

BRANDESTON VILLAGE HALL MANAGEMENT COMMITTEE

MEETING

10th July, 2014

Present: Paul Baker, Sue Thurlow, Helen Fletcher, Jane Mitchell, Cara Duffy, Mary Baker, Lucy Nobbs, Kathy Churchill, Terry Robinson

Apologies: Peter Thurlow

Minutes of the last meeting – 27.03.14.

These were agreed to be a true record and signed by the Chairman

Chairman's Report

Grass cutting – Paul had discussed this with Brandeston Hall School and agreed they would cut it regularly at a cost of £50 per year for the diesel. However it was thought that it was not being cut often enough so that piles of clipping were being left on the field edges which would eventually fall into the ditches and cause blockages. Paul to discuss past cutting timings with Tiger and then speak to the school as well as asking for the heaps of clipping to be removed. **ACTION PB**

Wildlife area – it was thought that linking this with the Brownies i.e. village and BHS children would be the best way forward. Paul to contact Roz Wilson. Kathy reported that the project team had already planned a wildlife day in the autumn for hedgehog house and insect hotel building. **ACTION PB/KC**

Newsletter printing – Paul reported that the use of BHS's printer had worked ok. This could be used in future and that he and Mary would do this. This would cost approx. £12/issue with us providing the higher quality paper to ensure good photographic images. **ACTION PB/MB**

Secretary's Report

Q2 action list completed:

- Chairman's hall report given to PC annual parish meeting.
- The insurance has been renewed and the liability certificate placed on the hall notice board.
- Dishwasher maintenance – problem with washing fluid. Paul to take on this responsibility in future. **ACTION PB**

Q3 action list:

- Crockery/cutlery audit - Sue to organise with Lucy and Mary. Cara raised the problem of the non-stacking saucers. Paul to investigate replacements at the Crockery Barn. **ACTION ST/PB**
- Remind for Jane re. yearend audit done by Steve Williams. **ACTION JM**
- Fire alarm/boiler service/PAT test/fire extinguishers test in hand. Terry added that there should be an annual snagging check which he would do. **ACTION TR**
- Autumn cleanup – Paul to organise if considered necessary. **ACTION PB**

– Organise village harvest Horkey.

ACTION JM/CD

Fred's "thank you" gift – a £100 voucher was purchased and presented by Paul. Sue reported that Fred was very pleased with this and will spend it on a chair for his new conservatory.

Sue confirmed that the "thank you" note to Frank has been done.

Horse chestnut tree – Sue reported that permission to prune this tree was needed as it falls within the conservation area with forms needing to be completed at least 6 weeks before the work is due to start. Sue to contact Wayne Cook (tree surgeon) for estimate and advice on the pruning.

ACTION ST

Treasurer's Report

Accounts attached as at 10th July which Jane discussed with the committee including the purchase of an awning from the Goldie-Morison's garage sale. She reported that because the fete was 2 weeks later than usual and that the insurance / oil / other bills on the playing field project were due she moved £10,000 from the Scottish Widows account to the current account. Frank advised that as there is such a low interest rate on the SW account this movement of money was of no significance. Also she had opened a separate account in which to hold the tennis court grants / donations / fundraising money to keep this identifiable and separate. It was agreed that she should move these monies into the new account as well as the £2,000 contribution from the village hall funds to this project.

A problem had occurred with the lack of a VAT number on the invoice to the PC for the basketball tarmac. Jane is liaising with Mark Hounsell to resolve this.

ACTION JM

Telephone account – Jane asked to check the type of package we have and to check that this was not being exploited.

ACTION JM

Terry raised the previous discussion of a ring fenced sum in our accounts for maintenance and renewal as the hall is needing refurbishment now. The committee agreed that this figure should be set at £20,000. Jane to record this in the financial records.

ACTION JM

Bookings

Cara reported that the bookings were currently at approx. £4,500 and the turnover at the year end is estimated at around £6,000. This is less than 2013 when the hall was hired for a number of weddings and other celebrations.

Re. the kitchen extra cupboard suggested by the village lunch team - on investigation of the use of this area Cara advised that this would restrict the hatch area and should not be added. However extra cupboard space on the south wall of the meeting room was considered a good idea by all so Cara and Terry will report back on their recommendation on style, height, shelving capacity etc.

ACTION CD/TR

Hall Improvements

- Terrace lights – Lucy to investigate costs in black finish & email all. **ACTION LN**
- Clow Bros. will repair the leaking French doors and the broken paved entrance area in the next couple of weeks. **ACTION TR**
- Playground equipment – Terry will continue to check every month. ROSPA test will be done in August. **ACTION TR**

- Kitchen – Jeff Hogan will be doing the sink area and window sill in the next couple of week. **ACTION TR**
- New storage room – flooring needs attention. Terry agreed to do this. **ACTION TR**
- Electricity supply for the freezer in the top right hand corner of the storage room still needed. Lucy to remind Aaron. **ACTION LN**
- Xmas tree on the green – it was decided that the previously discussed supply of electricity under the road from the pub should be abandoned on grounds of cost as we now have a satisfactory method of powering the lights set up by Terry. Lucy asked to inform the pub of our decision. **ACTION LN**

Communications

Peter emailed all to ask for photos and stories for the next edition which will be started next week. **ACTION ALL**

Playing field project

Sue / Jane / Kathy reported on the progress of the project team as follows:

- Basketball area – tarmac completed. Darren Moyse will guarantee the work if the edge is protected from cycle use etc. However, the project team has changed their minds re. the need for fencing so will be monitoring the situation and considering other ideas e.g. small hedging. This facility is attracting use of this area and the playing field in general.
- Football goals – as money from the original budget set for the basket ball area has been saved by not having a wooden fence the project team asked for an addition to their remit. This to be the investigation of the purchase of proper football goals. This was agreed by all. **ACTION PROJECT TEAM**
- BBQ / seating area – the picnic tables have been purchased and construction by Darryl and Terry. The circular paving kits will arrive next week and Tim Owens will be organising a working party to lay these. The BBQ kit has been purchased with Jeff Hogan building this brick structure by the end of July. Landscaping this area is under review because of the request from David and Hilary Whiting not to block their view.
- Wild life area – still no response following the visit made by the Suffolk Wildlife officer. An autumn event will be organised for children to be involved in nest box / hedgehog house / insect hotel construction.
- Tennis court – Jane reported that she had spoken to Cambridge Courts who said he would book a slot for us for next spring. The team would like to place the official order with him soon so that he would be able to honour his quote of 18 months ago. However, Helen has been having great difficulty in getting confirmation from SCDC Levy dept. as to when Landex would be paying their contribution to this fund for the Mutton Lane development and when we would have access to this money. As this is approx. £7,000 it is crucial to our project. Although we wish to secure the same quote price concern was expressed re. the rules of the Levy which mean that money would not be available to any project that has already been started. It was agreed that Sue should contact Mark Hounsell to ask for his help as parish clerk to resolve this. When this information is available the project team can then decide on the best approach to progress our plans. **ACTION ST/P.TEAM**

Village Fete – 28th June, 2014

Paul presented the analysis of the stall takings compared with last year which is attached to these minutes. He wished to record the tremendous effort by all involved to raise the sum of £3,941.68. Comments and suggested improvements for next year are recorded as follows:

- Plant stall – concerns expressed by Lady Cunliffe that the change of date to 2 weeks later than usual meant that it was a bit too late for flowering plants to be at their best and rather late for planting out.
- Children’s games – comments re. the lack of these. The new residents of The Grange have offered to organise these in 2015
- Tug of war – this needs to be relocated back to the garden at the front of the pub.
- Prize draw – Lucy was congratulated on obtaining such good prizes, selling so many tickets and raising the largest contribution of £1,254.
- More people needed to man stalls and personal approaches needed.
- Starting time needs to be brought forward to 12.30 to sell more food/teas etc.

Mary asked to add 2015 fete suggestions to the PCC agenda to discuss the possibility of changing the date to Saturday, 20th June next year and to ask them to comment on the change of time. Paul to check Kettleburgh’s date for next year. **ACTION PB/MB**

Fund Raising

- Village walk raised £285 for the tennis court fund.
- Cream tea in the Mitson-Woods’ garden on 10th August for tennis court fund.
- Nobody’s Wedding at the Red House – 16th August **ACTION ST**
- Garage sale – 30th August **ACTION LN**
- Live band dance – September 27th. **ACTION LN**
- Harvest Horkey – October 18th. To be organised by Jane and Cara. Kathy to check on entertainment **ACTION JM/CD/KC**
- Brandeston History Event 9th November – World War 1 theme – to be held in the Old Chapel using Wilda’s collection. **ACTION MB**
- Quiz – Paul & Richard Daykin – 1st November. **ACTION PB/MB**
- The Brandeston Oscar – it was decided to postpone this until 2015 to fit with the timing of the real event. **ACTION JM/CD**
- Eastern Angles 2015 – the date needs to be in the school holidays as the hall is booked on most evenings during term time. **ACTION MB**

N.B. Booze book needs to be kept up to date to record items sold and those remaining for village events. Booze and book kept in the cupboard in new store room. **ACTION ALL**

Any Other Business

Jane asked to acquire a Cash & Carry card. **ACTION JM**

Date of Next Meeting - Thursday, 9th October, 2014 at 7.30 p.m.