

## BRANDESTON VILLAGE HALL MANAGEMENT COMMITTEE

### MEETING

19<sup>th</sup> July, 2012

**Venue:** Brandeston Village Hall Meeting Room

**Present:** Darryl Morgan, Sue Thurlow, Frank Eyles, Peter Thurlow, Helen Fletcher, Fred Mugleston, Terry Robinson, Lucy Nobbs, Mary Baker .

**Apologies:** Kathy Churchill, Cara Duffy

**Minutes of last meeting (22.03.12.) & (14.06.12.)** - These were agreed as being a true record and signed by the Chairman

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

- Jubilee – a busy time with the opening of the Jubilee steps, the street party with nearly 300 attending, the well attended Jubilee exhibition in the Old Chapel, and the ball – 185 partied the night away. The mugs have sold quite well – the children's version all sold and we have under 50 of the adult version still to sell. This has amounted to £750 for hall funds so far. There are some outstanding bills to settle from the street party which cost approx. £300 – the Co-op in Framlingham sponsored goods to the value of £100. The ball will make between £400 - £500 for hall funds.
- Drive repairs – Just to record that the under surface was so poor that this had to be improved before the other work could be carried out. This cost an extra £1,000. However this new surface, which looks really good, should last between 15 and 20 years. Darryl reported he still had the lottery grant to complete. **ACTION DM**
- 100+ Club - 133 tickets have been sold this year with 2 standing orders yet to be activated.
- Hall lights – 2 are currently not working and Lucy was asked to speak to Aaron re. replacement dimmers (£50). So far 8 dimmers have had to be replaced out of the 12 lights having cost £400. Aaron has had advice on replacing with LEDs but as this is a new technology it is very expensive. He suggests that we review the situation in a year's time as costs will come down. **ACTION LN**
- Notices in kitchen – Pat has put up a number of notices re. leaving the kitchen tidy/rubbish etc. We wish the hall to be a friendly place for hirers so are unhappy about this. Cara is aware and has spoken to Pat. Darryl agreed to contact the local authority re. having more grey rubbish bins to avoid some of the problems. **ACTION DM**
- Tables – at the moment there do not seem to be any options for replacing smaller tables at a reasonable price – so the search has now been abandoned.

- Faults list – still to do. **ACTION DM**
- Grass cutting – the committee’s thanks go to Paul Baker who has offered to cut the grass around the hall itself and play area etc.

### **Secretary’s Report**

- Annual insurance – the premium was due on 24<sup>th</sup> June with an increase of 9%. After discussion with Frank he agreed to look for other quotes. However, after speaking to AON they agreed to reduce the premium saving us £287.93.
- 1<sup>st</sup> Aid box – this needs to be updated which Sue agreed to do. **ACTION ST**

### **Treasurer’s Report**

- Frank reported that the accounts look healthy – the spreadsheet is attached to these minutes.
- New audio system - £1,385 to be taken from the 100+ club account held by the Parish Council. Installation charges to be paid from hall fund - £1,175. Total cost of this project will be approx. £2,550.
- Frank suggested that there was too much money in the current account and wished to transfer £4,000 to the deposit account. All agreed. **ACTION FE**
- Car park – Frank suggested that the £6,000 cost should be capitalised over 10 years in the accounts. All agreed. **ACTION FE**

### **Bookings report**

- All progressing well.
- Cleaner’s pay – after discussion it was agreed by a majority that Pat’s wages should be increased from £8 per hour to £10 per hour on the understanding that she would also agree to wash the tea towels used by private hirers. Cara to discuss with Pat and liaise with Sue Etheridge.

### **Maintenance report**

- The list of faults reported by the community lunch have all been repaired.
- Neighbour’s hedge.- this is overhanging the entrance so it was agreed that Fred would contact the new residents and cut it himself if necessary. **ACTION FM**
- Replacement bark has been delayed because of holidays but will be progressed now.
- Brian hasn’t done the spraying around the play area etc. lately so Fred agreed to do this and to buy the chemical for the job. **ACTION FM**

- Car park puddle – Darryl has spoken to Julian but Fred to remind him that it needs attention. Fred and Darryl agreed to clear the blocked drain. **ACTION FM/DM**
- Fred to check cracked glass in meeting room door. **ACTION FM**

### **New film and audio system**

Terry reported that all was progressing well with the hatch being completed although the builder needs to return to tidy up after Trevor has fitted all the equipment. No chains have been fitted to the hatch so far and these should be stainless steel. Also the lock fitted is unsuitable and needs to be changed. Trevor due on 24<sup>th</sup> July. Terry reported that he has passed the first bill received to Mark Hounsell to be paid from the 100+ club account and will also do this when the other invoice is received. **ACTION TR**

### **Communications Report**

Peter raised the quality of the printing of the Jubilee issue. Apparently Stewart Goldie-Morrison has had problems with his printer and this is being looked at. The next issue of *The Brandeston* will be in August. **ACTION PT**

Darryl reported that there has been a huge increase in visits to the website obviously because of the Jubilee pictures etc.

### **Fete**

Darryl reported that he felt that the numbers were down and the money from several stalls was also down. Bric-a-brac had the problem of too much junk which was probably because of the leftovers from the garage sales a fortnight before. Perhaps we should be more specific next year on what should be donated. Other points:

- The positioning of the bowling in the corner was a mistake.
- Village hall tent was damaged by the wind.
- Kettleburgh fete date for 2013 is 8<sup>th</sup> June.
- Ongoing discussion as to whether our date should be changed.
- Radio interview unsuccessful as they didn't turn up. Need to check this next year.
- Ice creams/BBQ needs looking at for 2013 as sales low and after costs recovered, little money was made.

In total the fete made £4,459.12 (half to the village hall and half to the church) which was a brilliant result in view of economic pressures and only approx. £300 down on 2011.

### **Fund Raising**

- Greek Day – 19<sup>th</sup> August – 12.00 for 12.30 lunch followed at about 2 by The Brandeston Games. Darryl reported that an application for a grant from Suffolk Sport had been made for £409 to contribute toward flags, medals and a new basketball hoop and stand. Tickets - £10 and £5 for children under 12.
- Bingo night – has had to be delayed.

- Horse racing night – Fred to follow up. **ACTION FM**
- Horkey – Stephen Bayfield booked for the entertainment.
- Quiz night – hopefully this autumn. Mary to follow up. **ACTION MB**

### **Petanque and Jubilee Path**

No further progress because of holidays. Peter to follow up. **ACTION PT**

Darryl confirmed that he had written to Adams for possible sponsorship. Helen to follow up with phone call. **ACTION HF**

Concerns re. location reported by Fred and we also need to ensure it fits with the overall strategy for the playing field. To be discussed again when progressed further.

Sue to speak to Parish Council re. possibility of a contribution from the county locality fund via Councillor Belfield. **ACTION ST**

### **Any Other Business.**

- Date for AGM to be mid November as usual.
- Committee members asked to consider future members and roles as Darryl will be resigning at the AGM. **ACTION ALL**
- Patio garden – in Anne’s absence Fred has done the weeding and Frank agreed to ask Brian to prune the shrubs. **ACTION FE**
- Electrical certificate – Fred to ask Aaron. **ACTION FM**
- Loft ladder – Fred to check safety. **ACTION FM**

### **Date of Next Meeting.**

Thursday, 11<sup>th</sup> October, 2012 at 7.30 p.m.