

BRANDESTON VILLAGE HALL MANAGEMENT COMMITTEE

MEETING

23rd June,, 2011

Venue: Brandeston Village Hall Meeting Room

Present: Darryl Morgan – Chairman; Sue Thurlow – Secretary; Frank Eyles – Treasurer; ; Cara Duffy - Bookings Manager; Mary Baker – PCC representative; Fred Mugleston – Maintenance Manager; Peter Thurlow – Communications; Helen Fletcher Kathy Churchill – PC representative;

Minutes of last meeting (24.03.11.) - These were agreed as being a true record and signed by the Chairman

Chairman's Report

The Underdowns' sun dial - in place and set to GMT. ST to write to John G and Edwin Stearn to thank them for erecting it. **ACTION ST**

Dishwasher – still no bill from Aaron – all agreed we must pay for the parts used. Darryl to remind him. The instructions are not being followed properly and water is being left in the machine. If this occurs again DM will write to remind people to follow the instructions fully. Also to copy committee. **ACTION DM**

100+ Club - a record no. of members this year at 140. Also more standing orders which makes it easier for next year. ST to write to Mark Hounsell to thank him for his continued assistance. **ACTION ST**

Sound Limiter - Fred has now cleaned this so it will operate properly.

Key safe - now that we will be operating full time on the key safe after a successful trial period, it was agreed that the alarm should be turned off to avoid problems of resetting etc. Fred agreed to do this. It has been confirmed that this will not affect the insurance cover we currently have on our policy. **ACTION FM**

It was also agreed to put a storeroom key into the key safe. **ACTION ST**

Regarding the deadlocks on the meeting room and kitchen passage doors - as they are main fire doors they should be unlocked and kept on the Yale lock or have a key available to unlock them. It was agreed that the key should be kept in the locks themselves on a chain attached to the door so that they did not get lost. Then the key would always be available to unlock if necessary. Fred to organise this. **ACTION FM**

Parish meeting – Darryl reported that he had presented an interim report on the village hall at the annual parish meeting in May.

Darryl then announced that he would be stepping down from the chairmanship after the 2011/2012 financial year. He will have then completed 5 years as chairman and feels that it will be time for someone with new ideas to take over. Perhaps after a break of a couple of years he would be willing to serve on the committee in another role but after agreeing to do the chairman's role for 2 years he feels that 5 years is enough. We need to think of a replacement as well as encouraging other people to join the committee.

Secretary's Report

Trust deed – Kathy signed the deed so this is now completed for the year.

Sporting grant - this grant may or may not be available to fund sporting activities to celebrate Olympics year. SCDC will contact me after their meeting in August when they will be discussing finance. If I don't hear I will call them. Lucy Lea, who found out about this grant, has been emailed to keep her informed. **ACTION ST**

Treasurer's report

FE reported that the figures for this financial year still look very positive – spreadsheet attached to these minutes. The interest rates on our accounts are holding their own.

Helen asked the reason for holding £35,299 in the bank. This was originally set aside for depreciation of the building which was the way that the first treasurer wished to set out the accounts. When Frank took over he did not think this method of accounting procedure was necessary so this money will now be our building repairs fund or for other hall projects/ improvements thought necessary. Darryl said that fund raising was still going on because it has a dual purpose – to ensure that we at least break even at the end of the financial year, but more importantly, for social reasons to keep Brandeston an active and interesting place to live and for people, who may not come into contact with one another on a day to day basis, to feel part of the community. The hall being new doesn't need much maintenance but this will change.

Darryl asked Frank to prepare an analysis for the AGM in November showing the income (fees) vs. expenditure - itemizing separately fundraising and contributions to the hall from the village clubs which do not pay a hall fee. **ACTION FE**

Bookings

Cara reported that bookings were progressing satisfactory with the year to date figure standing at 63 bookings amounting to £3,968. The whole year 2009/2010 was £5,300.

Zumba classes have started and are very popular with 30+ people attending.

Hire Charges - the fee structure agreed at the last meeting was found to be inconsistent and a bit out of line with halls in the area (comparative fee charges obtained from Hacheston village hall) and adjustment was made to the hourly rates so that we did not become uncompetitive. These will operate from 1st July, 2011. It was agreed that Cara could negotiate if she felt that we were likely to lose a booking because of the already published increased rates.

Darryl to update fee structure for website and hall notice board as well as a copy to attach to these minutes. **ACTION DM**

Sound system – comments have been received about the complexity of our system. Darryl to speak to the supplier to see if a simpler system could be put in place. **ACTION DM**

Maintenance Report.

Entrance light – Aaron has agreed to do this but we still need to get a trench dug. Fred to ask him if he can arrange for a digger. **ACTION FM**

Drive tarmac – DM agreed to investigate funding from “Awards for All”. **ACTION DM**

Clippings in the ditch – Mary agreed to progress this. **ACTION MB**

Emergency lights – they need some attention. Fred to ask Aaron. **ACTION FM**

Painting of the exterior boarding etc. - 5 quotes have been received varying from £2,500 to £5,400. It was agreed to go with the cheapest quote from Mark Ungles who is prepared to do the work from a ladder. Other quotes did include scaffolding which obviously increased the quotes considerably. Questions to put to Mark – what paint type has been quoted for, should the barge boards have Silignum, is it a fixed price, could he clean the clock tower.

Entrance gates – these need attention (cleaning and painting), but this could be done at the next “clean up” day.

Darryl recorded that an email has been received from Nick Hayward reporting that the storeroom was left unlocked and that one of the French doors onto the terrace had not been closed properly. Fred agreed to look at improved fixings. **ACTION FM**

Communications Report

Peter reported that the next edition of *The Brandeston* is due in July so again a request for news items please. **ACTION ALL**

Play Space Levy

Helen reported that replacement bark / replacement for more modern adventure items etc. in the children’s play area could be funded by the Play Space Levy when they need attention, but must be agreed before the work starts. Also there is a need for things for older children.

The committee has had a request from the Petanque team – who now play in the Suffolk Petanque league on the village hall car park - to build a double piste on the playing field. Helen reported that she has enquired whether the Play Space Levy could help to fund this but was told that the application should be made to the SCDC sports fund. All agreed that Helen should progress this. Location to be decided later. **ACTION HF**

Fund Raising

Fete review – All agreed that it was a marvellous effort by all to raise £4,740 especially in view of the recession and that an open garden event had been held by the church 2 weeks earlier. Full analysis of money raised by each stall is attached to these minutes. Darryl and Mary have sent out “thank you” notes to those involved.

Positive comments included: great atmosphere, bunting was good, car park arrangement worked, compere was very good this year, good to see new people involved in stalls, tug of war was fun, again great to combine it with the beer festival which brings people into the village.

Ideas for 2012 – more tents needed, speakers need improving for use on the far side lawns for the tug of war, need for more people to collect items for householders, still need more helpers on the day, more ideas needed for stalls and games etc.

Mary to reserve school tent for next year’s fete – 16th June, 2012. **ACTION MB**

Musical Evening – Cara said that her brother in law will be happy to do this, but because of family problems this will not be until the autumn.

French day - 21st August 12.30 for 1 p.m. – 3 course lunch, petanque games, kites, dancing on the terrace. **ACTION ST/CD/FM**

Horkey – 8th October – all agreed same format as 2010 i.e. £5 charge which is refunded on the night. Bar and draw to be run. Darryl to find entertainment. **ACTION ST/DM**

Bonfire Night – 5th Nov. – currently same format as usual but Fram Rotary have asked to join in so Cara was asked to find out more. **ACTION ST/CD**

Quiz night – 19th November. **ACTION PT/ST**

Southwold trip – December 3rd **ACTION DM/PM**

Any Other Business

2012 – the Queen’s Jubilee – discussion re. street party. Aaron and Lucy will be getting married with a marquee at the hall and have offered it for the Jubilee celebrations. Cara to clarify details. **ACTION CD**

Storage - agreed to revisit in the autumn.

Date of next meeting

Wednesday, 28th September, 2011 at 7.30 p.m