

**MINUTES**  
**MEETING OF THE HALF YEAR OPEN MEETING OF EXECUTIVE**  
**COMMITTEE**  
**OF THE COMMUNITY COUNCIL,**  
**TO BE HELD TUESDAY 4<sup>TH</sup> NOVEMBER 2025, AT 7:00 PM**  
**IN THE MEETING ROOM, COMMUNITY HALL**

**Attendees: RS, JH, SL, LDB, RDB, MM, JC, DA, KK**

**Members of the public: Mark Smith, Stephanie Coupland, Phil Dibbin**

**1. Apologies for absence**

Chris Banyard

**2. Welcome and introduction to Non-Community Council attendees**

Robert shared how he had not been involved much due to ill health but he was in a position to chair.

**3. Minutes of the Meeting of 25<sup>th</sup> September 2025 and matters arising**

The minutes of the previous meeting were agreed and signed and there were no matters arising.

**4. Combined Meeting: Sub-Committee/Working Party reports:**

**a. Events Committee (Lauren)**

**LDB:** We have had a very successful year, with many well attended events. We continue to make a steady profit, enabling us to further fund future events and try different things. Ginette Cook is now fully on board as our new treasurer, so thank you her for her hard work - and sorting out my disorganised state!

We recently had a Food Standards Hygiene check and I am proud to say, we received 5 stars – well done team for that too.

We continue to work well alongside the SC, although some of us have over-lapping duties, and the well-stocked bar and volunteers that support are always appreciated at the events.

As always, we are open to suggestions and feedback of things we can do, so please let us know.

**b. Hall Enviros Working Party (Jane)**

**JaW:** Nothing to report

**c. Hall Management (Richard)**

**RDB: Additions/Maintenance:**

- Replacement chairs from Ipswich Town are a welcome addition

- The IT updates continue to be added, as can be seen from the recent Halloween event where we had Karaoke / Disco in the Hall and Meeting Room simultaneously with music playing in the Bar Area.
- Hall Blinds have been replaced and are now a subtler grey to match the décor.
- A new container has been purchased and this allows us to store excess furniture etc or items after an event, rather than overloading the building.
- All Maintenance/Servicing activities have been completed in line with plans.

#### **Hires**

- Hires continue to increase with numerous new hires since the AGM, including AFM Church on a Sunday and 121 mentoring on a Thursday as recurring hires and an increase on parties etc help to generate a revenue increase over the last 6 months.

#### **d. Hintlesham & Chattisham Playing Field Committee (Richard)**

#### **RDB:**

##### Hintlesham

- Good usage of the field through the summer with two football teams using the pitch for friendlies and the play area had its usual high usage by families and children.
- The new team this year is Brook Hall Rovers U18 who play on a Saturday; there has been an issue with incorrect use of weed killer but we have to await the spring for it to be resolved
- Maria's Keep Fit has been well supported, various youth football teams, with children from the village, have used the pitch/green space over the last few months.
- The Hut continues to be used for football and the odd birthday. While the play area has had some repairs but the fence around the outside is showing signs of needing repair/replacement.

##### Projects

- Issues with potholes on parking area have led to us getting prices for repair – **Ongoing.**

##### Chattisham

- Trevor Martin continues to provide cutting for the grass area.
- Cris VL is generating support for working parties to help improve the facility
- The hedge is still an issue but we await the spring to ascertain next steps.

#### **e. Woodland Working Party (Mark)**

**MS:** Nothing to report

#### **f. Monthly Draw (Liz)**

**LS:** Nothing to report – the draw has still been signed off periodically by **SL** and **RS**.

#### **g. Social Club (Jim)**

**JH:** Social club membership remains strong and we continue to see new faces joining the club. We rely on a few key volunteers with opening the bar and would like to see some more of the members volunteer as it's the only way to keep our prices low to benefit everyone.

Sunday lunchtime continues to be where we struggle most, between 12-3pm. It would seem that people would prefer a later drink on a Sunday, rather than a quick couple of pints before Sunday roast!! We will monitor this and if we continue to struggle every week for a volunteer then we might move the opening time to 3pm on Sundays.

#### **h. MUGA (Phil)**

**PD:** No change

##### **i. Any other updates**

**SL** shared an update about securing the deeds and that applications had been completed and received and that we have to wait for the process to be completed. This takes around 16 weeks so we just need to wait. RS added that this was all four properties – hall, playing field, church belt (woodland) and Chattisham Playing Field.

## **5. Financial Review**

**SL** summarised the finance report.

## **6. Funding approval request review**

Container costs have been approved via email prior to the meeting. Hall blinds have now been paid for.

## **7. Major Project Review & Discussion**

**SL:** Summarised where we are so far. There was a delay due to needing an ecological survey. This has now been done and planning is now live with the council. We had a meeting with the CIL funding group at the council and they were very supportive of what we are doing.

Further funding is only applicable for applications once we have planning permission. There are a number of funds out there that we can apply for. The CIL group will also help with us finding grants and funding support.

Once we are sure of planning permission, we will then go out to tender to get a cost for the build. The architect has to enhance the drawings for this and write a performance spec. We will approach four companies for a sealed bid. Once we have all four the committee will get together and discuss.

**SC** added that **JW** would be aware of the Lord Belstead Trust as they helped with the funding for the MUGA.

**Non-Community Council attendees were asked to leave at this point**

## **8. Action Point Review**

Events bank account –

**LDB:** Events bank account – It has proven virtually impossible to find a separate bank account for the Events committee to use. **SL** had suggested that the MUGA account could be used for this. The MUGA committee have since requested back the £5000 that the CC hold. **DA** said that the MUGA committee were happy to keep the money in a separate account. **SL** asked the question as to what happens with the accounts. It was agreed that the CC should have oversight of the accounts – **SL** agreed to contact **PD** to discuss. **JH** asked about what money was passed back to CC. **SL** confirmed that it would be utilities. **JH** asked if it should not be more. **DA** added that the money was needed to upkeep and maintain the MUGA. **SL** confirmed that the CC do own the MUGA. **SL** proposed that a minute from the next meeting would be needed as well as over sight of the accounts annually. It was agreed that further conversations would be needed before a full decision could be reached and that **SL** and **PD** would discuss and update.

Hall hire cost review –

**LDB** explained she had done some research into hall hire costs of comparable halls. At first glance, it is clear that our hall is cheaper than most if not all other halls. The document LDB had produced was to be circulated and a smaller working party consisting of **JH**, **RDB**, **LDB**, **MM** and **SL** would be formed in order to decide on the best course of action and propose to the rest of the Community Council at January's meeting.

Woodland Working Party risk assessment signed by volunteers –

**MS** said this had not yet happened as he wasn't at the last meet but that it would happen at the next one.

Precept bid to PC –

**SL** said that this had not yet been done and that **LDB** and himself would meet after this meeting and write the letter to the PC.

Security lights review –

**SL** said that this was in the initial stages and would happen over the winter.

Car Park resurfacing –

**RDB** said that he had not yet received any further quotes.

Meeting room decoration –

**LDB** suggested that this is now postponed until the extension work. It was agreed but felt a touch up of the worst areas should be carried out. **LDB** agreed to form a small working party to get this done in the next couple of months and also to find someone to put trunking on all of the exposed wiring.

Website –

**LDB** shared the website so far. Some feedback was given for additional details that needed to be added before we could go live, such as information about the playing field and MUGA, but it was still felt a launch date of January was possible. It was also agreed that once up and running we would ask the PC to remove detail from their website and just signpost visitors between the two sites.

## 9. Policy and Risk Assessment review

**LDB** said she had now rewritten and written all policies that are recommended for a village hall. These would be emailed to the committee for approval and then added to the website.

**LDB** agreed to look at risk assessments that are required and sort these as soon as possible.

**Policies to be agreed are:**

Health and Safety  
Safeguarding  
Equality, diversity and inclusion  
Complaints  
Staffing and Volunteers  
CCTV  
GDPR  
Booking  
Conditions of Hire

**10. Meeting dates all at 7pm**

<b>22<sup>nd</sup> January 2026</b>	<b>Exec and HOC</b>
<b>19<sup>th</sup> March 2026</b>	<b>Exec and HOC</b>
<b>23<sup>rd</sup> April 2026</b>	<b>AGM</b>
<b>14<sup>th</sup> May 2026</b>	<b>Exec and HOC</b>
<b>16<sup>th</sup> July 2026</b>	<b>Exec and HOC</b>
<b>24<sup>th</sup> September 2026</b>	<b>Exec and HOC</b>
<b>5<sup>th</sup> November 2026</b>	<b>Half Year Open Meeting</b>
<b>21<sup>st</sup> January 2027</b>	

**11. Any Other Business**

**LDB:** Peter King leaving gift. Agreed at £100, **DA** will arrange. Sharron had fractured her wrist whilst working on site. She has weak wrists anyway but in needs recording as an accident on site. Also, the hut window is currently broken. **SL** and **RDB** to investigate.

**DA:** The postcode on Google is wrong, this had been actioned but takes time to take effect.

**Meeting close**  
**20:46**