with Royal Mail for the continuation of the mail-works and sorting office; obtained a substantive grant from Suffolk County Council to contribute to the refurbishment costs; obtained all regulatory and listed building consents for the premises alterations; agreed a schedule of works with Post Office and our contractor for the refurbishment programme; defined the scope and scale of the retail and newspapers side of the business and now beginning to identify our volunteer staff and prepare for training. The outstanding issues are to finally agree the terms of the lease and the asset purchase agreement with Mrs Ford. We must conclude all legal issues by 31st July to meet the later deadlines.

◆ **Recent Activities:**

Nayland 10k: Sunday 1st July. Rachel Hitchcock said the event had been very successful and brought the village to life. Rachel thanked Claire Buller, Julie Clark and all the volunteers. The event was organised by Luke Rumbelow, Event Nation Holdings Ltd, a small family run company (*Registered company no 10511263*). Members were grateful for the donation of £1,433.42 - £1.50 per runner (893 runners) plus £96.80 profit from the BBQ run by the CC - a substantial contribution to our funds. It was suggested greater clarity was needed about the balance between the commercial and charity elements of the event.

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

TREASURER'S REPORT: Maggie Ryan gave her report.

- **Activity year to date:** Grants of £1,860 to Nayland Cinema and £300 toward 10k Fun Run road safety have been awarded. Other income includes a donation of £300 from the Nayland Table Tennis Club, very generously given.
- **Breakdown of profits:** Quiz £395.04, Community Times £947, Calendar £272.50.
- **Current Position:** The accounts show reserves of £22,854.54, represented by Deposit a/c monies £10,599.58, Current a/c monies £12,188.26, Cash in hand £66.70. We hold £318.50 for the Services Fund and £3,474 for the defibrillator fund. **Unencumbered assets are therefore £19,062.04.**
- **Administrative matters:** The Charity Commission annual return is due for filing by October 2018; Insurance is also due for renewal at a cost of £400.

◆ **Grants & Donations:**

- **Nayland Cinema (Village Hall):** In May a grant of £1,860 was awarded towards improving the acoustics in the Village Hall to enable the relaunch of Nayland Cinema. Updating the meeting on progress, Iain Wright said Marks Tey Radio has been instructed to carry out the work, hopefully in August. First screening of the cinema is likely to be in September/October.

◆ **Community Times & Websites:** Lorraine Brooks gave the usual plea for contributions for the next issue. There has been a little movement in advertising; gains and losses. Please take and submit photos of village activities and for See It Snap It.

Lorraine
Brooks

Justin Dowding said since the Nayland & Wissington website went live in September there have been 35,000 page views, of which there were: 8,000 for the Village Hall bookings, 2,300 for the Church Hall bookings, 977 bookings or events added to the calendar, 7,800 administrator related page views (VH, CH, Other but excluding Justin), 3,200 looking at the front page which has the events calendar, 600 seeking info on the Parish Council, 500 looking at the history pages.

◆ **Village Calendar:** Lorraine Brooks said the calendar files have been sent to Spingold for a print proof ahead of going to print. Income this year from sponsorship and late sales amounts to £297. Print costs of £606 due in early August were approved (*proposed Claire Buller, seconded Bryan Smith*). Calendars will be on sale from 4th August at the Flower Show, then in the Post Office and Forget Me Not. An appeal for additional help with selling was made; at local events/venues/groups. Maggie Ryan agreed to make enquiries with Littlegarth PTA, Rachel Hitchcock will co-ordinate for Woodland Corner Foyer and Nayland School HSA events, Bryan Smith would co-ordinate for Village Players' productions.

Calendar
Team

Maggie Ryan
Rachel
Hitchcock

◆ **Forthcoming Activities:**

- ◆ **Bonfire Night on Monday 5th November:** Iain Wright kindly agreed to co-ordinate the event again. It was agreed to order the same quantity fireworks as last year. Iain would order them in July in order to qualify for discount with Dynamic Fireworks. He will liaise with Claire on quantities of sparklers and glo-necklaces.

Iain Wright

Rachel Hitchcock will discuss the possibility of Guys for the bonfire with Nayland School and Woodland Corner. Maggie Ryan said Littlegarth School have offered to lend her their popcorn machine, if their event does not clash. Solutions to long queues for hot dogs etc will be considered ahead of the event.

Rachel
Hitchcock

- ◆ **Christmas Fayre on Saturday 1st December:** Rachel Hitchcock said she would check whether the School Choir could provide entertainment and would begin contacting potential stallholders.

Rachel
Hitchcock

SOCIETY REPORTS

- ◆ **Art Group:** Colin Ramsell said they had a watercolour session painting scenes of barges on the River Deben estuary with Vernon Lever, one of their regular visiting tutors. Today they enjoyed sketching outside in two Birch Street gardens. They will be having their annual cream tea outing, this year to Fillpots Garden Centre.
- ◆ **HortSoc:** Trevor Smy said the outing on to *Lullingstone Castle & the World Garden* had been successful. Their Summer Garden Party is on 13th July and the Flower Show on 4th August. They are taking bookings for an outing to Hyde Hall on 16th September, and their talk on 16th October is '*Hidden Nurseries of East Anglia*'.
- ◆ **Book Club:** Wendy Sparrow said they recently read and reviewed '*Before I Go To Sleep*' by SJ Watson. They are currently reading '*Eleanor Oliphant is completely fine*' by Gail Honeyman.
- ◆ **Women's Institute:** Wendy Sparrow said a talk in on SSAFA, the Armed Forces Charity and the work they do to help military families was very interesting. On 16th July the subject will be the *History of Trams in Colchester* and in August there will be a garden tea party. They will be making cakes for the hospice as they do each year.
- ◆ **Friends of Caley Green:** Sally Dalton said they have, in consultation with the Parish Council, been putting *No Parking* signs on the Green at weekends with some success. They have asked the Environment Agency if the river can be dredged and are liaising with SCC regarding reed clearance in the autumn. Contractors will hopefully clear the fallen Willow tree across the river this month.

Comments were received that it has been lovely to see the Green enjoyed by many during recent good weather, including pupils and families from the school. The issue of parking on the Green by parents attending the School Sports Day was raised although it was noted that this is not normally an issue. Rachel Hitchcock said she would mention this at the School just to remind people that parking on the green is not allowed.

- ◆ **Parish Council:** Martyn Booth said 500 Housing Needs Surveys had been delivered. The questions were complex but they hope residents took the time to respond. Deadline was 26th June but they are not yet aware of the level of response. The PC urgently need two more councillors. They have not been able to assign a Vice-Chair, and at present have to elect a Chair for each meeting. They have confirmed with Babergh DC that councillors can live outside the village, but it must be within 3 miles of the parish boundary.
- ◆ **Conservation Society:** John Partridge said Open Gardens had been very successful raising £3,460; they will donate £1,000 of this to the Community Post Office. Bill Sargent gave an interesting talk on *Pargetting* in June. On 5th September they will be visiting Coggleshall Abbey; contact Mike Hunter 264100 if interested in coming.
- ◆ **Royal British Legion:** John Partridge said their next meeting is on 16th July when Dick Strover will be talking about his father's experiences in the Royal Flying Corps during WW1. All are welcome to their meetings. On 10th July look out for the RAF 100 flypast; it will be the largest concentration of military aircraft in recent memory. The flypast will begin to form over Suffolk to the west of Ipswich at around 12.45pm.
- ◆ **Nayland Choir:** Rob Swan said they have been rehearsing for a *Lunch at the Movies* concert of light music and a barbecue on 15th July.
- ◆ **Village Players:** Bryan Smith said their Christmas production will be Peter Pan with auditions taking place on 8th and 11th July. The pantomime performances will be on 6th-8th December.
- ◆ **Village Hall:** Iain Wright said they are proceeding in obtaining information on the roof, investigating grants and there will be a fundraising programme.

AOB: Items raised included the congestion on the Anchor Bridge despite planning permission being granted for their car park on the meadow and when the new speed limits on the A134 would be implemented.

Date of next meeting: will be on **Wednesday 5th September 2018** at 8pm (*Exec 7.30pm*) in the Church Hall.

Meetings for 2018/19: General meetings will be Monday 29th October & Tuesday 8th January 2019 at 8pm (*Exec 7.30pm*) Church Hall. The AGM will be on Wednesday 6th March.

The meeting closed at 9.15pm