

BRANDESTON VILLAGE HALL MANAGEMENT COMMITTEE

MEETING

22nd March, 2012

Venue: Brandeston Village Hall Meeting Room

Present: Darryl Morgan, Sue Thurlow, Frank Eyles, Peter Thurlow, Helen Fletcher, Fred Mugleston, Terry Robinson, Lucy Lea.

Apologies: Kathy Churchill, Mary Baker, Cara Duffy

Minutes of last meeting (05.01.12.) - These were agreed as being a true record and signed by the Chairman

Chairman's Report

- Crockery/cutlery – the hall now has 100 or more of each including the addition of soup spoons – approx. cost £300.
- Replacement of large round tables - a search of the net has revealed tables of a suitable size but although the riveting of the legs makes them strong the rivets show on the table top so a tablecloth would have to be used. Darryl still looking. **ACTION DM**
- Audio system – Terry arranged a meeting with Trevor Alchin who installed the current system. He suggested a hard wired system which would mean a large box having to be fixed to the wall which would be ugly and spoil the look of the hall. Terry suggested that we made an opening in the storeroom wall (where the chairs are kept) which would house the box with lockable doors. These could fold down to facilitate the use of a computer. All agreed that this was a much better idea. Also there would be a small projector to be fixed to the ceiling which all agreed would not be unsightly. The total quote is for £2,400 but we could buy the projector with the 100+ money which would save 20% VAT. Including the work to make the hole in the storeroom wall the total cost would then be about £2,200. Discussion again took place on how poor the current system is and very difficult and temperamental for hirers to use. It was, therefore, agreed by all that this project should go ahead and asked Terry to progress this further. The first step being to ask Mark Hounsell to add this to the next PC agenda to gain agreement to spend up to £1,500 of the 100+ money, the balance of the cost being met from village hall funds. **ACTION TR**
- 100+ for 2012/13 – returns have been made to Mark Hounsell and we await confirmation of the final number for this year.
- John Elliott's bench – this is now ready and we plan to have the dedication on 22nd April – the day the Jubilee steps will be officially opened by Mary Moore. Darryl said he had written to John's solicitor to ask him to invite his family to this event.

- Faults list – not done yet. **ACTION DM**
- Nick Hayward has worked on the edging to remove the trip hazard.
- No news from Karen Piper-Williams re. first aid kit update. **ACTION ST**

Secretary's Report

- Sue reported that all actions from the previous meeting had been completed.
- Contact had been made with SCDC re. the grant which is available to assist organisations to run Olympic events. However, to qualify for the grant we would have to hold our event on specific dates to coincide with the torch relay, the Big Dance or the opening ceremony. As this is not possible and our event will be in August no money would be forthcoming.

Treasurer's Report

- Frank reported that the accounts look healthy – the spreadsheet is attached to these minutes.
- The income to the end of Feb. was £4,501.99 with expenditure being about the same as 2011.
- Fundraising income so far is £1,065.

Bookings report

- Cara sent a report saying that bookings were currently up by over £500 on the same period last year.

Maintenance report

- Fred reported that he had obtained a quote for bark for the play area (£685.50), but bark is getting short and wood chippings are considered a good alternative (£562,50). As the latter would be acceptable to the Play Space Levy grant it was agreed he would go ahead with the wood chippings – 1 load to start with. **ACTION FM/HF**
- BBQ – Fred has purchased a large gas model which was on offer for £299 reduced from £500. Eileen has given us a gas cylinder. It has an all-weather cover and was very good value. This is now being stored in Eileen's barn
- Clock – Fred managed to get the right part and has now repaired the clock to working order. Cost of motor - £18.
- Goal posts – a netted goal post (ex. Hockey) has arrived from the school.. We just need to decide where to locate it on the field.
- Window cleaning – Fred arranged. Completed inside and out at a cost of £40.
- Car park light – someone ran over it and damaged it. Fred managed to get it repaired.

- Soap dispenser – Pat Peck contacted Fred re. soap for the dispensers. Darryl to check supplies. **ACTION DM**
- Grass cutting – after Karen could no longer cut the grass around the hall Fred has been doing it. He said that he really didn't have the time with the other maintenance work he has to do. It was suggested that Darryl should ask Brian Smerdon if he would do it for which we would offer to pay him. **ACTION DM**
- Entrance drive – upgrade to facilitate easier wheelchair access. Fred has obtained 4 quotes and suggested that one had a much more professional approach than the others although they were all about the same money. The cost of the upgrade from the gates to the dog shelter was £1,500 – the final surface being tarmac laid hot with shingle rolled into it . This chap also quoted for the whole area including the car parking area which was £4,400 + VAT. It was agreed that we should look at some work he had done locally and if considered ok to go ahead. Darryl said that he thought he could acquire a grant for the entrance part as this will aid disabled users - leaving the balance to be taken from hall funds. **ACTION FM/DM**

Hall Fees Review

Cara and Frank had discussed this and concluded at the fees should stay the same for this year to ensure we remained competitive.

Play / sporting facilities – Play Space Levy

Helen reported that the grant had been gained for the improvement of the play area surface.

Helen and Peter have been working on a grant for the petanque piste which looks encouraging where we hope to gain £750. Peter is in the process of finalizing 3 quotes to be sent to the play space grant people. **ACTION PT**

Fund Raising

Eastern Angles made £318.49. A very good evening which raised approx £40 more than last time.

Dog Show – Darryl reported that Tim and Marion don't seem so keen to do this now and expects it will not happen until next year.

Quiz evening – the March one will not happen, but Richard Daykin and Paul Baker said that they would do one in the autumn..

Horse racing evening – Fred reported that the chap would run the evening without charge and thought that September would be suitable. Fred to agree a date. **ACTION FM**

Champagne Evening at the Thurlows – 12th May - black tie and posh frocks - to raise money for the petanque piste.

Jubilee Ball – 4th June.- Kathy Churchill.

Fete – 16th June

Brandeston Olympics – 19th August – Pat Morgan

Horkey – 6th October. Darryl to progress entertainment.

ACTION DM

Bonfire Night – 3rd November.

Quiz Evenings –October – Paul Baker/ Richard Daykin

Murder Mystery evening – Peter

Plaques – some requests received – look at again.

Bingo – Darryl to speak to Pat re. running an evening.

ACTION DM

Jubilee

- Review meeting held on 6 March for all jubilee activities to judge progress.
- The steps are now done. Opening ceremony performed by Mary Moore and tea party on Sunday 22nd April.
- Jubilee mugs – they have arrived. Sue to get list of children from Wilda and ensure up to date. Jackie Hounsell request mugs to be stored at the hall – Sue to organise. Children's free mugs to be handed out at the Street Party and Sue to ensure those not present do get their mug. Sale of mugs to start on 1st May – Coffee Morning, Fete and Pub. Sue to organise.
ACTION ST
- Jubilee exhibition – will be held in the Old Chapel. Jackie Hounsell reports that she has had offers of things to be exhibited but nothing has turned up yet.
- Ball – Sue Fisher has done flyers which will be delivered around the village soon and posters. Max. no. is 150 with an estimate at the moment of 120-130. Cara has obtained the licence (temporary event notice). Ticket price will be £40 per head which includes 3 course dinner and the band. The bar will be run by Ollie.
- Street Party – Darryl reported that he had applied for a road closure of the street and he will arrange traffic signs etc. Karen in charge of the rest of the organisation.
- Jubilee path – drawings have been received from Lou Paget including suggestions for easy to maintain shrubs and small trees. All agreed that the curved path on the east side of the playing field was good and would add interest to the playing field. It was agreed that this should go ahead and Peter asked to gain quotes for the path from the contractors involved in the petanque piste.
ACTION PT

Village Fete

Initial meeting in the pub on 19th April at 8 p.m. Ollie is thinking of doing a beer festival and perhaps a BBQ on the Sunday. After some discussion it was agreed to ask Eileen to open the fete.

Actions from yearly procedures list

- Darryl reminded re. presentation of report to the annual parish meeting which will be held on either 22nd or 23rd May. **ACTION DM**
- Spring clean – Fred felt that it was not necessary this year.

Any other business

- Mark Johnston's retaining wall - the village hall committee wishes to maintain an amicable relationship with neighbouring properties, but agreed that the boundary must be protected and planning guidelines adhered to. Sue to inform Parish Council of our discussions as they asked for our opinion. **ACTION ST**
- Agreed that Aaron should fit a 30 amp power plug in the exterior wall.
- Christmas tree lights – Lucy reported that to take a cable from the pub under the road to get power to the tree would cost approx. £600. To be discussed further at next meeting.
- The next Brandeston will be a Jubilee edition featuring all the planned events.

Date of next meeting.

19th July at 7.30 p.m.

SRT/27.03.12.