

BRANDESTON VILLAGE HALL MANAGEMENT COMMITTEE

MEETING

5th January, 2012

Venue: Brandeston Village Hall Meeting Room

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

Apologies: Kathy Churchill

Minutes of last meeting (28.09.11.) - These were agreed as being a true record and signed by the Chairman

Chairman's Report

Darryl welcomed the 2 new members to the committee – Terry and Lucy

Revised fee structure to be put hall notice board. **ACTION DM**

Bury St. Edmunds coach outing made £200 – 42 people went.

The tables stored at the pub have been transferred to Eileen's barn.

Alan Randall has given his pub tent to us for hall use – 30 x 10 – also stored at Eileen's.

Trust deed – Darryl has scanned this and will put on the website. File copy with Darryl.

Letter received from Nick Hayward regarding Peter Arbon falling over in the drive possibly over the drive edging. Nick has agreed to adjust the edging. Also when first aid box needed to attend to Peter it was found that some items were out of date. Karren Piper-Williams, who administered first aid, agreed to update the box. Darryl to progress. **ACTION DM**

Things to do this year:

- Replacement of large round tables because they are too big for conversations across the table and also they are always needing repairs. Agreed we need 5ft. tables. Lucy agreed to sell the old ones after June. **ACTION LL**
- The play area bark needs replacing. Helen to contact Play Space Levy for grant and when this is agreed Fred to order bark. To be progress by email before next meeting. **ACTION HF/FM**
- Petanque piste – a team will be entered in the Adnams Petanque league again this year and it was agreed to go ahead with the piste. Meeting to agree location – Sat. 14th January – 12 noon. Also agreed to discuss landscaping. **ACTION ALL**
Grant for funding to be progressed. **ACTION HF/PT**

- Audio equipment / visual system – setting up the A/V system is awkward and complicated and we need to investigate what is available so that it is easier for hall users to play DVDs, connect PCs, play CDs or connect MP3 players in the main hall and control them. Terry agreed to look into what needs to be done. **ACTION TR**

Secretary's Report

Sporting grant - this grant may or may not be available to fund sporting activities to celebrate Olympics year. Sue to follow up as no contact from SCDC. **ACTION ST**

Oil – Letter received from Suffolk Acre re. starting an oil syndicate. As there is a charge to join it was agreed we should stick with our current arrangement.

Treasurer's report

FE reported that the figures looking good with £400 income more than same quarter last year.

Bookings

Cara reported that the hall is now booked each evening – booking generally looking really good. Current fee structure is spot on so we are getting booking as the preferred village hall. Reasons – position, access, play area, atmosphere and high standard. Weekend booking also looking good. Calendar on website is up to date.

New booking – Rosemary Conley diet and fitness class – Peter to promote in the next newsletter. **ACTION PT**

Spring-clean needed of kitchen – Cara to agree with Pat to do extra hours. Also to think about Pat's hourly rate for next meeting. **ACTION CD**

Also we need to do an inventory of crockery etc. **ACTION ST/LL**

Maintenance Report.

- *Clock* – Fred to buy new clock if it can't be repaired. Aaron will soon be hiring a cherry picker which we could use to replace clock and mend weather vane. Fred to liaise with Aaron. **ACTION FM**
Because of heating failure recently Darryl to produce procedure in the event of future equipment failures. **ACTION DM**
- Disabled access on the drive – Fred to get quotes for pathway – Darryl to apply for "Awards for All" grant. **ACTION DM/FM**

Communications

Next newsletter planned for later this month. All news items welcome. Jubilee plans to be mentioned. **ACTION PT**

Annual General Meeting

AGM comments raised:-

- Re. spraying play area with glyphosate – Darryl copied page from the RoSPA website confirming that Brian Smerden could go ahead.
- Bench in memory of John Elliott – Approx. cost £200 - £300 made in teak. Agreed to use 100+ money via parish council. Also the plaque for the bench and one for the sundial. Sue to inform Mary of agreement of PC. **ACTION ST**
- Replacement goal posts – agreed to investigate portable posts with nets for 5 a side football. Fred to progress / Lucy to arrange scrap of old posts. **ACTION FM/LL**
- Replacement of chairs – it was agreed that the chairs were adequate and in good condition and that we could not justify the spend at this time.
- New BBQ - it was agreed to purchase a new one as the current BBQ has disintegrated and is dangerous. Fred to progress – probable costs will be about £350 – money to be used from the 100+ club.

Fund Raising

Eastern Angles – 23rd Feb. Mary to chase details and forward for n/letter. **ACTION MB**

Dog Show – Darryl reported that Tim and Marion still willing to do this in the spring.

Horse racing evening (April/May) – Cara / Fred

Jubilee Ball – 4th June - Kathy.

Fete – 16th June

Brandeston Olympics – 19th August – Pat Morgan

Horkey – 6th October,

Bonfire Night – 3rd November.

Quiz Evenings – March and October – Paul Baker/ Richard Daykin

Murder Mystery evening – Peter

Jubilee

Ball – Kathy has held the first meeting and all is going ahead. Probable ticket cost - £40.

Street Party – Karren wishes to hold in the main street on Sunday 3rd June at 2.30. Police to be contacted.

Jubilee mugs – Jackie Hounsell preparing options to report soon. Sue to asked PC to fund these. **ACTION ST**

Jubilee exhibition – Brandeston during the 60 years – Sue to ask Jackie if she would consider getting up a team to do this to be on display in the hall over the Jubilee w/end. **ACTION ST**

Jubilee steps – Terry agreed to progress these. **ACTION ST**

Procedures

Sue details procedures i.e. list of duties by month. Asked to add checking of fire extinguishers, and the PAT test. **ACTION ST**

Any Other Business

- Cara and Frank to discuss whether fees need to be altered in April. **ACTION CD/FE**
- Storage discussion to be held over to next meeting. **ACTION ST**
- Suggestion from Kathy to have a Christmas tree on the green by the village sign in future. All thought this was a good idea and Lucy agreed to speak to Aaron re. how to source power for the lights. **ACTION LL**

Date of Next Meeting

22nd March at 7.30 p.m.

SRT/19.01.12.