

## **BRANDESTON VILLAGE HALL MANAGEMENT COMMITTEE**

### **MEETING**

**26<sup>th</sup> September, 2013**

**Present:** Paul Baker, Sue Thurlow, Peter Thurlow, Frank Eyles, Helen Fletcher, Fred Mugleston, Terry Robinson, Lucy Nobbs, Jane Mitchell, Cara Duffy .

**Apologies:** Kathy Churchill, Mary Baker

**Minutes of last meeting** – 4<sup>th</sup> July, 2013 - these were agreed as being a true record and signed by the Chairman

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

**Bonfire night** – Paul reported that he had spoken to the Kings and that the bonfire would go ahead on their field on 9<sup>th</sup> November. Access for bonfire building would now be via the entrance between the Rice's house and the stream in Low Street and across the Scott's meadow. To facilitate entry by the tractor a bridge will have to be constructed from the meadow into the King's field. Paul to contact Victor re. the time to do this and then organise a working party to get it completed in time for the event. Sleepers can be purchased from Fram DIY for £21 each and it was thought we would need 5. All agreed this was a good solution and should be progressed. Duties on the day as follows:

- Rubbish collection & bonfire building – Tim Owens and team
- Collection of tables from the hall for the refreshments and the BBQ from Eileen's – Tim Owens.
- BBQ – Helen
- Tent – if necessary – Paul
- Posters, mulled wine, lanterns and lights – Sue
- Rubbish check - Paul

**Soil for petanque piste edges** – completed.

**Fete analysis** – Paul has posted this on the hall and village notice boards.

#### **Secretary's Report**

**Additional Rubbish bin** – this is now in place and Frank has arranged payment by DD.

**Q4 action list** – this was checked and all is in hand. Following the AGM Paul will need to update the charity commission website with the committee members for the 2013/14 year and download his annual report onto the website.

**ACTION PB**

## **Treasurer's Report**

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

**Depreciation** – Frank suggested that this form of accounting should be changed to make the accounts more understandable to villagers. Instead we should instigate and ring fenced fund for repairs and replacements. The yearly amount to be put into this fund should be agreed at the end of each financial year. Improvements to the hall should not be included in this fund. A list of expenditure over the last 3 – 5 years should be drawn up to aid decision making.

**ACTION FE**

**Business rates** – Paul reported that he had received an email reply to his letter which suggested that we should identify how we were intending to spend our reserves. An informal discussion had taken place between David Risk and the leader of SCDC who indicated that a detailed account of our intentions for this money would help the SCDC to decide a possible successful outcome to this situation.

It was agreed that Paul, Sue and Terry would draw together our future outgoings for repairs and improvements to the hall to reply accordingly. In the meantime Paul would write a holding email while this information was being collated. It was agreed that we would aim to have this in place by w/e 11<sup>th</sup> October.

**ACTION PB/ST/TR**

**Wine stocks/other assets** – Paul agreed to check this and email Frank for his year end accounting.

**ACTION PB**

**Year end** – discussion took place as to whether to change our year end to coincide with Cara's calendar i.e. Jan/Dec. Frank said it was no real problem to operate different year cycles so we agreed to leave as is.

## **Bookings report**

Cara reported that the hall was well booked with £5,600 recorded so far this year. She also said that most evenings were now booked and it would be difficult to fit in another regular event.

## **Maintenance report**

- Hall lights – on going problems would suggest that these all need replacing. Aaron was intending to join the meeting at the end to discuss this issue and the terrace lights. However, this was not possible because the meeting did not close until 10.15 p.m. To be discussed at the next meeting – add to agenda. **ACTION ST**
- Electrical certificate done.
- The pothole which has appeared in the drive by the dog shelter will be repaired shortly.
- The hedge cutting and ditch clearing has been booked for October.
- Replacement steps – a quote from Terry Pearce (who did the Jubilee steps) amounts to £1,659 to replace the steps with cement ones and for 2 wrought iron hand rails. It was agreed that this should go ahead. **ACTION FM**
- The broken tile in the kitchen has been replaced.

## **Communications Report**

Discussion took place re. a complaint about the pub article in *The Brandeston*. The committee agreed that they did not feel that the editor had been insensitive in his wording, but Peter suggested that he should offer the right to reply to the complainant in the next edition. It is hoped the next edition will be out in October when we will know more about the pub. Other items to be included are – the contingency fund explanation, the playing field project, bonfire night and the AGM.

**ACTION PT**

## **Playing field project**

Following the rejection of our application for the tennis court it was suggested that this idea should not be completely dropped as the survey of the village did support such a facility. Therefore the committee would ask the project team to meeting again to set out a plan of short and long term goals in a phased approach to progress the overall plan further. Sue to set up this meeting shortly.

**ACTION ST**

The petanque piste – problems with the playing surface have been repaired by the builder and currently looks ok.

## **Hall Improvements**

- Hall redecoration – the cheapest quote is from Paul Morgan. Paul to check the quality of his work with a resident of Larcomb's Lawn who used him recently and also to check the timescale for doing the job as he is a one-man-band. It may be more effective to go for the next quote up who could do the job quicker. **ACTION PB**
- Hall paintwork colour – a majority decision was taken to remain with the same colour for the main hall, lobby, corridor and a change to white for the kitchen.
- Flooring – all agreed that the work was excellent and it looks like a new floor. After discussion it was agreed to have work done to the floor as and when necessary rather than have an annual refurbishment. Also a notice had appeared on the entrance doors asking users to not scuff the floor but it was agreed that this should be taken down as users did respect the hall and it was felt unnecessary.
- Lack of storage space – ideas for free standing large cupboards for the south end of the meeting room were discussed. These are self assembly units which would cost £750. A purpose built-in cupboard was estimated to cost up to £1,500. Terry was asked to get some quotes for this. As this problem is pressing it was agreed that this should be continued via email and that the committee would vote via email on their individual preference so that Terry could progress things instead of waiting until the next quarterly meeting for a decision. However since this meeting a further idea has materialised which is to use the west end of the gent's toilet as a storeroom by extending the wall of the urinals and making a new door in the hallway to access the new cupboard. Following drawing being circulated by Terry to the committee a positive response to this new idea means that Terry will now go ahead to gain quotes for this work. **ACTION TR**
- Terrance lights not discussed because of lack of time.
- Christmas tree lights – as the pub situation is unknown it was agreed that Terry should buy and fit a timer switch to the battery lights. **ACTION LN**

## **Fund Raising**

- Live band and hog roast – Saturday, 28<sup>th</sup> September. Lucy is hoping to sell 100 tickets for the event.
- Harvest Horkey – this will be held on Saturday, 19<sup>th</sup> October starting at 7.30 p.m. Same format as usual – a free event - a 3 course meal with entertainment from the village e.g. village video, quiz etc. Sue to organise. **ACTION ST**
- Quiz night - 23rd November. **ACTION MB/PB**
- Hello Hello fancy dress party – late January.

## **AGM**

Same format as last year but no dates available in the hall calendar for November so it will be held on Thursday, 5<sup>th</sup> December starting at 8 p.m. Sue to forward last year's minutes to Paul to aid his presentation. **ACTION ST**

## **Any Other Business**

- Frank queried the BT phone bill. All thought the tariff was for incoming calls and emergency outgoing calls only. Frank to check. **ACTION FE**
- Peter ??? who inherited Wilda's cottage has donated her garden bench together with a commemoration plaque to the hall.

## **Date of Next Meeting**

Thursday, 9<sup>th</sup> January, 2014 at 7.30 p.m.

SRT/3.10.13.