

BRANDESTON VILLAGE HALL MANAGEMENT COMMITTEE

MEETING

24th March, 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 Muggleston – Maintenance Manager; Peter Thurlow – Communications; Helen Fletcher

Apologies: 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 Underdown's sun dial - John Garratt will moving this month with the help of Edwin Stearn.

Dishwasher – fitted this week by the plumber with Aaron arranged to do the eclectics next Tuesday 29th. The plumber will need to return to fit the water softener. By next Wednesday it will be up and running. DM to buy salt. **ACTION DM**

Costs - £1,575.55 including £262.60 VAT which can be reclaimed by the PC as this was paid for from the 100+ Club funds held by the PC. Additional cost of £127.91 for the water softener which was agreed.

The new hand-washing sink is now attached to the wall above the dishwasher – cost £65.30. The total plumber's bill so far is £375.

Aaron Knobs does not wish to charge for his time but will charge for materials used. He will fit a 30 amp feed for this machine and also move the boxes for heating and oil boiler which he feels are situated too close to the water supply for safety. The mobile shop man has taken the old sink on the understanding that he will make a contribution to village hall funds via the Coffee Morning.

The Lunch Club has asked for a rinser tap. This is usually of commercial size and too big for our sink and needs to be stabilized to a wall which is not practical. However, Jane Mitchell has produced a report on the Lunch Club which included details of a small version for approx. £200. All agree with DM to investigate this further. **ACTION DM**

Laminated instructions sheet to be attached to the machine. **ACTION DM**

All had a copy of Jane's report which is being kept on file. The meeting noted that the Lunch Club made no payment for the hire of the hall and also that the report confirmed that equipment purchased for the Lunch Club is kept in the cupboard in the meeting room and is available for those catering for village events (not for professional caterers). The key is in the key box in the store cupboard in the entrance hall.

Dennington Hall - DM, ST and Nick Hayward were invited to join in a discussion at Dennington who are hoping to rebuild/upgrade their hall. They will be visiting our hall on 14th April. **ACTION DM**

100+ Club - All forms have been delivered and those involved asked to chase as the closing date is 26th March. ST to write email of thanks to deliverers. **ACTION ST**

Sound Limiter - Tim Owen's hired the hall for Nicola's 40th birthday party with a disco. They had asked for the sound limiter to be turned off but this, of course, is not possible and we would not wish to do this. However after the event it was found that part of this equipment has been taped up to try to stop it working properly. No complaints re. noise had been received by committee members but some had been voiced to Nick Hayward. Cara agreed to email Tim detailing how the limiter was found and asking him to clean it. Also to enquire how this happened as it was a breach of the hire agreement. **ACTION CD**

Hall cleaning - Cara commented that Pat Peck was doing a good job. Pat had reported that the carpet protection on the feet of the settees needs attention and that the windows are dirty. Also S-bend in disabled loo is dripping. Fred will look into this. **ACTION FM**

Heating oil delivery schemes - details of the village scheme run by Bel Goldie-Morrison is on the website as well as a scheme run by Pettistree.

Kitchen re-design - DM still to reply to Mary Mitson-Woods email. **ACTION DM**

Key Safe - Aaron will also be fitting a new light over the key safe

Secretary's Report

Those absent from the last meeting signed the trust deed. Only Kathy Churchill left to sign. **ACTION ST**

Treasurer's report

FE reported that all looks very healthy. Expenditure now standing at £2,582 at the end of February – this has increased sharply because of a delivery of heating oil. The hall itself however does runs at a loss i.e. the income for bookings does not cover the outgoings (in 2009/10 the income was £5,500 versus the outgoings of £6,700) therefore we need to hold fund raising events to bridge this gap. The income is lower than the use of the hall would indicate because village clubs do not pay the booking fee. This is on the understanding that any surplus at the end of their year is donated to hall funds. An increase in the hire charges would also aid in bridging the gap.

Electricity charges – FE reported that he had changed to a more advantageous tariff.

Bookings

Cara reported that bookings were progressing satisfactory and had picked up since the last meeting. Currently we are £2,000 up on this time last year.

Hire Charges - limited research on the web was discussed. Not all halls put their charges on their website. However it was agreed that as the rates had not been changed for 2 years a 5% increase was appropriate. We would also simplify the way the hall is charged. List of revised hire charges is attached and will be effective from 1st April onwards. Any bookings already taken at the old pricing will be honoured.

Maintenance Report.

Entrance light – Aaron has agreed to do this but we still need to get a trench dug. Mary Baker believed that a digger was due to do some work at the school so she agreed to enquire whether it could dig our trench at the same time. **ACTION MB**

Drive tarmac – the quote received was far too high. DM agreed to investigate funding from “Awards for All”. **ACTION DM**

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

Painting of the exterior boarding etc. - All agreed that this was necessary and should be done this summer. This would need scaffolding so it should be timed when there are no special events at the hall which may involve photos. Fred agreed to get some quotes ready for the next meeting. **ACTION FM**

Window cleaning - Fred will organise some help to get the small jobs done this spring including the windows. There is no need for a full spring clean this year. **ACTION FM**

Communications Report

Camcorder – no further progress.

The next edition of *The Brandeston* is about to be issued. The delay was caused by lack of news. Mary to send church information/news to Peter for next edition. **ACTION MB**

Play Space Levy

Helen reported that she had visited Easton and Hacheston and has viewed some items that could be useful additions. She will get costings for the next meeting. Also the cost of bark replacement. **ACTION HF**

Fund Raising

Quiz night and sausage supper – Sat. 12th Feb. went very well and raise £521 for hall funds.

Archive film evening – Thursday 31st March. Sue reported all was organised and that 20+ people had said they were coming along.

Beetle Dive – Sat. 9th April. Frank asked for assistance with catering/bar etc.

TJ is organising a trip to the docks in Felixstowe on 24th May price £5. A trip to go out with friends before he and Rosie leave for the US. This is a private function.

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.

Cookery Demo - Alan from the Queen is talking about doing this again. Darryl to follow up bearing in mind that we have no events in May or September. **ACTION DM**

2011 Fete - date agreed at 18th June. DM to call fete meeting. **ACTION DM**

Extraordinary outside games - 20th August – games to include egg & spoon, 3 legged, sack races, wheelbarrow race, pétanque etc. together with a BBQ. **ACTION ST/CD/FM**

Horkey – 8th October – ST

Bonfire Night – 5th Nov. – ST

Murder Mystery - ??? – PT

Southwold trip – December 3rd – Pat Morgan

Any Other Business

Parish meeting – David Risk requests an interim report on village hall activities for the parish meeting on 17th May. Darryl agreed to do this as last year. **ACTION DM**

Storage - agreed to revisit in the autumn.

Grants for sports days to celebrate the 2012 Olympics. Info. received from Lucy. Sue agreed to find out more. **ACTION ST**

Date of next meeting

Thursday, 23rd June, 2011 at 7.30 p.m

SRT/31.03.11.