

BRANDESTON VILLAGE HALL MANAGEMENT COMMITTEE

MEETING

19th March, 2013

Venue: Brandeston Village Hall Meeting Room

Present: Paul Baker, Sue Thurlow, Cara Duffy Peter Thurlow, Kathy Churchill, Frank Eyles, Fred Mugleston, Terry Robinson, Mary Baker Lucy Nobbs.

Apologies: Helen Fletcher, Jane Mitchell

Minutes of last meeting – 10th January, 2012 - These were agreed as being a true record and signed by the Chairman

Chairman's Report

- 100+ Club – forms need to be returned by Thurs, 21st March to Paul **ACTION ALL**
- Faults list – completed and displayed in the kitchen and on the notice board in the lobby
- Bonfire – Paul has spoken to John King confirming that a working party will clear the rubbish left in his meadow. Kathy reported that Victor needs to get hold of a couple of railway sleepers to put across the ditch but it has been too wet to do this. He is also happy to flatten the ash mounds and help clear things up. In future this clean-up needs to be done every year following the event. Paul to progress w/c 25th March. **ACTION PB**
- Helen Buckingham volunteered to come onto the committee and Paul has been trying to contact her since his return from holiday without success. Note left. **ACTION PB**

Secretary's Report

- Rubbish – SCDC had no record of our ordered bin. The cost is now £200 per year. This was thought to be expensive for the odd occasions when it is needed. Sue to research other providers e.g. Biffa. **ACTION ST**
- Sue reported that a “thank you” email had been sent to Darryl.
- Half yearly kitchen audit was completed with replacement crockery/cutlery/glasses purchased to make the numbers up to 100 costing £153.
- Trust deed – all members of the committee have now signed this
- Q2 actions list checked with attention needed this quarter to hall hire fees, chairman's report for parish council AGM, first fete meeting to be arranged and the spring-clean to be undertaken.

Treasurer's Report

Frank reported that the finances were on a par with this time last year as follows:

Current Account - £3,344.00 Credit

Scottish Widows Deposit - £33,769,09.

The statement as at the end of February is attached to these minutes.

Discussion took place on the need to depreciate the hall over 50 years as is the current practice which results in keeping such a large reserve. It was generally thought that, of course, we need to have a capital fund for repairs etc. but some of the balance could be spent on upgrading hall facilities. This to be discussed again at the next meeting. **ACTION ST**

Re. moving money to a higher yielding deposit account this too should be decided at the next meeting in the light of finalising discussion on the above. **ACTION ST**

Frank also added that he always has to argue our case that we are a charitable/community organisation with a need for a contingency fund. The rating authority suggest that they would like to instigate charges seeing that we are holding significant funds.

As the hall has now been operating for 8 years money needs to be spent on redecoration, floor refurbishment and an additional area of storage. These items to be prioritised in daylight at the spring-cleaning session on 11th May. **ACTION ST**

Bookings report

- Cara reported that all was progressing well with an increase in team/block bookings.
- Zumba classes will be restarting shortly.
- Yoga and ballet classes starting in April. Ballet will be on Saturday mornings so this should be noted when arranging weekend village events.
- Annual fees review – Cara said that our rates were competitive and we were attracting books so proposed that the fees should remain unchanged. All agreed.

Maintenance report

- Hall lights – replacement is in progress.
- Electrical certificate - Aaron progressing this now.
- Aaron has repaired the fridge thermometer /dishwasher lights.
- Broken hinge on one of the round tables and the edging on both sides of the hatch area all repaired.

- Rubbish bins in play area have rusted and are currently being repaired.
- Re. hall redecoration - for the kitchen, entrance hall and side passage which are the areas in need of cleaning up first:
 - Lucy to gain quote from her contact. **ACTION LN**
 - Paul to speak to Paul Morgan. **ACTION PB**

Later (perhaps next year) the main hall will need doing. This to be discussed again on 11th May. **ACTION ST**

Communications Report

- The next *Brandeston* is planned to be published and delivered by the end of March. This will mainly feature the details of the playing field project with an attached plan and questionnaire to gain feedback.
- Peter stressed that it is vital that every means possible of getting our message across to residents re. the playing field must be done even if some people hear the details many times as there will always be people who could fall through the net.
- It was agreed that there should be a permanent small display of the playing field proposals in the hall, but that there should be the opportunity for discussion. There will, therefore, be an evening to do this on Monday 8th April in the hall from 6.30 to 8 o'clock – wine will be available. Cara, Kathy and Lucy volunteered to be present with Sue to ask for the support of other members of the project team. **ACTION ST**

Playing field project

Following the meeting on 14th March when the committee agreed that the project team should progress their ideas Sue reported that the grant had been awarded from the SCDC Play Space levy for £1,200 for the petanque piste. We now have the money needed so the builder has been contacted and work should be commenced in 3 to 4 week. Fred asked for the top soil to be placed on the footpath area as this was getting very uneven and worn so needs to be levelled. **ACTION ST**

Fund Raising

The quiz held in January raised £612 and the film archive evening in February £226.

Eastern Angles – 25th April, 2013 – Mary reported that tickets were slow and encouraged all to spread the word.

Car Boot Sale - 12th May 10 a.m. Lucy intends to put signs everywhere, use the free community news editorial, the Fram news and an EADT advert costing £15. Refreshments would be served in the hall – tea/coffee/cakes etc.

Dog Show – Sunday 7th July organised with Lucy Daykin.

Brandeston Fete – 15th June – Paul to ask Ollie if we can hold it at the pub in view of the fact that he is leaving in July. Also to organise the first meeting on 16th April in the pub at 7.30 p.m. **ACTION PB**

Improvements

- Outside sound system - Terry reported that speakers could be run from the inside equipment at the hall which would give adequate sound down to the bottom of the field. Approx. cost would be £824 + vat Hire costs for similar equipment would be approx. £250 per day. As we can currently borrow equipment from Brandeston school which is set up for us, it was thought that we could not justify this expenditure as it is not a priority at this time.
- Xmas tree lights – Lucy had contacted SCDC to enquire about tunnelling under the road to provide a mains supply from the pub. There was some hope that they may pay for this but nothing has been confirmed. After the situation is clarified Lucy will contact Adnams.
- Lighting for the lower terrace and steps. Lucy has brochures etc. so the location of the lighting and style can be agreed on 11th May. **ACTION ST**
- Umbrellas for picnic tables – Terry to investigate. **ACTION TR**

Any Other Business

- Terry reported that the bill had been received for the hatch and as he did the finishing off he negotiated a £50 discount.
- Paul to prepare ½ year report to present to the parish council AGM on Tuesday, 21st May, 2013. **ACTION PB**

Date of Next Meeting

Thursday, 4th July, 2013 at 7.30 p.m.