

BRANDESTON VILLAGE HALL MANAGEMENT COMMITTEE

MEETING

9th January, 2014

Present: Paul Baker, Sue Thurlow, Peter Thurlow, Frank Eyles, Helen Fletcher, Terry Robinson, Jane Mitchell, Cara Duffy, Mary Baker, Brian Smerdon.

Apologies: Kathy Churchill, Lucy Nobbs,

Minutes of the last meeting

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

Chairman's Report

Bonfire night – Paul reported that because of the weather the event was rescheduled to the Sunday resulting in a lower turnout and less fireworks being given. The event for the first time made a loss of approx. £50 as the hall had to buy some fireworks to make a reasonable display. Following this he received an email from Martin Churchill to say that his team were worried about the safety issues surrounding the placing and setting off of the fireworks and would not be willing to continue with this. It was therefore agreed that this event should be replaced with another (perhaps a Halloween night) event as there had been an open invitation from Brandeston Hall School to join their bonfire celebrations.

Committee roles - following the AGM the committee has two key posts unfilled – a replacement for Frank as Treasurer and for Fred's maintenance manager's role. These were filled as follows:

Jane volunteered to do the treasurer's job with Frank's help until she felt confident her knowledge was sufficient to do the role competently.

Fred's role will be covered by splitting the duties as follows:

Brian volunteered to take on the outside maintenance of the area surrounding the hall i.e. doing the spraying, lawn mowing etc.

Terry volunteered to add to his role of managing projects the certification and the keeping of the following records:

- Fire extinguishers (annual check)
- Alarms and emergency lighting (annual check)
- Electrical Installation (annual check)
- Boiler (annual service)
- Playground equipment (checks at prescribed/appropriate intervals) Paul to establish how often this needs to be done.

ACTION PB

Terry also agreed to do the ordering of heating oil as requested by hall users as well as advancing and retarding the clock[s] between winter and summer time.

It was also thought necessary to find, if possible, someone in the village who could do small repairs i.e. repairing broken chairs or door latches but anything larger would have to be done by a professional and paid for.

Paul and Terry to talk to Fred re. advice on continuity of the role and also to approach Jeff Hogan to see if he would do some of the bigger jobs. **ACTION PB/TR**

Fred will be much missed because of his wide range of skills and willingness to take on most repairs etc. It was thought that as he had been maintaining the old hut for many years as well as the new hall since it opened in 2005 that Sue should send an email of sincere thanks from the committee for all his help and to speak to Jackie re. a present to show our appreciation. (Value - £50). **ACTION ST**

Because these changes have highlighted the extent of the duties involved in roles on the committee Paul asked all to email him with details of their own tasks to keep on file for reference when changes occur in the future. **ACTION ALL**

Secretary's Report

Trust deed signatories – signing to show willingness to work within the guideline of the trust deed took place. Brian, Kathy and Lucy still to sign.

Q1 action list – reminder of the following actions needed this quarter:

- Paul to update the Charity Commission's website with the names of this new committee and with a copy of the annual report. **ACTION PB**
- Crockery audit – it was not considered necessary to do an audit this quarter.
- Organise and manage 100+ Club in February. Paul to initiate forms and delivery schedules by the end of January with the aim of completing everything by the end of February to give Mark Hounsell enough time for processing. **ACTION PB/ALL**
- Prepare report for Parish Council AGM for meeting in May. **ACTION PB**

Treasurer's Report

Accounts attached - running to the end of December – all looking very healthy.

Depreciation – Following the vote at the AGM not to depreciate the building on a formal basis but to set aside a sum of money considered appropriate to maintain the hall in good order, it was agreed that at this time a specific figure was not necessary as we have sufficient funds but that one would be agreed when appropriate.

BT bill – Frank reported that he had checked the bill and it was correct. All agreed that a phone in the hall was essential because of poor mobile phone coverage and we should continue to cover this cost.

Frank assured Jane that he would give her every assistance to get to grips with the treasurer's role.

Bookings report

Cara reported that all the current classes are continuing but that other bookings were slow. Perhaps these will pick up as the year progresses and she felt no great need for concern.

Hire fees – Cara agreed to do some research and mentioned that we needed to be competitive with the rates charged by Hacheston. At this stage her feeling was that they should stay the same for this year as we have had 2 good years because the fees are about right. However, she agreed to report back at the next meeting. **ACTION CD**

Hall Improvements

- Hall redecoration – Paul checked out the standard of work done by Paul Morgan locally as requested and subsequently he was given the job. The meeting room, kitchen and entrance lobby are underway and should be completed this week. Then the main hall will be done around the time of the alterations to the gent's loo later in January.
- Gent's loo conversation – Terry reported that the work would start on 20th January with the contractor having been briefed re. precise tiles, doors etc. needed. Cara suggested that hazard areas should be cordoned off and that a dust barrier of some sort erected as well as the relevant signage set up. Terry to talk to the builder. **ACTION TR**
- Terrace steps – Paul to check with Fred re. progress. **ACTION PB**
- Terrace lights - Sue to progress with Lucy. **ACTION ST**
- Christmas tree lights – Lucy sent a report to say that Tim at the Queen was happy to have the electric supply taken from the pub and she would progress what was needed with the local authority to get the supply to the green. **ACTION LN**

Communications Report

Peter reported that technical printing problems had occurred with the last issue hence the delay in publication. However all was ok now and that he would be setting deadlines for each issue in 2014 with the next being 2nd week in February. **ACTION PT**

Playing field project

The report presented by the project team was agreed in full (attached to these minutes) with the following comments:

- Alteration to figure from £25 to <£100 for supplies needed by Lady Cunliffe to raise the box hedging.
- Suggestion to follow Jeff Hogan's plan for the wildlife area was agreed as well as the possible involvement of a junior class at Brandeston Hall School in its setting up and subsequent monitoring of insects / birds species etc. Also the possibility of involving the Brownies who use the hall.
- Further quote recommendations from the project team to be ratified by committee by email so that the project can progress before the next meeting.

Village Fete

Following the proposal at the AGM that the fete date be moved to later in the summer to avoid the terrible weather conditions experienced over the last few years, research was undertaken to ensure that the new date would not clash with neighbouring parishes.

However, Brandeston Hall School break up for the summer holidays on Friday 4th July so it was considered that the new date should be before this. This means that we can only move it by 2 weeks to the last Saturday in June i.e. 28th but this may give us better weather as the date will be after the equinox. The pub is willing to host the event again this year and will also run a beer festival that weekend. Announcement to be made in the next edition of *The Brandeston* and also placed in next month's parish magazine. **ACTION PT/ST**

Fund Raising

Past events:

- Live band and hog roast in September made £906. – an excellent contribution to hall funds.
- Harvest Horkey – Saturday, 19th October – this free event was funded by the raffle and bar. It also made a contribution to hall funds of £34.36. .
- Quiz night - 23rd November – made £260. Mary thought that the number of participants was down compared to the last one because of the recent quiz in Kettleburgh.

Future Events:

- Quiz – end March. **ACTION PB/MB**
- Sports events – April **ACTION PROJECT TEAM**
- Eastern Angles – 8th May performing “Palm, Wine & Stout. Tickets £8 with concessions £7. **ACTION MB**
- Brandeston History Event – using Wilda’s collection. Mary to speak to Dinah at Kettleburgh re. loan. **ACTION MB**
- Village Oscar’s – celebrating the “stars” of the year. **ACTION JM/CD**
- Car Boot sale as in 2013. **ACTION LN**
- Nobody’s Wedding – 16th August **ACTION ST**
- Live band dance – September. **ACTION LN**
- Harvest Horkey – October

Paul said he was keen to involve more/different people in taking on fund raising events. It was agreed that Peter should do a piece in *The Brandeston*, followed by an email asking for support to the village list and then all talking to people to encourage them. **ACTION PT/PB**

Any Other Business

- Cara raised the cracked paving outside the main entrance being a trip hazard. Terry and Paul to investigate. **ACTION TR/PB**
- Website updates – Sue to talk to Darryl. **ACTION ST**
- Bottle bank – Peter to ask in *The Brandeston* for consideration about noise when using very early in the morning. **ACTION PT**

Date of Next Meeting

Thursday, 27th March, 2014 at 7.30 p.m.

SRT/11.01.14.