

BRANDESTON VILLAGE HALL MANAGEMENT COMMITTEE

MEETING

18th October, 2012

Venue: Brandeston Village Hall Meeting Room

Present: Darryl Morgan, Sue Thurlow, Cara Duffy Peter Thurlow, Helen Fletcher, Fred Mugleston, Terry Robinson, Mary Baker .

Apologies: Kathy Churchill, Frank Eyles, Lucy Nobbs

Minutes of last meeting – 19th July, 2012 - These were agreed as being a true record and signed by the Chairman

Chairman's Report

- Car park – The contractor was contacted re. puddle near the dog shelter. He has visited but when we wished to do the repair the hall was booked for a big function but he hasn't been back yet.
- Rubbish – new bin has been ordered to facilitate private functions leaving their rubbish at the hall and not having to take it home. Cost £163 per year.
- Faults list – this has been drafted and includes a “what to do list in the event of a problem” which includes items such as the cooker, dishwasher, heating, power circuit (noise limiter). The fire alarm code no. needs to be added. This will then be circulated to all to be checked and then laminated and displayed in the kitchen and the notice board. Adding salt to the dishwasher will be added to reg. procedures list. **ACTION DM**
- Hall lights – 2 are currently not working so they need to be repaired by the AGM – DM to chase Aaron. Also when tower in place the lights, fans and top of the globes need cleaning. **ACTION DM/FM**
- DM was emailed because the teaspoons had gone missing. They were found in the church. Also recently the big urn went missing and this was also found in the church. Items must be booked out via Cara. Mary noted this to tell PCC. **ACTION MB**
- 100+ club – difficulty still with a couple of standing orders which haven't been paid. One was settled after contact by DM but the other was not so the number has been withdrawn.
- The fete date has been agreed with Kettleburgh. Their fete is on 8th June and ours on 15th June, 2012. The fete review has been circulated to the committee and the PCC.
- Terry volunteered to have his phone no. on the list in case of a problem at the hall. DM to add this. **ACTION DM**

Secretary's Report

- 1st Aid box – has been updated.

Treasurer's Report

- Frank passed to DM his report which included the final balance sheet and income/expenditure account for the 2011/2012 which will be presented at the AGM in November. These accounts have not yet been audited but are attached to these minutes.
- The running profit before depreciation is £3,778 – an increase of 29% over the same period last year – and a loss of £4,138 after depreciation. The depreciation charge is 2% on the property, 20% on the fixtures and fittings and a new charge of 10% on the car park resurfacing costs which have been capitalised over a 10 year period.
- The hall hire shows an increase of 17% over last year. The fund raising also shows a large increase. .
- The running costs all show an anticipated increase particularly in the heating costs.
- All the above will be detailed at the AGM.

Bookings report

- All progressing well.
- Cleaner's pay this has been reviewed.
- A large new booking just confirmed – the Framlingham camera club will be moving to our hall shortly with a once a month booking as well as social events and exhibitions.

Maintenance report

- Replacement bark has been spread in the play area.
- The contractor has been booked to cut the hedges and do the ditches.
- A problem with the paint on the eaves will be redone by Mark the painter.
- Mark to be asked to repair the weathervane if it is possible. **ACTION FM**
- Thanks from all to Paul Baker who is cutting the grass around the hall.
- The loft ladder has been repaired.
- Internal paintwork to be done in the spring clean-up. **ACTION FM**
- The ballast has been ordered for the lights.

Communications Report

- Peter collected items from the committee to be included in the next edition of *The Brandeston*. **ACTION PT**
- Peter asked to feature the request for volunteers to join a group to investigate the needs of the playing field. **ACTION PT**

Playing field project

It was agreed that the whole playing field area needs to be reviewed as we need to decide where the petanque piste should be located and this is not possible without a strategy for the whole playing area. Of course the wording of the trust deed must be followed but we need to collate information of the needs of the village for this area. It was therefore suggested that a small working party should be formed to do this and this would involve studying the Parish Plan and probably holding an exhibition in the hall of ideas and items which should be included in the area. PT, HF & ST volunteered to join the group – Darryl agreed to write a terms of reference for the team. **ACTION DM**

Petanque Piste

- A further funding contribution has been confirmed from Councillor Bellfield's locality fund to the amount of £1,000. ST asked to respond to the email requesting information and also to confirm that we would hope to proceed with this in the 1st quarter of 2013 when we have a better overview of the needs for the playing field area. **ACTION ST**
- Darryl contacted the Adnams Trust re. sponsorship. They suggested that this may be possible – our application will be presented at their January meeting. **ACTION DM**
- The Greek Olympics Day confirmed that there is considerable interest in this game. There with 46 people of all ages competing.

AGM

This will be on 15th November at 8.00. Usual format.

Agenda / admin. **ACTION ST**

Photo show **ACTION DM**

Wine and nibbles **ACTION ALL**

We are still seeking someone to take on the chairman's role as Darryl will be standing down.

Fund Raising

- Greek Day – 19th August – a very successful event which made £715 for hall funds. 86 people attended the lunch with over 100 joining in during the afternoon for the games.
- Horkey – a free event again this year. The food and entertainment was paid for by the bar and raffle with a contribution of £107 going to hall funds.
- The village bonfire nights will be held on Sat. 3rd November.

- Quiz night – will now take place in January. Mary to follow up. **ACTION MB**
- A bingo night will be held in February.
- Archive film evening – March?
- Brandeston Murder night – March/April?
- Eastern Angles – 25th April, 2013.

2012/2013 Committee

- Darryl asked all to revisit any thoughts on someone to take over the chairmanship.
- Jane Mitchell has expressed an interest in joining the committee.
- Darryl presented a list of purchases that the new committee like to consider:
 - Umbrellas for the picnic tables, outside lights for terrace picnic area, pop-up tent, basket ball hoop and stand, outdoor adult exercise equipment, outside sound system, extra microphone and video camera/accessories.

- ST to add to next meeting agenda. **ACTION ST**

Any Other Business.

- It was agreed that the pop-up tent should be purchased now as it will be needed for the bonfire night. **ACTION DM**
- Village newcomer's welcome pack. This has been run by Jane Mitchell and sponsored by Green Thumb to the amount of £100. This money has now been used up and Jane has asked if the hall would fund this in future. It was agreed that we should do so.
- Sue offered to try to sell the remaining jubilee mugs at the Christmas fair and Mary was ask to contact the PCC to see if we could hire stall space to do this. **ACTION MB/ST**

Date of Next Meeting.

Thursday, 10th January, 2013 at 7.30 p.m.