

BRANDESTON VILLAGE HALL MANAGEMENT COMMITTEE

MEETING

13th January, 2011

Venue: Brandeston Village Hall Meeting Room

Present: Darryl Morgan – Chairman; Sue Thurlow – Secretary; Frank Eyles – Treasurer; ; Cara Duffy - Bookings Manager;

Apologies: Kathy Churchill – PC representative; Mary Baker – PCC representative; Fred Mugleston – Maintenance Manager; Peter Thurlow – Communications; Helen Fletcher

Minutes of last meeting (30.09.10) - These were agreed as being a true record and signed by the Chairman

Chairman's Report

The Underdown's donation - John Garratt will be moving this shortly with the help of Edwin Stearn.

Kitchen Inventory - this was done in October, replacements ordered and now delivered.

Fridge thermometer - lunch club to buy one if they think it necessary.

Dishwasher – following DM's report re. options he visited a supplier in Essex with ST. The best option viewed was a 13 amp machine with a 2 minutes wash cycle with a capacity of 20 plates or 30 cups/glasses at a time. Total costs including the machine and adjustable plinth, pump, water softener etc. + plumbing estimated at £1,700 + VAT. It was agreed that the dishwasher costs of £1240 this should be purchased and that the 100+ money held by the parish council should be used. DM to contact Mark Hounsell to organise this. The lunch club have requested an additional plate tray. **ACTION DM**

DM has contacted a plumber re. installation and will follow this though. The costs will be approx. £200 + parts (another £100). The electrical costs will be approx. £100 + parts. All agreed that these costs should be met from the hall funds.

DM to order hand washing basin to be mounted on the wall above the dishwasher.

ACTION DM

DM has received an email from Mary Mitson-Woods re. redesigning the layout of the kitchen. Following discussion it was agreed to note these comments, but currently the units etc. are in good condition and it was not considered to be a priority to fund this at the moment. However, work needs to be done on the working surface around the sink area which will be looked into. DM to contact Mary.

ACTION DM

Charity Commission – their website has been updated following changes in committee members at the AGM.

Secretary's Report

Trust Deed Signatures - The 2010/2011 document was signed by those present and will be completed at the next meeting.

ACTION ST

Management Committee Duty Record – Sue reported that this had been updated in date order with some changes agreed by all. This to be circulated to all.

ACTION ST

Key holders register - updated and to be circulated to all.

ACTION ST

Treasurer's report

FE reported that we now have 2 accounts – the current account and the savings account at Scottish Widows. Total balance at 31st December, 2010 stands at £37,434.47 - financial statement attached.

Depreciation on the building will continue to be included in the accounts which will consequently record a loss over the year. However, this is only a paper loss and we are running at a profit. In financial terms the inclusion demonstrates responsible management. The depreciation on the fixtures and fittings (20% for 5 years) has now been written off.

Electricity charges – after investigation by FE we have been offered a business electricity plan 2 which means that we would have a fixed rate for 2 years which is better than the one originally offered. All agreed that FE should go ahead with this.

ACTION FE

Re. bookings FE highlighted disappointment that a fund raising event (the Christmas dance) lost money. DM/CD agreed to speak to Chris Bays re. future organisation of this event.

ACTION DM/CD

The bank has eventually returned the copy of the Trust Deed which is now held on file.

Bookings

Cara reported that bookings were progressing satisfactory with £1,400 booked for 2011 already.

Fees to be reviewed at our March meeting and CD asked to consider whether increases should be made. No increase was made for the 2010 year. **ACTION CD**

Weddings – CD has had two approaches for hiring the hall for weddings. She had met both couples and it was agreed that if she vetted the hirer and she is satisfied then the booking should go ahead. **ACTION CD**

Key safe – CD suggested that this could not be a workable option without a light suitably situated so that it could be used at night. DM agreed to speak to Aaron. **ACTION DM**

The ballet classes are going well and it is possible that she may wish to move her Earl Soham class to our hall.

Also other bookings coming in from Brandeston Hall School.

Cleaning – all working well with Pat. CD to give her a copy of the bookings **ACTION CD**

Heating now operating well.

Maintenance Report.

Entrance light – estimate requested and the site has been visited, but the quote is still awaited. **ACTION FM**

Drive tarmac – no further progress. **ACTION FM**

Security lights – fault being looked at by Aaron.

Oil tank filled with invoice not received yet. Other purchases – 2 x fuel tank monitoring batteries, emergency exit light tubes.

Communications Report

Camcorder – no further progress. **ACTION PT**

The next edition of *The Brandeston* will be at the end of this month. All news welcomed.

Play Space Levy

Helen has been unable to progress this and will report at the next meeting. Agreed to visit local sites at Kettleburgh and Easton to help assess our needs. **ACTION HF**

Events

DM concerned that last year we had some large events and this year nothing organised apart from the fete where it may be difficult to achieve the huge amount raised in 2010. We could be £2,000 down on fund raising. . After discussion the following was agreed:

Quiz night and sausage supper – Sat. 12th Feb. to be organised by ST & PT

Beetle Dive – Sat. 9th April to be organised by FE.

Musical Evening – CD to organise with her brother in law sometime this spring.

2011 Fete - date agreed at 18th June.

Horkey – 8th October – ST

Bonfire Night – 5th Nov. – ST

Murder Mystery - ??? – PT

Southwold trip – December 3rd – Pat Morgan

Self Defence – Windy Miller has offered to run a ladies self defence evening – Cara to look at dates and contact him.

ACTION CD

Eastern Angles – missed 2011 calendar but DM has contacted them to offer to fill any gap if a village cancels. Mary Baker to organise in 2012.

100+ Club

DM to update distribution list and application. ST to ask Stewart Goldie-Morrison to print as in 2010. All to be done in March.

ACTION DM/ST

Any Other Business

Sue reported that there had been a few enquiries re. the possibility of organising a heating oil syndicate. Anglian Farmers (farming co-operative who supply village halls) were contacted but as their best price for over 2,000 lts was more expensive than the best price for max. level of 700 lts. from Total Butler. So no further action.

Date of next meeting

Thursday, 24th March, 2011 at 7.30 p.m

**Bank
Reconciliation
December 31st
2010**

Opening Balances	C/a	£6,190.33
	Deposit A/cs	£5,454.31
		£25,058.30
	Cash	£117.07
		£36,820.01
Add banked		£1,391.95
		£38,211.96
Less Exp		£777.49
Balance		£37,434.47
	C/a	£12,376.17
	Scot Wid	£25,058.30
Balance		£37,434.47

SRT/20.01.11.