

BRANDESTON VILLAGE HALL MANAGEMENT COMMITTEE

MEETING

4th July, 2013

Venue: Brandeston Village Hall Meeting Room

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

Apologies: Kathy Churchill, Cara Duffy

Minutes of last 2 meetings – 19th March and 11th May, 2013 - these were agreed as being a true record and signed by the Chairman

Chairman's Report

Bonfire night – Paul reported that he and Fred had cleared the wood debris on the site and he had asked Victor Scott to level the ash pile sometime ago. This had not been done and John King has now said that he would get the site cleared and send us the bill if the job was not completed within 2 weeks. Paul agreed to contact him and explain the events so far and to establish if he was willing to continue to host this event. Paul also to speak to Victor re. above and about sleepers to cross the ditch as well as what type of barrier was needed i.e. gate or removable fencing. **ACTION PB**

Paul also reported that the school had offered to invite Brandeston residents to their bonfire night on the Sunday. They would just need to know numbers likely to attend as a BBQ would be free. Helen commented that it would be a pity to lose our own good village event and wondered whether residents would wish to join the school bonfire. It was decided to delay any response to the school until we know how the King's feel about continuing.

Helen Buckingham – Paul has spoken to her as we thought she had wanted to be more involved in the village and may like to join the hall committee. She confirmed that she would prefer to be involved with the parish council so would not be joining us.

Secretary's Report

- **Rubbish** – Sue reported that enquiries has been made with a private waste contractor for a large bin, but it was agreed the cost was too high to continue down this route i.e. approx. £615 per year. It was therefore agreed that we should revert back to getting a bin from SCDC at an approx. cost of £200 per year. **ACTION ST**

Treasurer's Report

Accounts attached – all looking very healthy.

Frank reported that the Scottish Widows interest rate has now been reduced to 0.75% so it was agreed that he should move the money to Virgin paying 1.65%. This new account also offers instant access.

ACTION FE

Frank also reported that he had been approached by SCDC re. rates to be paid on the hall which in the past has always had 100% exemption. Currently we have the 80% free which is mandatory for hall but we have been billed for the other 20% on the grounds that we have more than one year's running expenses in the bank. This would amount to approx. £368 per year. Frank had drafted a letter objecting to this and it was agreed that this letter should refer to the need for repairs in the future to ensure the good condition of the hall and that as the hall is now 8 years old this is about to be commenced i.e. the refurbishment of the floor, redecoration overall etc. It was also suggested that our local councillor should be asked to lobby on our behalf as well as the parish council. Following this meeting Frank contacted Mark Hounsell to progress this. Frank also agreed to contact Hacheston to enquire of their position.

ACTION FE

Hall insurance – Frank reported that this had been paid and he had acquired a small discount.

Depreciation – discussion again took place re. the need to formally right off the costs of the hall over 50 years. This is only a paper transaction but has been confusing for the parish to understand. Frank will speak to Steve Williams to set up the accounts in the first place as to the need to continue this as the committee wish to revert to standard accounting. Terry suggested that we should operate a 'ring-fenced' account for maintenance purposes which was agreed as a sensible idea. It was suggested that this could be explained more fully to the village at the AGM and that Peter could put something in the newsletter beforehand. Frank to progress this.

ACTION FE

Jane wished to have her views recorded that there should be a reserve fund, but rest of the money should not be hoarded but used for the benefit of villagers i.e. on the playing field improvements.

Bookings report

No report available, but Frank reported that bookings/money received was very healthy.

Maintenance report

- Hall lights – 4 lights in the hall are still out and will be progressed with Aaron.
- Aaron has done the electrical testing and all is well. Lucy will email through the certificate.
- The broken meeting room widow was discussed as it was agreed that as it is not dangerous it will not be replaced for now.

ACTION LN

- The steps at the side of the terrace need repairing again and the wood is rotten. It was agreed that Fred should get a quote from David Pearce for steps and hand rails to match the Jubilee steps. Also to get a quote for a disabled ramp although comments were recorded that disabled people could access the lower terrace by going via the hall door which does have a special disabled arrangement. **ACTION FM**
- Hall redecoration – Paul has gained one quote for the painting of the hall amounting to £3,525 for the complete job. He has to check whether VAT would be chargeable on this. Lucy's contact will quote shortly and this will be forwarded for inclusion in these minutes. This quote amounted to £3,590 + VAT from Brian's Property Services. This full quote has been forwarded to Paul.
- Kitchen tile – one has been broken which prompted a discussion on the colour of the tiles and walls in the kitchen. It was agreed that the tiles should remain the same and Fred should replace the broken one and that the colour of the walls should be changed to white. It was also agreed to tile the window ledge and Lucy for to get a quote from her contact for this. **ACTION FM/LN**
- Hall flooring – Terry reported that he has obtained 2 quotes – both of which were accredited Junker floor contractors. It was agreed to go with the cheaper of the 2 and Terry has booked the hall to do this at the end of August as it will take 4 days and this is the only time a block of 4 days are available. The cost will be £1,750.

Communications Report

Items suggested for inclusion in the next edition of *The Brandeston* – hall floor refurbishment, inside decoration of the hall, the possible new steps, improvements – storage ideas, lighting of the terrace, new umbrellas etc. and costs. Also the Mutton Lane protest.

Playing field project

No news is expected re. the tennis court grant until the end of July. So no further actions appropriate until this news is received.

The petanque piste – problems with the playing surface have been reported to the builder who will be visiting shortly to check. Some top soil for the hedge side of the piste is still needed which Paul volunteered to do from his garden. **ACTION PB**

Hall Improvements

- Lack of storage space – it was agreed that the best solution is to have a built-in tall cupboard at the south end of the meeting room with a plasterboard infill to the ceiling. Terry to get quotes. **ACTION TR**
- Picnic table umbrellas – four have been purchased and Terry reported that he has fitted a device to the tables so that they will not be lifted by the wind. They are stored in the boiler room.

- Terrace lighting – Lucy brought a sample of the suggested column lights for the lower terrace to illuminate the steps for safety reasons. These were thought to be very suitable and will be fitted by Aaron. Cost - £160 each + VAT. Discussion also too place re. small lights in the flower beds which at approx. £25 each was also agreed to be a good idea and an aesthetic improvement. **ACTION LN/AN**
- Christmas tree lights – Lucy to follow up. **ACTION LN**

Fund Raising

- Village fete – a total of £2,967 was raised (shared equally between the hall and the church) which was excellent in view of the down pour which ending outside proceedings at approx. 3.15 p.m. Paul to do the annual s/sheet to place on the notice board giving full details of takings per stall. Sue to write to Ollie to thank him for hosting the event and his help on the day. **ACTION PB/ST**
- Eastern Angles - £60+ was raised on the night as not so many tickets were sold as in previous years. However, although the title of the play may have been off putting the performance was excellent and was much enjoyed by those present.
- Car Boot Sale – Lucy reported that the Sunday morning event made £350 for not much effort.
- Dog show – this was a possible event in the summer but there were no volunteers to run this so the idea has been abandoned.
- Live band and hog roast – Saturday, 28th September. Lucy will organise this which is progressing well. The spit will be borrowed from Eastern Farm Park and the band – Key Features – has been booked. Ticket price will be £15 with an outside bar hopefully run by Paul Hooper. Lucy's aim is to get 150 people there on the night. **ACTION LN**
- Harvest Horkey – this will be held on Saturday, 19th 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, games etc. Sue to organise. **ACTION ST**
- Quiz night with ploughman's - mid November. **ACTION MB/PB**

Any Other Business

None

Date of Next Meeting

Thursday, 26th September, 2013 at 7.30 p.m.

Please note change of date as the hall was booked on 19th.

SRT/21.07.13.