# Held on Thursday 22nd April 2021 at 8 pm on Zoom

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| **Present:** | **Stephanie Coupland,**  **Eileen Damant**  **Lauren DeBanks**  **Richard DeBanks**  **Michaela Debenham**  **Linda Jones**  **Stuart Kellet**  **David Marsh**  **Caroline McElroy**  **Nick McElroy** | **Tym Moore, Chairman**  **Liz Stones**  **Mark Smith**  **Cristiana Velloso Langton**  **Maria Ward**  **John Whyman**  **Jane Whyman**  **Haydon Wilding**  **Frank Wilkin** |

1. **Apologies for absence - Debbie Archer, Annie Eaton, Margaret Langton**
2. **Approval of Minutes**

The Chairman opened the meeting at 8 pm and confirmed that the minutes of the 2020 AGM had been available on the village website, and would be taken as read, and asked for them to be adopted.

**Proposer: Haydon Wilding Seconder: Cristiana Velloso Langton**

The meeting agreed the proposal unanimously.

1. **Chairman’s Report**

The Chairman then presented his report for the year.

Within two weeks of the 2020 AGM the Covid-19 pandemic struck and the Government imposed a nationwide lockdown. This immediately paralysed our ability to provide services to the community, and had a significant financial impact.

The Executive took the decision very quickly to protect HCCC finances by limiting it to maintenance, legal obligation and health and safety requirements. Liz Stones would talk us the practical application of this policy in the presentation of the accounts for the last 12 months. However, grants were made available by the Government, through Babergh Council, and the eventual financial impact was not as great as originally forecast (or feared).

The Executive had previously commissioned major remedial work in the Church Belt woodland, a contribution towards the resurfacing of the Playground on the Hintlesham Playing Field and repairs to the boundary fencing between Hintlesham Playing Field and the Rectory, which projects were started in that period.

The Treasurer, Liz Stones had transferred the HCCC accounts to an accounting package, Quickbooks, with effect from January 2021. This allowed immediate access to financial data for nominated Executive members and also gave greater flexibility on the production of reports analysing our finances.

An EGM/Mid Year Meeting was held on 14th December 2020, at which changes to our constitution were approved in order to modernise our procedures.

Policies and Compliance

* Revised accounting procedures included in the Constitution
* Revised trustee appointment procedures included in the Constitution
* Introduced a CCTV policy

Under development

* + Update to accounting authorisation process
  + GDRP compliance

Communication - On communications, HCCC had worked with the Parish Council on merging the Community Council website with the Parish Council site, making it one single site. Many thanks to Haydon and Richard for driving this through. In effect the current community site would be closed down and replaced with the revamped Parish Council website.

It was very pleasing to note that the Events Committee had re-formed and Lauren would be presenting an update.

The Chairman expressed thanks to David Marsh who was soon to stand down as Chair of the Parish Council. The thanks were both personal and on behalf of The Hintlesham and Chattisham Community Council, for his outstanding work, especially in two areas.

David had chaired a joint group of Parish Council and Community Council to raise funds for the Hintlesham playing field play area, resulting in raising the majority of the funds required for the project; a fantastic achievement - Richard Debanks would give more detail in his report.

David had worked tirelessly to improve relationships between the Parish Council and the Community Council with considerable success. Sadly, recent events showed that there was more work to be done by his successor to create a truly harmonious relationship between the Parish Council and the Community Council but David had established an important precedent which HCCC would continue to follow. David had demonstrated truly professional behavior, always acting in the best interest of the village, and for that he deserved everyone’s respect and thanks.

The Chairman also wished to thank all the teams of volunteers who had put in many hours or work to help keep HCCC afloat. It was always amazing how much effort people put in, and the HCCC wanted everyone to know how much it was appreciated. It was hoped that we might be allowed to actually meet later in the year and celebrate the successes together with a toast to all the volunteers as a thank you.

Despite the constraints of the last year, we had taken the opportunity to improve in many areas, of which you will hear more from the Chairs of the respective sub-committees.  
**Treasurer’s Report for the year ended 31st December 2020 – Lis Stones, Treasurer**

The Report and Accounts had been posted on the village websites prior to the meeting. The Treasurer reported that it been a very unusual year, with the covid 19 pandemic dominating everything. When the lockdown had been announced in March 2020 the trustees were deeply concerned about the impact that the Hall closure would have on the Community Council’s financial position. Income from the hire of the Community Hall was a major source of funding for the Community Council.

Fortunately, the financial impact had not been as severe as had been feared, as the Council was eligible for the local authority grants made available to those entities operating in the ‘retail, leisure and hospitality’ sectors. The lost hall hire income had been to a large extent replaced by these covid 19 grants.

Income from hall hire had been only £7,354 in the year to 31 December 2020 compared to £19,180 in the year to 31 December 2019, a considerable decrease. Fortunately grants received in the year totalled £11,334 , £10,000 in May 20 and £1,334 in December 20. Income from hall hire and grants together came to a total of £18,688.

Other income received during the year included £2,226 towards the utility and insurance costs from the Social Club, which managed the bar within the Community Hall. The MUGA Club which had the contract to run the multi purpose games area on the Hintlesham playing field also contributed £528, being its share of the insurance .

The Parish Council made donations of £2,130 towards the cost of grass cutting and maintenance of the Hintlesham and Chattisham playing fields and this is included in the ‘Donations’ figure of £2,260 in the accounts.

Other income was received from the sale of wood (£350) recycling bins (£550) and the events committee also contributed £428 being the profits from previous years events.

The 200 Club lottery was treated as a ‘Restricted fund’, with funds only being made available to the Community Council after prize money has been distributed and the balance transferred to the main charity bank account. The money received from 200 club members in 2020 was £3,825 and £1,640 was paid out in prize money.

Total income in the year to 31 December 2020 was £29,224. Total expenditure was £21,211 leaving a surplus of £8,013.

Some of the Community Council’s costs were of course fixed and could not be reduced through the pandemic but the decision was made to keep additional expenditure to a minimum through this period of uncertainty. However, there were several projects that the HCCC had either already committed to or were required for safety reasons. These included £2,300 spent on tree felling in the church belt woodland area, £1,980 spent on the installation of CCTV both inside and outside the hall and a £1,000 contribution to the cost of lowering the kerb outside the MUGA.

The figure of £1,770 for Repairs and maintenance included sundry repairs to the hall (£674) the cost of improvements to the area immediately outside the hall (£586) and the annual service charge for the fire alarm and heating maintenance (£510)

At the year end the charity had cash and bank balances totalling £68,316 (2019 £60,302). This included ‘Restricted funds’ being the £10,536 held in the 200 club lottery account and the £1,002 held in a separate deposit account being money specifically designated to return the MUGA to its former state as part of the playing field, should that ever become necessary. The MUGA Club is to continue to contribute £1,000 annually to a maximum of £5,000 for this purpose.

Thanks to the covid grants the financial position at the end of the year was much better than could have been expected and the Community Council was able to look to the future with optimism.

On a more personal note, I took over as treasurer in March 2020 and would like to thank the retiring treasurer Sonya Hinton for her help during the transition period. I would also like to thank the committee members for being so welcoming and supportive and a special thank you to Tym, Linda and Richard for their patience with my endless questions and for providing detailed explanations as I sought to understand the workings of the Community Council, being not only new to the role as treasurer, but new to the committee too.

The Trustees would also like to thank Mark Walters for carrying out the Independent examination of the accounts, his work in this role is very much appreciated.

**Proposer: Eileen Damant Seconder: Linda Jones**

The Accounts and Report were accepted unanimously.

1. **Reports from Community Council Groups**
2. ***Hall Management Committee (Tym Moore, Sub-Committee Chairman)***

We had been able to open the Hall, for a brief period of time, and this was down to the sterling work that Richard DeBanks had done to firstly establish Covid-19 policies and procedures, and secondly to liaise with our Hall Users to ensure they complied.

We have installed CCTV in the building and outside, have registered with the ICO and we have written a CCTV policy to ensure we handle the material in a compliant manner.

Annual maintenance of safety and security items been completed and we have revisited plans for future improvements so that we can begin improvement when we can progress with Hall work

# b) Social Club Committee Report (John Whyman,Chairman)

It would be fair to say that 2020 has seen a significant journey for the Hintlesham & Chattisham Social Club whereby we have dealt with a wide range of unexpected eventualities. Before I summarise our year, I would like to say a massive thank you to both our loyal and much valued members and to our committee of John, Maria, Mark, Debbie and Cristiana. Their unequivocal support has been crucial in managing and processing the huge workload of the last 12 months. The Social Club Committee and Bar Operations Group met 34 times - sometimes every week, during peak activity periods. It sometimes felt a bit like we were running ‘Wetherspoons’..!

I guess many people say this, but it’s worth reminding ourselves about how our lives and social structures have been changed by the impact of Covid 19. Prior to that bombshell, the Social Club had been steadily increasing its activity and, in consequence, its financial health was starting to improve. Sales over the bar from our member-led events, during the autumn of 2019, were really starting to make a difference. Sadly, the first lockdown was announced and we closed our doors on 16th March. Fortunately, however, UK GOV provided employee payroll support via the ‘Furlough’ scheme which allowed us to financially support Rosie throughout until 31st October.

During the summer we piloted different operational working models - opening only on Wednesday, Friday, Saturday and Sunday lunchtimes - with the support of volunteer members running the bar and services. This gave us the opportunity to look at what might be financially sustainable moving forward. It was clear that we couldn’t continue to support a 7-day a week opening schedule. Much time and effort was expended by the committee to consider several options. Finally, it was with regret and after consultation with HCCC Executive, that a decision was reached that the role of Bar Steward was no longer a sustainable position and that Rosie’s job would, therefore, become redundant. Rosie left the employment of the Social Club on the 6th January 2021 following a 12 week, fully paid, notice period and received a Statutory Redundancy payment based upon the maximum period of 20 weeks reflecting 20 + years’ service. Inevitably, this has impacted upon the Club’s capital finances and will take some time to recover.

The periods of closure gave us the chance to scrutinise several areas of our regulatory governance. We applied to Babergh District Council to reschedule our ‘Club Licence’ to set out our opening hours and ensure we remain compliant with local licencing laws. We also took the opportunity to discuss the overall licencing of the hall and agreed with HCCC that it would be more appropriate for HCCC to be the ‘Premises Licence’ holder, which is now the case.

Alongside our regulatory review, we ‘refreshed’ the club membership renewal process to make it simpler. Part of this involved the club being a little more structured around the ‘payment window’ which is set out in the club’s articles. I understand this may have been a bit of a surprise to some of our members, but we have endeavoured to bring as many members with us as we possibly could and I know Cristiana has reached out to several members, individually, to explain the reasoning. We want to make the club a genuine ‘social hub’ for the whole of our community, both Hintlesham and Chattisham. We also decided it would be inappropriate to ask members for a ‘membership renewal’ this year and have ‘rolled over’ membership for another period.

As many of you will know, HCCC have fitted CCTV in the hall during the last 12 months. This includes the fitting of cameras in the bar and meeting room areas to ensure we can maintain a safe and secure environment for our members and the wider community. In order that we comply with current legislation the Social Club is now registered with The Office of the Information Commissioner’ and Cristiana is currently our Data Protection Officer. This year we have also written our first ‘data management’ policy. These systems may seem to be somewhat unwieldy for a small organisation, but we live in a changing world where it is necessary to have a clear set of rules to fall back upon.

The Social Club has most recently been closed since December with one consequence being the degradation of our beer stock, both in casks, kegs and bottles. We have, however, been extremely well supported throughout the pandemic by our suppliers, Greene King, and they continue help us whenever they can, and appreciate our ‘not-for-profit’ status.

Our hope and expectation is that we will commence a re-opening programme from Wednesday 19th May. During the spring and summer, our outside space, will become a critical and important asset to our successful operation. Our thanks go to the Hall Environs Group for their sterling work in improving the outside space and, particularly, the area around the south easterly elevation of the hall where we can temporarily site our enhanced outside service.

The future of our Social Club looks increasingly promising despite the pandemic. We need to continue to engender a good level of engagement across the wider community to encourage increased levels of club membership. Key to this will be the renewed activity of the Events group and their creation of regular functions that will allow the community the opportunity to meet and re-engage with the Social Club.

We will be holding our AGM on Thursday 15th July, hopefully on a face-to-face meeting basis. The AGM will allow our members to critique our performance since May 2019 and provide us with renewed direction for 2021-22. If, for any reason, you were a member of the social club and, somehow we may have ‘missed’ you or, indeed, if your membership may have lapsed for whatever reason, please contact either myself or our Membership Secretary, Cristiana so we can pull you back into the ‘fold’ and make sure you have the opportunity to join us in July.

Finally, on behalf of my colleagues on the Social Club Committee, may I thank everyone throughout the community who has helped, supported and contributed to the success and survival of the club.

We hope that the club can provide a warm and friendly space where new friendships can be forged and where residents of our two villages can get to know one another better.

***c) 200 Club (Annie Eaton, Club Co-ordinator)***

**£3,726** banked by end December 2020 in membership fees  
**£1,640** distributed in prize money cheques, £120 not cashed at 3rd April 2021  
**£2086** monies raised   
**314** members at end of December  
**16** members left, but recruited **23** new members  
**£1,464** memberships are paid for by Standing Order, this is slowly increasing.

In 2020, January Rounds were not affected by the COVID-19 pandemic. However, due to lockdown the May/June collections were mainly delayed and only finished by October, although a couple of small amounts, £30, are still outstanding. A plus is that some members did volunteer to pay by standing order.

Most of the new members were recruited in January/February. There are still some January collections to complete due to lockdown. I am also fully aware there are many new villagers to be signed up for membership, but have felt it is not possible/legal to ask the collectors to knock on doors during this pandemic. Hopefully we can begin a recruitment drive in May/June.

In 2021, the HCCC Honorary Treasurer is ensuring we are compliant with all current legislation regarding the running and management of the 200 Club. After the mid-year collection, a prize money review is to be undertaken.

My thanks to the collectors for all their help and ongoing support, it is very challenging to collect in the monies.

***d) Events Committee (Lauren DeBanks, Sub-Committee Chair)***

We’re back!  
  
Obviously with the trials of the past year the Events Committee would have been rather redundant regardless of the historical issues that led to a reduction in events prior to last March’s lock down. With all that now behind us and a positive outlook and hopefully irreversible relaxation of  
restrictions, we as a committee are now able to put our heads together and plan for the months ahead.

We have therefore discussed and pencilled out some ideas and rough dates for a number of events over the coming months to see us through to the end of the year when we hope to celebrate with the traditional Christmas Draw.

Our first event will begin in May (details to be advertised soon if not already by the time of this AGM) and we look to hold an event every month with the exception of July and August, in order to make way for the Church fete and School Fayre should they go ahead and also for us all to enjoy a well-deserved holiday.

We will start afresh from September and look forward to building the success we had previously and beyond. Our goal has always very much been about bringing the community together and celebrating the assets of the Community Council and we very much hope to continue with this mantra.

We therefore look forward to welcoming you all at an event near you very soon and building up the great social hub we know that the two villages can provide.

Finally, as always, we are forever keen to recruit volunteers to help at events and take on ideas so if you have anything to offer, please let us know!

***e) Woodland Group (Mark Smith, Sub-Committee Chair)***   
  
The first working party of January 2020 saw the largest number of volunteers yet, with a dozen people. These kind of numbers are now regularly occurring - well done to all who give their time.

Contract work was carried out on the large oaks around the car park to remove dead wood, lift canopy height and reduce canopies to healthy growth.

February, we hired a chipper and dealt with a large amount of brush wood, some of which included arisings from storm Dennis, which also left a split hanging branch over the power line at the car park entrance. I was able to get a contractor to deal with this immediately.

We dealt with some dead and potentially dangerous trees in March and also cut and split firewood thanks to Ian Bryce’s tractor mounted log splitter. Another volunteer, Trevor Martin was hand splitting, pretty much like a second machine! We sold some loads of wood on the day, making a small sum for the community council.

When we began again in September, we again had a dozen volunteers give their time. We did quite a lot of canopy lifting through the paths to keep them clear. We also removed a large dead elm that had fallen into the pond and continued with the ever necessary removal of small self down sycamores.

October we hired in a chipper again and chipped a lot of brushwood, the chip being spread on the paths as we produced it. A group cleared back vegetation and leaves/debris along the roadside path, this accumulates rapidly during the year and they did an excellent job!

I felled a Hawthorne on the roadside that had been struck and badly damaged by a vehicle and also felled two dead elms that were in danger of falling into gardens.

Our November event was cancelled due to covid.

In December we did some cutting back of vegetation around the pond and along the small tarmac path near the bungalows in Timperleys. We also cleared a couple of routes into areas where a cherry picker was needed to tackle dangerous/over-hanging trees.

Work was carried out on the trees bordering Timperleys with a 14m cherry picker and another contractor completed the work along the roadside with traffic management and a 26m cherry picker. This work produced a large amount of timber and our March working party saw a great deal of cutting, moving and splitting of timber, as well as dragging and stacking of brushwood.

This then leads to an extraordinary working party on the 18 of April to clear the rest of the timber. After that we will begin again in September 2021.

An enormous amount has been achieved in the last year or two and the woodland is looking good, both from an amenity point of view and ecologically. I hope to concentrate on improving the pond further and making the woodland safer and increasing canopy cover with native species.

A massive thank you to all who have volunteered.

***f) Hintlesham & Chattisham Playing Fields  
(Richard DeBanks, SubCommittee Chair)***

In 2020, Although the Hintlesham and Chattisham Play Areas had to be closed at certain times over the year, we were happy to see some football on the pitch and playing on the play areas and field. A new contract for the cutting and maintenance of the field was awarded and we saw the benefit of having a local expert maintaining the two areas. After several years of neglect repairs were undertaken to the fencing between the PF and the Old Rectory. Other less major repairs were undertaken and the general look and feel of the PF continues to improve.

In this year’s plans, we are pleased to announce that, with representatives from the Parish Council, we have been able to secure the funding necessary to resurface the Hintlesham Play Area and add 3 pieces of Adult Exercise equipment to Hintlesham PF, as part of this work we will redistribute the bark from Hintlesham PF to Chattisham and continue the improvements started there last year. It is anticipated that this work will be done in May, there will be a short closure period for safety purposes, we would have like to have got it done during lockdown but funds were not fully in place. Unfortunately we still do not have a permanent football team but there are matches being played through April and May..

I would like to thank all those who have helped with the work during a difficult year

***g) Hall Environs (Jane Whyman, Sub-Committee Chair)***

The period of this report spans the Covid 19 pandemic, but members of the Hall Environments Group were able to safely hold three committee meetings. Five working parties took place, and a number of improvements can now be seen around the hall. Thanks are recorded to all who helped with these projects, in small groups, or as individuals. Updates have been placed on social media platforms and in the village link, and it has been heartening to receive positive feedback about the work done so far, and several residents have kindly offered to help with future projects.

At the beginning of the year, the bulbs planted by the school children provided a lovely colourful display in front of the hall and in the planters. Another dry summer followed, which meant regular watering of the shrubs and trees to keep them alive and the grass was mown as necessary. Two of the new trees suffered sawfly and caterpillar attack, but remedial action was taken, and they survived. An outside tap was installed, which will make watering easier; and a hose-reel purchased.

Late summer saw the removal of the redundant play equipment by the hall car park. The old wooden structures had been classified as non-compliant and unsafe and it had been agreed that these should be dismantled. This was a heavy job but well executed by a small group of capable individuals. The materials have been stored away to be re-used and recycled. This area will be re-purposed and made good, and consideration is being given as to how this may be achieved.

In autumn, the area by the double doors was re-surfaced. Existing material was scraped back and weed-suppressing membrane put down before spreading fresh gravel on top. Gravel boards and posts were set into the surrounding area to define the space and prevent vehicles driving over the grass. Further posts were installed in February 2021, adjacent to Timperley Road, to finish of this section and define the car park entrance more clearly. Extra grass seed was spread in the bare areas.

The Hall Environments Committee will continue to work alongside other hall groups to support future initiatives and keep the areas around the hall maintained to a good standard. Thank you again to everyone who had helped us out.

**6 - Reports from Village Organisations**

1. ***Parish Council (David Marsh, Chairman)***

Since the last report in 2019 the advent of the Covid 19 Pandemic in February of 2020 has affected all of us both personally and in the way the PC has been able to operate. We began to hold virtual meetings in April and these have proven to be successful on the whole. During these meetings the PC has been able to discuss and act on matters that concern our two villages almost as normal.

In 2019 Haydon Wilding took over the responsibility for the village website and has made significant progress in improving it both in content and appearance. Likewise Gerald Main took over the editorship of the Link in January with similar results. My thanks to both.

Both our Suffolk County Councillor, Christopher Hudson and our Babergh District Councillor Dave Busby have, as ever provide valuable help and support in relaying our views back their respective organisations

Another welcome addition to the village after much perseverance and discussion with Suffolk Highways was, at long last the introduction of a Vehicle Activated Speed Sign. This sign moved between two sites on George Street and one on Silver Hill, and shortly another on George Street, has given us valuable data on vehicles speeds and volumes, as well as having a beneficial effect in increasing the number of motorists obeying the 30mph speed limit. Special thanks should go to our Suffolk County Councillor Christopher Hudson who provided a large proportion of the funding for it from his locality budget and Parish Councillor Les Cole who maintains and moves it.

The working party between the Parish and Community Councils to look at ways of improving the play area on the Hintlesham playing field mentioned in my last report has been able despite the various lockdowns been able to make much progress. So much so that work is now scheduled to start in May on installing a much more user friendly all weather soft surface designed to minimise the risk of potential injury around the various items of play equipment and in addition new adult exercise equipment will be installed adjacent to it. Whilst both councils have contributed to the cost, grateful thanks should also be given to both Babergh District Council and Councillor Hudson for substantial contributions from their CIL Community and Locality budgets respectively. Without this help, this beneficial project would not be happening.

This will be my last report as I will be stepping down both as Chair and councillor at the end of this month. I’d like to take this opportunity to thank my fellow councillors and our outgoing Clerk Jo Brown for their help and support, in what has been an difficult but busy time for us all and in closing welcome our new Clerk Tamsin Pearce and I know that the PC will continue in their efforts to help and improve our two much loved villages. Thank you and good luck.

***b) MUGA Report (Andrew Bryce, Chairman)***

The MUGA court was closed for many months in the last year, however on the 29th March 2021, we were thrilled to open the court again with many slots already pre-booked. The court was deep cleaned and maintenance was carried out ahead of this by the MUGA team. Throughout the pandemic, we followed Government advice, restricting access to team sports at times and finally closing the facility fully in January 2021. Thankfully, we received a government grant to cover our operational costs while we lost our rental revenue from team sports.

Over the last year, we have made improvements to the MUGA facility including extending the tarmac around the entrance to the court, installing benches, bins and boot cleaners. We have plans for further improvements to the facility including new football goals, better signage and other exciting ideas. Also key is that we are increasing our engagement with the teams that book the court on a regular basis to provide the income that supports the maintenance of the facility.

***c) Bowls Report (Frank Wilkin, Chairman)***

How things can quickly change. The beginning of March 2020 we were having a great season sitting 2nd in the league with one game to play, a great effort considering we have only a small group of players.

Then covid struck, the season being void. Since then we have had a few club nights following the covid rules when permitted.  It is difficult to see when we will get back to playing any matches against other teams but the important thing is to keep our club going in these times. When things get back to some kind of normality it would be great if we could see some new faces from the village giving carpet bowls a try. It really is a game for all ages. I am sure you will enjoy yourselves.

***d) Hintlesham and Chattisham Parochial Church Council Report   
(Jenny Cox, Council Member)***

I expected to report that nothing happened because of Covid 19, but I can report that your church community was very active during last year. The PCC met in January and held its AGM in October, slightly later than usual and has zoomed twice since then. There are 3 lay elders and 2 others with a pastoral role, there are 4 churchwardens.

* A telephone tree was organised with 100 people receiving calls and offers of help. A Whatsapp group was set up to keep young families in touch and they made Easter gardens, grew sunflowers and shared Posadas – sharing their efforts on-line.
* Palm crosses were delivered to church members at Easter.
* The Rural Coffee Caravan was well supported on its several visits to both villages, as well as coffee, they distributed cut flowers and bulbs to grow on.
* An on-line plant sale was held and together with a book stall on Bike Ride day raised funds for the Friends of the Churches.

These funds will help towards building work at both buildings. At St. Nicholas an accessible entrance will be created. At All Saints they are nearly ready to publish their plans.

Through the whole year Rev, Jackson Crompton-Battersby led Benefice services on You Tube, led in person services, when they were allowed, visited people in their gardens and won an award!

Both churches are open for private prayer and services

***e) Tuesday Circle Report (Chris Banyard, Chair)***

We met for three months at the beginning of the year, the last time was the 3rd March just before the first lock down. We are intending to meet again on Thursday June 24th at the Community Hall, for a cream tea, and then each month on the first Thursday.

We have had to change our meeting night to Thursdays because of the availability of the Hall and we are hoping to have speakers as usual.We now have 34 members from Hintlesham, Chattisham, Hadleigh and Ipswich.

1. ***Hintlesham & Chattisham C of E Primary School   
    (Mrs Debbie Jackson, Headteacher)***

This last year has certainly been rather different at Hintlesham and Chattisham Church of England Primary School. We have been on an intensive journey to provide the very best Remote Learning experience possible for our children while on lockdown. We have learnt from and continued to develop, the way in which we delivered our package of learning, while incorporating the latest technologies to deliver a bespoke experience. The staff have worked to deliver a full curriculum, provide timely and informative feedback, and to ultimately move the learning of the children forward. This was while maintaining our vulnerable (key worker) provision in school for all children and families that needed it.

We could not have managed this without the support from the many families that we are lucky enough to have as part of our school community. Our youngest children needed someone beside them to be able to access all aspects of their Remote Learning, while the oldest called upon parents to consider ideas and aspects of the curriculum that they had not encountered for many years! Simplifying fractions was a super example of this… I am sure there was an audible sigh across the local area when the Class 4 teacher mentioned that they would continue with this topic on their return to school! We have heard stories of grandparents listening to books being read over zoom and parents juggling their own working day arrangements to work alongside their children at the same table in order to be on hand when required. We had work submitted at all hours of the day and night, including many pieces at the weekends, while parents did their best to encourage and support their children.

We have tried to make Remote Learning as much fun as possible. An example of this was World Book Day where we invited a local author to hold a virtual meeting with the whole school to talk about life as an author as well as about her books. This certainly inspired many of the children. Other activities across the school included designing a board game about books, writing questions to answer about books, quizzes, dressing up, jam-jar competition, retelling stories, book bingo and creating pop-up books. We definitely kept them all busy!

On the 8th March 2021, all children returned to school after what we hope will be the final lockdown. It has certainly been wonderful to hear the school filled with laughter and excitement once more. Since then, we have been working to re-establish routines, assess where the children are while finding out what gaps there might be, as well as squeezing in as much learning as possible.

Looking forward to the year ahead, like you all, we are hoping that soon some normality may return and we can recommence all of the extra activities and practices that are usually part of our school life. We can’t wait to have our volunteers back in, to sing once in school once again and to start to take part in the community activities that we miss so much.

1. ***Gardening Club (Cathy Leney, Committee Member and Show Organiser)***

As with all organisations and groups 2020 was a very quiet year for the Gardening Club. Little did we know at our annual lunch last February that we were attending our one and only event of the year. Both Shows and the garden trip were subsequently cancelled.

Mary Williams and Margaret Langton kindly organised the seed buying scheme with Kings Seeds of Coggeshall just before Christmas. Multiple orders from the community meant that all were able to take advantage of the 50% discount on seed costs.

Looking forward we have already had to cancel our Spring Show but hope that the Autumn Show in September will go ahead in some form. Details and schedules will be published in the Village Link as usual.

1. ***The Link (Gerald Main & Team)***

During the past year, despite the challenges of the Pandemic and the Editor’s ill health, Gerald and his team, including contributors, distributors and Printing for Pleasure, produced 12 monthly editions of the Link. It was delivered to around 400 homes in Hintlesham and Chattisham, and to the school, by the ever-reliable delivery team.

1. ***Website, (Haydon Wilding, Webmaster)***

Having taken over the website updates following moving into the village in August 2019, I have made a significant improvement to the overall look and feel of the website.

The use of a web accessibility tool has been used on every page to make sure that the site is compliant for use to people with eyesight issues and can be read by specialist software. We were one of the first Parish websites to complete this task as requested by One Suffolk.

The start up covid-19 brought the community together and a special Covid-19 page was created to provide a place the community to go to for up-to-date information on local issues. A group was formed of residents who were willing to assist and support those in need of help, whatever reason. Updates from local services were posted too.

The villages have been served by two websites for a while, one for the parish Council and one for the Community Council, and it was proposed by myself and agreed to merge into one main community website. I have been working on this over the last 4 months, and we are officially merging at this AGM. This makes it so much easier for the community to go to one website to get all the local information. This will be grown over the coming months as we ease out of lockdown. If you haven’t looked lately then do take a look at the website here: <http://hintleshamandchattisham.onesuffolk.net/>

1. ***Hall Lunch (Stephanie Coupland)***

Due to the Covid Pandemic there has been NO Hall Lunch over the past Year. It is hoped to start again once the Government guidelines allows us.

**Election of the Officers of the Community Council**

a) Nomination for Chairman

Tym Moore Nominated by D. E. Moore

Seconded by J.E. Fish

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

b) Nomination for Vice Chairman

Eileen Damant Nominated by Glen Avis Seconded by Elizabeth Avis

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

c) Nomination for Secretary

Linda Jones Nominated by A.K Martin

Seconded by Ben Cox

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

d) Nomination of Treasurer

Liz Stones Nominated by Margaret Engel

Seconded by Nick McElroy

There being no other nominations, Liz Stone was elected unopposed

1. **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**

There being no further nominations and the present Representatives being willing to stand, they were appointed unopposed.

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

There were no further nominations for inclusion.

1. **Election of the Executive Committee**

Debbie Archer Nominated by Rachael Hobbs  
 Seconded by Margaret Langton  
Michaela Debenham Nominated by John Robinson  
 Seconded by S.J.Coupland  
Caroline McElroy Nominated by Liz Stones  
 Seconded by Thomas Emmerson  
Cristiana Velloso Langton Nominated by Sandra De Banks  
 Seconded by Lauren De Banks  
Haydon Wilding Nominate by Glenyce Rogers  
 Seconded by Stephen Lee

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

**Any Other Business**

1. Committee member Caroline McElroy advised the meeting that this year would be her last year on the committee, after ten years in office. The Chairman thanked her for the work she had done in that time and for giving the Committee a year to find a replacement member.
2. John Whyman made special mention of the hard work generously done by the Social Club Committee over the past year. It had been an especially busy year both because of and in spite of the Covid restrictions and he appreciated the support the committee had given. The HCCC Chairman also thanked John for his work as Chairman of the Social Club which was an important revenue earner for the HCCC.
3. Jane Whyman advised that there would be a working party for Hall Environs on the coming Thursday, when further works on the car park were planned.
4. The Chairman wished to thank the Main family who were currently producing The Link. Jean and the family had taken over the work from Gerald after his stroke and the community was extremely grateful to them, particularly in such a distressing situation. Gerald was now understood to be in stroke rehabilitation and the HCCC and those present sent their very best wishes for his recovery.
5. Special mention was also made of Debbie Archer, who unfortunately could not be present. Debbie, who had retired from nursing, had generously volunteered for the NHS and was currently working in the vaccination campaign. Well done Debbie!!

There being no further business, the meeting closed at 8.40pm