

**HINTLESHAM AND CHATTISHAM  
COMMUNITY COUNCIL  
ANNUAL GENERAL MEETING  
Held on Tuesday 12th March 2019 at 8 pm  
in the Meeting Room Community Hall**

|                                   |                    |                            |
|-----------------------------------|--------------------|----------------------------|
| <b>Present:</b>                   | Debbie Archer      | Margaret Langton           |
|                                   | Glen Avis          | David Marsh                |
|                                   | Chris Banyard      | Derek May                  |
|                                   | Andrew Bryce       | John Mower                 |
|                                   | Ian Bryce          | Caroline McElroy           |
|                                   | D. Busby           | Tym Moore                  |
|                                   | Diane Chase        | Robert Noller              |
|                                   | Lauren DeBanks     | Mark Smith                 |
|                                   | Richard DeBanks    | Margaret Spraggons         |
|                                   | Michaela Debenham  | Anne Thomas                |
|                                   | SE Doyle           | Christiana Velloso Langton |
|                                   | Anne Eaton         | Maria Ward                 |
|                                   | Peter Eaton        | Jane Whyman                |
|                                   | Sonya Hinton       | John Whyman                |
|                                   | Linda Jones        | Frank Wilkins              |
| <b>Apologies for<br/>Absence:</b> | Stephanie Coupland | Mark O'Malley              |
|                                   | Eileen Damant      | Helen Rogerson             |

## **2. Approval of Minutes of the last meeting and Matters Arising**

The Minutes were approved and signed by the Chairman.

*Proposed: Richard DeBanks*

*Seconded: John Mower*

*Accepted unanimously.*

## **3. Chairman's report**

The Chairman opened the meeting by thanking all the unpaid volunteers worked hard to maintain and operate the Community Council property and activities. The purpose of the Community Council was to maintain the assets and maximize their use, particularly by the local community, and to maintain communication to deliver improvements.

The Community Council was the size of a small company and it was important that it was compliant with the regulations governing its activities. The main focus in the coming year would be to re-examine those regulations to ensure that these were understood and applied to the best of the organisation's ability and that risks and responsibilities were identified. The level of risk was not universally accepted, but HCCC was responsible to the community for conducting its business to meet all the current regulations in an increasingly litigious environment. Assistance would be sought from Community Action Suffolk, an umbrella organisation established to provide guidance to village organisations such as the Community Council.

The Community Council had five sub-committees, each of which worked in a separate area:

- The Hall Management
- 200 Club
- the Hall Environs and Car Park
- the Woodland
- Hintlesham & Chattisham Playing Fields

In addition, there was a close association with the MUGA and the Social Club/Bar.

## **2. Treasurer's Report**

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Ian Bryce, the retiring Treasurer, presented the accounts for 2018 and these were appended to the Minutes. The Accounts showed income of £20,989.45 and expenditure of £15,744.00 giving a profit of £5,245.45. The Treasurer thanked the incoming Treasurer, Sonya Hinton, who had audited the accounts. The Accounts were presented the accounts to the meeting for acceptance.

*Proposer: Maria Ward                      Seconder: Rob Debenham                      Accepted unanimously*

**3. Reports from Community Council Groups**

*a) Hall Management Committee (Tym Moore)* A higher level of bookings were reflected in a 10% increase in hire revenue. There were improvements planned; acoustic panels to reduce reverberation in the Hall were to be installed in April and plans had been drawn up for a Bar extension which could cost about £60k, for which grants were being sought. The building was now over 25 years old and was beginning to show its age; maintenance costs were increasing as fixtures and fittings needed repair.

*b) Social Club Committee (Debbie Archer)* It had been a bumpy year for the Social Club but it was hoped positive changes would follow. The cashless payment machine had been delivered and now needed to be installed in the next few days. This should make it easier for customers purchasing from the bar. It was generally acknowledged that the bar seating area needed a 'spruce up' but any refurbishment plans need to be considered alongside any proposed works to the Community Hall facilities and following consultation with the Community Council. Membership numbers had fluctuated but this year's membership renewal figures had yet to be finalised.

Regular Social Club activities currently remain focused on the Social Club Darts team. Other privately run activities such as bowls and monthly bingo night help to bring some regular revenue to the bar. Hall bookings continue to generate sales.

*c) 200 Club (Annie Eaton)* The Club has done well over the previous year.

**£3489.00** banked by end December 2018 in membership fees

**£1640.00** distributed in prize money cheques

**£1640.00** monies raised and **£209** account buffer

**289** members at end of December

**14** members left and recruited **6** new members

**59** memberships were paid for by Standing Order and this was increasing.

**2019 Objectives**

1. Define collector's areas, so targeting new members.
2. The Membership drive via Community website, Link Magazine in January had recruited **17 NEW MEMBERS**
3. Encourage more members to pay by standing order, if they wished.

Thanks to the collectors for all their help and ongoing support; it was not an easy job to collect the monies. Also thanks to the 200 Club members for continuing to fund the work of the H&C Community Council via their contributions to the 200 Club.

*d) Events Committee (Lauren DeBanks)* The Events were run at a rate of one per month and over the past year had made a net profit of £531. New ideas were introduced and other successful ideas were repeated. The Funday suffered from poor weather and the timing would be considered in the coming year's plans. It was a key element in the year but the event needed more collaboration and more people to give assistance.

*e) Woodland Group (Mark Smith)* More progress with the use of Facebook to advertise the working parties. Work had concentrated on cutting back vegetation including ivy on the trees, and reducing the sycamore. A full survey had been commissioned and the report received. This indicated a large number of trees which needed either felling or coppicing around the margins, along the road and at the back of Timperleys. Professional help would probably be needed. More areas would be cleared in the woodland to bring light to the woodland floor and the pond. H&Safety and insurance would be action points as well.

*f) Hintlesham & Chattisham Playing Fields (Richard DeBanks)* A safety inspection had been carried out to check on the equipment and this had revealed that there was some considerable expenditure and work to be done to bring it

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up to standard. At the beginning of the 2019, a working party was formed, with the Parish Council, to consider all the play areas and how they could be improved, particularly the disabled access and special equipment. Sport attracts funding, and it was hoped to come up with different options for the wider use of playing fields. The repainting of the Sports Hut had increased its use, 4YP and some meetings were using it; school parties and parents using MUGA used the Hut for party. Bark had been spread on the play area and hedge cutting had reduced the height in the areas around the MUGA. Thanks to members who had assisted in the work for all their help.

*h) Hall Environs (Jane Whyman)* The work on the first phase of tidying and reseeding the area to the front of the Hall had been completed and the planting trees and shrubs would take place in the spring. Two new members had joined the group. Several working parties had taken place and thanks were expressed for all the help given. There had been a wet start in 2018 which had delayed the stump removal. However, this year, gravel borders would be added around the Hall. The School had promised to help in planting bulbs in the autumn and further plans for the paths were being developed. Work would continue alongside the work on the playing areas and the possible extension to the Bar area.

## **2. Reports from Village Organisations**

*a) Parish Council (David Marsh)* The Parish Council met monthly (with the exception of August) on the 2<sup>nd</sup> Thursday of the month. All were welcome to attend

During 2018 the Council welcomed both a new Chairman, and Parish Clerk, who both acknowledged with thanks the contributions made by their predecessors, a sentiment embraced by all the other Councillors.

The Parish Council actively engaged with both District and County Councils on matters of concern or interest on behalf of the village and its constituents. The major event of the year was the successful opening of the MUGA, a project fully supported by the PC.

The Council nominated the village for the "The Most Active Small Village Award", given annually by Suffolk County Council and was both delighted and extremely proud when they were announced as winners in November.

Members of the Parish Council had joined with members of the Community Council to form a working party to research into ways and means of improving both the playing fields and their facilities.

Parish Council elections would be held in May

*b) MUGA (Andrew Bryce)* The MUGA had been completed and opened in July 2019 at an event coordinated with the Events Committee, and at an AGM in January 2019 the committee was formally constituted. The Club had 100 members and the court was free to use in the community. Online membership was working well. Groups from outside the area use the court for junior football generating revenue. The two hours after school closing time, the court was reserved for school children as a priority. A membership fee generated further revenue. In the coming year, there would be more marketing to increase bookings, and seating and bins would be added to the area. Car parking was directed to the Hut car park but that needed lighting for the evenings. The electricity tariff was on a one year contract to establish a track record with the use of the court lights and obtain better future contract terms.

*c) Bowls (John Mower)* The Club which began in the early 80's continued to be enjoyed by over 30 members. Last season, the Club had been promoted to Division 1 after a great season. As expected, it had been quite a challenge in the higher league, so at the moment the Club was at the lower end of the table. However, for a number of our players, it had been an excellent experience. As more of a gentle roll-up, Tuesday afternoon meetings continued. For anyone interested in coming along, please contact Frank on 652506

*d) PCC (Jenny Cox)* The PCC had met on a regular basis during the year. A new Minister has been appointed, and a warm welcome had been extended to Reverend Jackson.

The roof repairs to St Nicholas Church had been completed, whilst the Church in Chattisham had structural faults and funds were being raised. A successful Restoration Dinner had been held in February. Mini Messy Church used the Community Hall.

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e) *Tuesday Circle (Kath Tee) Presented by Anne Thomas*

The Tuesday Circle was a very happy group of 39 members who met once a month to listen to a great variety of speakers. The group held some very special evenings; one at The Hut in Felixstowe with a ukulele band as entertainment and another a presentation about plants for winter colour. On Suffolk Day we held a wonderful brunch at Anne's house. A fashion show was being planned for October this year. Many thanks to all our members for their support throughout the year.

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f) H&C C of E Primary School (*Mark O'Malley*) presented by *Tym Moore*

**Staff:** The school continued to develop and evolve as part of the Diocesan Multi Academy Trust (DMAT) of St Edmundsbury and Ipswich, which had enabled the school to share best practice with other schools. Our Head Teacher, Mrs Donaldson, continued to fulfil the duties and responsibilities of Head Teacher in both Hintlesham and Kersey Primary Schools whilst each school had a Head of School who was permanently in situ. In addition, there were three other teachers who were supported by LSAs (Learning Support Assistants) in each class.

**Parents & Community:** Hintlesham & Chattisham Primary had an amazing parental support network involved in daily school life ranging from reading with children to transport to sporting events. Recently it had hosted several parent workshops for reading and phonics (Key Stage 1) and Maths Mastery (all year groups) to provide parents with the key vocabulary and strategies used in the classroom. This had enabled parents to support children at home. Close links with the Church were embedded in school which formed a common thread that ran through learning, with trips to Bury St Edmonds' Cathedral, services at Hintlesham Church to celebrate Christian festivals and class visits. Year 5 and 6 continued to attend the Community Lunches allow the community to share experiences with the younger generation. The HSA is the school parent association were a massive driving force in raising funds for the school through events such as school discos, Christmas Fayres and Film Nights. There was a very positive working relationship and their hard work and efforts were greatly appreciated by the school.

The children continued to engage in a broad and balanced curriculum including musical tuition, sports and the arts as well as all the academia of maths, science and literacy. This curriculum, through the skill and dedication of the staff at Hintlesham, was delivered in a thorough and exciting way. For example, one week was Science week and the school celebrated Women in Science. Each class focused on a chosen scientist and carried out activities, investigations and research centred around the scientist before sharing the learning with parents at the end of the week in an assembly. The school was a member of the Primary PE Partnership which allowed the children to compete in a range of sports and activities ranging from swimming galas to trampolining.

The School produced a newsletter each fortnight which provided an opportunity to share events and inform the community of up and coming events. The School looked forward to a long and prosperous partnership with the village community that benefited the wellbeing and education of our children.

g) Gardening Club (*John Mower*)

It had been another full year with trips, run by Stephanie Coupland, and two shows run by Cathy Leny which were well supported. A lunch had been held at the Golf Club enjoyed by many members. Thanks go to the organisers and their helpers for all their hard work. The Spring Show was coming next weekend, Saturday 16<sup>th</sup> March – details were in the Link.

h) The Link and Website (*Helen Rogerson/Steph Coupland*)

The Link was published monthly, with content coming from groups and organisations in the Villages. Helen Rogerson was our Collator who did a great job each month. Thank you Helen. The Link was financed by the PC and printed by Printing for Pleasure in Chattisham. The villages were very lucky to have a great band of Volunteers who delivered to households in their areas each month. Thanks must go to them.

We were very lucky to have our own Village website which was kept up to date by Helen Rogerson. It contained much useful information with links to other websites in the Village. Thanks go to Helen for keeping it so up to date. Helen volunteered her time for the work involved, and the site was financed by the Parish Council. People were asked to keep Helen updated of any changes in their clubs etc.

i) Hall Lunch (*Stephanie Coupland*)

Hall Lunch was running very well; there were a great number of regular helpers including the School Children from the Primary School who came to help serve and entertain the customers! An average of 30 people attended, but

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there had been 36 at some lunches.

We have been able to keep the cost low with careful shopping and a grant from the Parish Council to help pay for the hire of the Meeting Room and Kitchen.

**2. Election of Officers of the Community Council and Executive**

a) Election of the Chairman: Tym Moore had agreed to stand again as Chairman and was unopposed.

*Proposed: Eileen Damant                      Seconded: Linda Jones*

b) Election of Vice Chairman: Eileen Damant had agreed to stand again as Vice Chairman and was unopposed.

*Proposed: Ian Bryce                              Seconded: Debbie Archer*

c) Election of Secretary: Linda Jones had agreed to stand again as Secretary and was unopposed.

*Proposed: Eileen Damant                      Seconded: Tym Moore*

d) Election of Treasurer: Sonya Hinton had agreed to stand as Treasurer and was unopposed.

*Proposed: Eileen Damant                      Seconded: Cristiana Velloso-Langton*

**2. Election of Village Representatives for Community Council and Appointment of other members/organisations of the Community Council**

a) John Mower was nominated unopposed as a village representative.

*Proposed: Linda Jones                      Seconded: Tym Moore*

**2. Election of Executive Committee**

The Chairman advised that those standing for re-election to the Executive Committee, were:

|                            |   |
|----------------------------|---|
| Debbie Archer:             | <i>Proposed: Linda Jones      Seconded: Michaela Debenham</i> |
| Michaela Debenham:         | <i>Proposed: Eileen Damant      Seconded: Linda Jones</i>     |
| Cristiana Velloso Langton: | <i>Proposed: Caroline Wortley      Seconded: Jessica Bell</i> |
| Carloine McElroy:          | <i>Proposed: Michaela Debenham      Seconded: Tym Moore</i>   |

The candidates were unopposed and were duly elected to the Executive Committee.

**3. Any Other Business**

Margaret Langton expressed the thanks to Tym Moore for his work as Chairman over the past three years in reorganising and developing the Community Council. Thanks too were expressed to Debbie Archer who had undertaken the difficult task of an inquiry for the Social Club.

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The Secretary made a presentation to John Mower and to Ian Bryce who had both resigned from the Executive Committee this year. They were both presented with a rose plant in a pot with thanks for all the work they had done for the Committee and the Community.

**4. Adjournment**

There being no further business, the meeting adjourned at 9.35 pm