

**HINTLESHAM AND CHATTISHAM
COMMUNITY COUNCIL
ANNUAL GENERAL MEETING 2020
Held on Tuesday 10th March 2020 at 8 pm
in the Meeting Room Community Hall**

Present:	Debbie Archer	David Marsh
	Phil Archer	John Mower
	Chris Banyard	Caroline McElroy
	Les Cole	Tym Moore
	Stephanie Coupland	Mark Smith
	Michaela Debenham	Anne Thomas
	Sonya Hinton	Christiana Velloso Langton
	Linda Jones	Maria Ward
	Margaret Langton	Haydon Wilding
	Liz Martin King	Frank Wilkin
Apologies for Absence:	Eileen Damant	Liz Stone
	Richard DeBanks	Jane Whyman
	Annie Eaton	John Whyman
	Angela Nicholls	

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

The Minutes of the meeting held on 12th March 2019 had been published on the village websites and were circulated at the meeting. They were approved and signed by the Chairman.

Proposed: Debbie Archer Seconded: Anne Thomas Accepted unanimously.

3. Chairman's report and Financial Report

The Chairman opened the meeting by thanking all the unpaid volunteers who worked hard to maintain and operate the Community Council property and activities and also to all the members of organisations who had submitted their reports so promptly.

In particular, The Chairman thanked Sonya Hinton, the Treasurer who was retiring from the Committee; Sonya had digitised the HCCC accounts and transformed the reporting procedure, which had given the Executive a greater depth of information. The Chairman expressed the Committee's thanks and made a presentation to Sonya.

The purpose of the Community Council was to maintain the HCCC assets and to maximize their use, particularly by the local community, and the project for the year had been to become more aware of compliance issues. The Community Council was the size of a small company and it was important that it was aware of the regulations governing its activities.

The Chairman displayed a slide to explain how the Community Council was structured: he explained that the Community Council comprised all the members of the Parish, with six nominated villagers, who formed a quorum of village representatives for the community. At the centre were the four Trustees and the Executive Committee who managed the Assets and Activities of the Community Council. In between the Executive and the Council were the subcommittees running the various assets and activities, and the village organisations who were linked with the Community Council.

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4. Treasurer's Report

The Chairman, on the Treasurer's behalf, advised that the year had been a busy one. There were improvements and renovations taking place in all areas; infrastructure had been in place for over 25 years and some of it was in need of repair or replacement. In particular, major works were required on the woodland, and, in the Hall, there had been a new cooker and dishwasher and acoustic panels installed. New chairs had been acquired for the Meeting Room.

This had meant that in the last financial year, the HCCC had made a loss equivalent to those costs, and this was expected to continue into 2020.

The Accounts had been circulated to those present; these unfortunately not been audited because of the problems of finding an accountant able to do so. However, they were now with Andrew Winwood for auditing and the audited accounts would be posted on the website. The Accounts would be formally adopted at next year's AGM.

Income was up by 10%, year on year, and this had come from Hall rental. Costs had increased, mainly through capital expenditure; HCCC had received a grant which had not yet been used for the improvement of the Playing Field, and this had been transferred to the savings account. The Insurance premium had increased, partly through a review of cover, plus the addition to the policy of the cover for the liabilities and risks for the MUGA, which would meet its own costs in this respect.

Money had been spent on improving the surroundings of the Hall and the Environs Committee had planted bulbs and shrubs on the area towards the main road. Woodland Committee were working on improving safety of the trees in the woodland and on the Hintlesham Playing Field, the football pitch had been realigned and new goalposts installed.

5. Reports from Community Council Groups

a) Hall Management Committee – Tym Moore

The HCCC needed more volunteers to help with all aspects of the organisation; too few people were spread too thinly at the moment. HCCC will shortly also be looking for someone to help with the Hall maintenance and cleaning, so that the strategic marketing can be developed.

Revenue had increased by 13%, due partly to a revision of charges, but also in greater use. Improvements to the Hall included a new dishwasher, new cooker, new burglar alarm, acoustic panelling in the main Hall, and new chairs for the meeting room. In the coming year it was hoped to improve the Bar area and the Meeting room, and increase the internal security arrangements, and continue the Health and Safety review.

b) Social Club – presented by Debbie Archer on behalf of John Whyman.

Following the resignation of Ian Bryce as Chairman, after the AGM, John Whyman was appointed to the role. There had been a review of procedures for the admission of new members to bring it back in line, stronger controls on the opening of the bar, and a Privacy Policy had been put in place. An anomaly on the premise's licence had been corrected and the new licence was displayed in the bar, along with the price list. A staff handbook and contract of employment had also been created and this should be completed shortly.

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A new computer till was in use, so a breakdown of sales could be produced; card payments could be accepted and now formed 30% of sales. Sales overall were static but had slowly increased in the last quarter compared to 2018.

Members' Sundays had encouraged more people into the Bar, alongside other activities.

c) *200 Club – Presented on behalf of Annie Eaton*

£3570.00 banked by end December 2019 in membership fees

£1640.00 distributed in prize money cheques

£1930.00 monies raised and **£209** account buffer

309 members at end of December

15 members left and recruited **25** new members

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

In 2019 the 200 Club targeted member through the two community websites, The Link Magazine, the Facebook Village Noticeboard and the Community Noticeboards, and encouraged members to pay by standing order, where they wished to do so. Pauline Plenty had assisted with a membership drive on Duke Street.

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 – Tym Moore*

The Events Committee had stood down as they did not feel able to develop a working arrangement with the Social Club. This was a situation that this year's committee would be tackling.

e) *Woodland Group – Mark Smith*

This season's Woodland Working Parties had been a great success with a total of 51 attendances from 16 volunteers over six monthly sessions. The quantity of work completed in clearance of areas around the car park to improve safety and the health of the remaining trees was now clear to see. The gas tank compound had been cleared, and the hedging outside the Hall had been cut back to its original footprint. A large proportion of the work identified in last year's survey had been completed and a contractor had cleaned oaks around the Hall. The Woodland Team had dealt with several fallen and dangerous trees, some of which had been damaged by recent storms. The majority of the spoil was chipped using a hired chipper in February. The resulting material had been spread on the footpaths through the woodland, improving the surface for walkers. The final session of the season would be on 15th March with work on several wind casualties, cutting and splitting of wood and a log sale.

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f) *Playing Field Committee – Richard DeBanks*

The major project in hand was the Play Area uplift on the Hintlesham Field. Quotes had been gathered from 4 suppliers and the working party had identified best supplier and cost for the following phases of work

- a. Hintlesham PF Play Area resurface and introduce 4 x Adult Fitness Equipment - £40k
- b. Use Bark etc recovered from Hintlesham to improve Chattisham Play Area
- c. Recover Community Centre Play Area and replace with Infant play equipment away from trees - £25k
- d. Resurface Chattisham Play Area adding/replacing equipment - £30k

Current progress: Fundraising was taking place via Local donations, Parish CIL, Charity / Sports donations. It was hoped to complete the recovery of Community Centre Play Area with work party volunteers to reduce costs

g) *Hall Environs – Jane Whyman*

During this period, the group had continued its work on Phase 1 of improvements to tidy, maintain and enhance the areas surrounding the immediate vicinity of the community hall - working closely with the Hall Management Committee and others to ensure best use of valuable time and resources.

Members of this sub-committee were: Richard de Banks, Ian Bryce, Stuart Kellett, Tym Moore, Mark Smith and Jane Whyman (Chair), and five meetings were held during the year - in March, June, August, December and February.

Several working parties had taken place, with committee members and volunteers maintaining the newly seeded grass areas and planting out shrubs etc. The Woodland Working Party had undertaken some of the heavier work and thanks were recorded to Mark Smith and his team for reducing the shrubs in front of the hall, making a little more space for the table and chairs.

The newly sown grass grew well, as did the weeds, which had been removed from time to time before mowing started. A regular programme for mowing had been set up and was working well. Cornus shrubs had been planted to create a 'foil' for the building and these should establish well during the coming year and look attractive, together with the extra bulbs.

A gravel margin had been installed around the community hall, creating a neater finish between the grass areas and the building. Two large square iroko planters had been purchased and placed at either side of the French doors. These were currently planted with lavender, 'winter flowering' pansies and spring bulbs.

A selection of bulbs had been planted under and around the trees and shrubs and in the planters. It had been pleasing that an enthusiastic group of children from Hintlesham School had been able to help out on a chilly but bright November afternoon. Thanks to everyone who enabled this – a great time was had by all and this had been a great way to include the wider community in our project.

Several boughs on some of the mature trees bordering the car park had been cut back and made safe by contractors appointed by the Woodland Working Party. The play area by the woods had also been deemed unsafe as had become slippery and green due to its location in heavy shade. A decision had been made to dismantle this and recycle the materials.

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As before, the Environs sub-committee continue to work alongside other hall groups to support future initiatives to help keep the areas around the hall maintained to a reasonable standard. Representatives from the school have been approached and it had been proposed that some of the children would help plant some bulbs in the autumn to further enhance the area.

The group would carry on working alongside other hall groups to improve and maintain the grassed areas, the car park and pathways into and around the community hall and its environments. Special thanks to all volunteers and to members of the woodland group for their help over the past year.

6. Reports from Village Organisations

a) Parish Council – David Marsh

The Parish Council had continued to meet monthly, with the exception of August, on the second Thursday of the month in the meeting room of the Community Hall and members of the public were welcome to attend.

There was always an allocated slot on the agenda for the public to raise any immediate concerns. During 2019 two of the existing Councillors resigned and replacements for them were successfully co-opted. Full details of all councillors and their responsibilities were shown both on the village website and in the Village Directory which was distributed free to all residents.

During the course of the past year the PC had actively worked towards the installation of Speed Warning Signs in an attempt, if not to reduce, at least to regulate the speed of vehicles using both the A1071 and Duke Street. With the help of a generous contribution from our Suffolk County Councillor, Christopher Hudson's locality budget, the PC had been able to purchase an appropriate sign and hoped that the installation and operation would commence in the early spring.

Other parishes in Suffolk that had already installed these signs had reported a significant improvement in vehicles obeying the posted speed limit. "Our" sign would have data logging facilities to monitor both vehicle speed and volume on a regular basis, something that had only been available on a bi-annual basis at a cost from Suffolk Highways.

The Council had entered the competition for "Best Small Village in Suffolk" but was narrowly beaten into second place by Bures. It is good to note however that over the last two years the village has either won or come runner up in competitions for its activities. This was a just reward for all the volunteers who contribute to helping and improving our village's way of life.

b) MUGA – Andrew Bryce

The MUGA project team had managed the build of the new MUGA facility ready for the opening event deadline and there had been a successful opening event on 14th July 2018 attended by many from across the community. The Club now had about 100 members and the facility was free to use for our community's members.

An online membership and booking system was operational which worked very smoothly and the facility could be booked by those outside of our community for an hourly fee and several clubs were currently using the court. The court was reserved after school time for 2 hours for the use of school children (both primary and secondary schools).

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The MUGA Club had held an AGM and appointed a team to manage the facility, many of whom had helped secure the creation and launch of the facility. The MUGA had seen a huge amount of use from both young and old within our community and also those hiring the court for winter training.

c) Bowls – Frank Wilkin

Having lost five players for the start of the season through injury, illness and retirement, the Bowls Club was left with a membership of fifteen when it needed sixteen for a full team; however, glad to say, we had three new members who had moved into the village and had fitted into the club very well.

This year Bowls members had thought it would be a transition season but the team had done very well; at one stage it had a week at the top of the table but there was still a danger of returning to division one! All the members had bowled really well.

For the first time in a few years the Club had put teams into the Suffolk Bowls Championships held at Needham Market and had been successful in getting a team of four into the quarter finals; the finals were to be played on the 5th April.

Bowls Club would welcome new members; it was a great game for all ages, and we would encourage anyone to come and give it a try.

d) PCC – Jenny Cox

The PCC represented the parishioners of both villages. It met bi-monthly and oversaw worship, the welfare of the congregation and the wider community, church maintenance and repair. The PCC was very grateful for the support of the community in the repairs department.

The next project, at St. Nicholas, Hintlesham, was to provide access for wheelchair and pushchair users, which would be via a re-opened North door.

Four activity groups for children and young people were run by church volunteers as well as the fortnightly Coffee Stop, run by church members, and the monthly Hall Lunch. These were financially supported by the PCC.

Chattitude organised events ranging from talks, a book club, and drop in coffee mornings to craft demonstrations and activities to promote community use of Chattisham church.

Everyone was welcome to attend services, which were listed in the Village Link. And families were especially welcome to Mini Messy Church.

e) Tuesday Circle – Chris Banyard

Tuesday Circle had a membership of 40 ladies from Hintlesham, Chattisham, Hadleigh and Ipswich. who meet on the 1st Tuesday of the month at 7.30pm. There was usually a speaker, some of whom were paid for; areas of interest covered, in 2019, Lighthouse Women's Aid, Honey, a journey from flower to the pot and an author telling the story of her autistic son growing up. There had also been a fashion show with members modelling- great fun!!

The plans in 2020 were for the East Anglian Air Ambulance, Glass working and a flower demonstration amongst others.

The group also supported Suffolk Day and this year planned for a coffee morning on Friday 19th June.

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On Wednesday the 3rd of June the Ukelele Band from Felixstowe were booked and this was an open meeting so everyone was welcome.

In 2019, the Group gave £865.00 to various charities which was from speakers and its own charity events.

f) Hintlesham & Chattisham Church of England School – Debbie Jackson

Hintlesham and Chattisham C of E Primary School continued to be part of the Diocesan Multi-Academy Trust of St Edmundsbury and Ipswich. There were now nineteen schools within this highly supportive trust.

This academic year had seen some staffing changes at the school as a new Headteacher, Mrs Jackson, had been appointed from September, after the resignation of Mrs Donaldson in the summer term. There had been other staffing changes at the school but all were settling in well and working hard to provide all of the children with an exciting and stimulating education which facilitated their love of learning.

The school underwent its SIAMS inspection in July and was rated as Good in all categories.

Hintlesham and Chattisham continued to be supported by an amazing set of parents who willingly enhanced the daily life of school in a variety of ways. These ranged from volunteering on a one-off or regular basis in classes, through to baking cakes, attending events and taking part in after school activities to raise money for the benefit of the school. Through these fundraising efforts this year the school already benefitted from a class set of I-pads, new phonics and reading books, subsidised coach travel for trips, outdoor equipment for the EYFS class as well a whole-school subsidised trip to the pantomime.

The school had continued to evolve and extended its curriculum offer to ensure that it was meeting the requirements of the current education standards. As well as phonics, reading and maths, ICT and PE had been a focus. In ICT the children had undertaken many new experiences such as a green screen project and programming a Flappy Birds style game. In PE the children from years 1 – 6 had all experienced some out-of-school PE. These had ranged from multi-sports to table tennis. Over the rest of the year the school had further events planned such as: World Book Day, Science week, Sports and wellbeing week. We had also increased the number of after school activities available,

g) Gardening Club – Cathy Leney

Hintlesham Gardening Club continued to flourish and was one of only a handful of societies in Suffolk who still managed to put on two shows a year.

The Spring Show was held in March and the larger Autumn one in September. It was pleasing that entry numbers had been increasing over the last few years and all new exhibitors were very welcome. The shows were viewed as a celebration of gardening, cooking and craft rather than out-and-out competition! The schedules were delivered with The Link in February and could be found on the village website.

As well as these shows, the Club also held an annual lunch in February and arranged a trip to a garden of interest in the summer. New this year had been the introduction of open winter meetings. Mary Williams and Margaret Langton had kindly run meetings in January and February, offering tips and advice on planting, as well as the option of purchasing seeds at half price. Hopefully if there was enough interest, these meetings will continue next winter.

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h) The Link and Village Website – Gerald Mann/Haydn Wilding

The Village Link was distributed monthly by 14 volunteers to over 400 homes in the Hintlesham and Chattisham Parish. The magazine featured forthcoming events in the parish and had introduced a new "comment" feature called "View From Here". The PC paid for the printing with minimal support from advertising.

Gerald Main had taken over the role of Collator / Editor from Helen Rogerson in January and Haydn Wilding now managed the Village Website.

i) Hall Lunch – Stephanie Coupland

Hall Lunch was held on the 3rd Wednesday of the month excluding August, when it met at The George.

On average, 30 people attended each month and paid £3.00 for a two -hot meal followed by coffee/tea.

The group were very lucky that the Parish Council paid a Grant each year towards the hire of the Meeting Room and this facilitated the low cost of the meals . Thanks go to the PC. Thanks, too, go to all the Helpers who were Volunteers – a great team of 7, on a rota, with 4 present each month.

A group of children from the Primary School , whenever they were able, helped to serve the meals and entertained the Diners at Christmas with carols.

7. Election of Officers of the Community Council and Executive

a) Nomination for Chairman

Tym Moore

Nominated by

D. E. Moore

Seconded by

A Witting

There being no other nominations, Tym Moore was re-elected unopposed

b) Nomination for Vice Chairman

Eileen Damant

Nominated by Elizabeth Avis

Seconded by Glen Avis

There being no other nominations, Eileen Damant was re-elected unopposed

c) Nomination for Secretary

Linda Jones

Nominated by Stephanie Coupland

Seconded by S. King

There being no other nominations, Linda Jones was re-elected unopposed

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- d) Nomination of Treasurer (following the retirement of Sonya Hinton)

Liz Stone

Nominated by Tym Moore

Seconded by Linda Jones

There being no other nominations, Liz Stone was elected unopposed

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

Village Representatives: Phil Archer, Margaret Langton, John Mower, Haydon Wilding

Village Organisations: Parish Council, MUGA, Bowls, PCC, Tuesday Circle, Hintlesham & Chattisham School, Gardening Club, The Link, Village Website (PC), Hall Lunch

9. Election of Executive Committee

Debbie Archer

Nominated by Rachael Hobbs

Seconded by Guy Hobbs

Michaela Debenham

Nominated by Caroline Wortley

Seconded by Margaret Langton

Caroline McElroy

Nominated by Wendy Ramsey

Seconded by Michaela Debenham

Cristiana Velloso Langton

Nominated by Norman Davey

Seconded by Neville Martin

There being no other nominations, Debbie Archer, Michaela Debenham, Caroline McElroy and Cristiana Velloso Langton were re-elected unopposed.

7. Any Other Business

- a) Phil Archer commented that he had taken on responsibility for the projector and screen, and its use could be booked through him. It was also the plan to research the options for a new sound system for use, in the first instance by a new film club.
- b) Haydn Wilding, who taken over the Village Website, commented that he would be exploring the possibility of putting the Parish Council Website and the Community Council Website on one site. He would be discussing this possibility with those concerned.

8. Adjournment

There being no further business, the meeting adjourned at 9.50 pm.