

# **BRANDESTON VILLAGE HALL MANAGEMENT COMMITTEE**

## **MEETING**

**23<sup>rd</sup> October, 2014**

**Present:** Paul Baker, Sue Thurlow, Helen Fletcher, Jane Mitchell, Mary Baker, Terry Robinson, Peter Thurlow

**Apologies:** Cara Duffy, Lucy Nobbs, Kathy Churchill.

### **Minutes of the last meeting – 10<sup>th</sup> July, 2014.**

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

#### **Chairman's Report**

*Grass cutting* – the school were cutting once a month hence the piles of clippings on the ditch edges. Paul has now asked them to cut every 2 weeks so that the clippings can be left on the field. Paul to investigate how much Richard Martin would charge us to keep the playing field in good order. **ACTION PB**

*Wildlife area* – confirmation that the school / the brownies wish to take part. Paul to tell them to contact Kathy (685303) to be included in the children's project to build hedgehog and insect houses and put up nesting boxes. **ACTION PB/KC**

#### **Secretary's Report**

*Q3 action list completed:*

- Crockery/cutlery audit – replacements purchased.
- Fire alarm/boiler service/PAT test/fire extinguishers test done
- Annual snagging check added to Action List. This to be done before the AGM by Paul and Terry. **ACTION PB/TR**

*Q4 action list items*

- Autumn cleanup – not considered necessary this year as Paul does weeding etc. most Thursdays before attending the coffee morning.
- Bonfire night – Paul has arranged a flyer and put up posters inviting residents to attend the event at Brandeston school. Paul to ring John King to inform him that we will not be holding our own event this year because of safety worries of the firework team. This is to be reviewed next year to see if another firework team could be found. **ACTION PB**
- Arrange AGM – hall reserved for Thursday, 4<sup>th</sup> December being the first free evening as November all booked. Agenda to be posted on parish notice board two week beforehand. Wine and nibbles afterwards. **ACTION ST**
- Charity Commission website to be updated following the AGM with the names of the committee and the annual report. **ACTION PB**
- Dish washing salt – Paul to contact Darryl for instructions. **ACTION PB**

*Tree pruning* - Sue reported that the SCDC Tree Officer had visited the tree and confirmed that it was suffering from creeping canker. This will eventually kill the tree but this may not be for many years. He suggested that we should check the tree regularly as if the weeping lesion spreads all around a branch it will die and fall down. Terry agreed to do this when he checks the play area monthly.

**ACTION TR**

As the tree is under stress the officer agreed a staged approach to pruning – this autumn to cut off the lower overhanging branches (a crown lift) and next year do the crown thinning. The form requesting consent to do this has been lodged with SCDC so we are just awaiting their written confirmation to go ahead. This procedure is necessary because the tree is situated within the conservation area of the village. 2 quotes have been sort for the 1<sup>st</sup> stage from Paul Bush (£250) and Paragon Tree Services (£220). It was agreed to accept the latter being the cheapest option. Sue to arrange.

**ACTION ST**

### **Treasurer's Report**

Jane took the committee through the accounts and the current financial position – spreadsheet attached.

Following discussion at the last meeting on having a reserve fund of £20,000 for repairs etc. Jane suggested that this should be ring fenced in the Scottish Widows account and that the balance of funds in that account of £4,108.97 should be transferred to the current account. This was agreed by all.

The September current account balance is overstated as this week Jane opened a separate “Tennis Court Account” and transferred the funds held for this project. This includes the money raised from events specifically for the tennis court, the grants already received and the donations. This TC account now has a balance of £18,276.86. leaving a residue of circa £6,400 in the current account. When the balance from the Scottish Widows account is transferred (agreed above) the everyday operating account will stand at circa £10,508.97.

To help the ordering of goods for the hall Jane reported that accounts have been opened with Makro Cash & Carry and Adnams – both of which will accept village hall cheques. The Adnams account has been opened to standardise purchasing i.e. their party wine is £5 a bottle which will be suitable for all events and we can purchase small barrels of beer too. On both accounts Jane and Cara are the signatories. The current wine/beer stock list is in a mess so hopefully this one source of booze will make everything simpler.

The telephone account has been checked and the average expenditure amounts to £6.03 per quarter so the system is not being abused. It was agreed to leave the tariff as is. Reports of a noisy line will be checked.

### **Bookings**

No problems reported from Cara.

### **Hall Improvements**

- Terrace lights – action ongoing. Aaron to be asked to check the car park lights.
- Clow Bros. repairs to the leaking French doors and the broken paved entrance area was postponed because of bad weather and has now been rescheduled for 4<sup>th</sup> November.

**ACTION LN**

- Playground equipment – Terry will continue to check every month. ROSPA test was done in August with minor faults being found. Terry has now addressed all of these and will fluff up the bark. **ACTION TR**
- Kitchen – the sink sprayer support arm has been repositioned.
- New storage room – light switch has been repositioned and the flooring under the door completed.
- The roller shutters had several faults and have now been repaired.
- The felt pads under the feet of the settee have been replaced.
- Aaron requested permission to disconnect the alarm to enable him to do the electrical inspection. It was agreed that this could be permanent as it does not affect our insurance.
- Toilet seats – these have been repaired a number of times so it was agreed to replace these with new more robust versions to a max. of £50 each. **ACTION TR**
- Meeting room storage cupboards – 3 new IKEA cupboards were agreed in wood finish to be erected to fill the south wall of the meeting room. Terry to order and organise some help to assemble these. Also to put the old cupboards on the “village email” list in case someone may like them in return for a donation to hall funds. **ACTION TR**

### **Communications**

Peter tendered his resignation as from the AGM and wished to relinquish his position on the committee. He will prepare one more edition of the Brandeston before Christmas – to be issued end November/early December. Hopefully someone may come forward at the AGM to take over as editor.

The committee thanked Peter for all his efforts over the last 12 years and were very sorry that he could not continue as his witty style had been much enjoyed by the village. All members to forward any stories for the next edition. **ACTION ALL**

### **Playing field project**

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

- Football goals – having researched these it seems we must have British Standard goals which are passed for safety and strength. Currently an internet sporting company are offering a 25% discount for 2 goals which, with VAT, would amount to £1,662. These are on wheels so moveable. It was agreed that the project team should go ahead with this. **ACTION P/ TEAM**
- Tennis court – after a slight delay re. the understanding of the SCDC play space levy grant details regarding the contribution from the Mutton Lane houses the order has now been placed with Cambridge Courts. They will be handling the planning permission aspects and we expect the written contract to be received shortly. They have emphasised that they will do everything they can to honour the quote of £30,000 gained from them 18 months ago barring any unforeseen problems with the construction. Fund raising for this project still needs to be done to fund equipment for players. **ACTION P/TEAM**
- The next project team meeting is planned for 4<sup>th</sup> November to set an action plan for outstanding issues e.g. the paving for the picnic area.

## **Fund Raising**

- Harvest Horkey – October 18<sup>th</sup> was a great success with a record of 71 people attending. £249 profit was made from the bar and raffle.
- Brandeston History Event 9<sup>th</sup> November – this has had to be postponed because of difficulty in getting all the information together.
- Quiz – Paul & Richard Daykin – 1<sup>st</sup> November. **ACTION PB/MB**
- Cookery event – November 27<sup>th</sup>. **ACTION LN**
- The Brandeston Oscar – March 2015. **ACTION JM/CD**
- Eastern Angles 2015 – dates offered 16<sup>th</sup> or 23<sup>rd</sup> May. We would prefer 16<sup>th</sup> to avoid the Bank holiday half term. Agreed to charge the official ticket price. **ACTION MB**

## **Any Other Business**

- The whist club – it is rumoured that this v. successful monthly club could fold as Rick and Pam Reade wish to step down as organisers. All the committee felt that this would be a very disappointing situation if nobody was prepared to take over this role. Paul to speak to Rick re. finding a replacement. **ACTION PB**
- Cretingham are thinking of organising a Wild West event next summer and have asked if Brandeston we like to join in the organisation of the event. Sue to forward details to all, but it was thought that we would not wish to do this. **ACTION ST**
- Xmas tree on the green – all agreed that we should have a village tree again this year. Sue to arrange transport via Sue Rainbird. The official turning on of the lights will take place on the 17<sup>th</sup> December at 6.15 p.m. before the carol service in the pub. It was suggested that the new Brandeston carol choir should do their opening number around the tree. Terry to organise the lighting and Mary to add this to the announcement re. the pub carols in the parish mag. **ACTION ST/TR/MB**

**Date of Next Meeting** - Early January, 2015 – date to be advised.

SRT/30.10.14.