

BRANDESTON VILLAGE HALL MANAGEMENT COMMITTEE

MEETING

28th September, 2011

Venue: Brandeston Village Hall Meeting Room

Present: Darryl Morgan – Chairman; Sue Thurlow – Secretary; Frank Eyles – Treasurer; Mary Baker – PCC representative; Peter Thurlow – Communications; Helen Fletcher; Kathy Churchill – PC representative;

Apologies: Cara Duffy - Bookings Manager; Fred Mugleston – Maintenance Manager;

Minutes of last meeting (23.06.11.) - These were agreed as being a true record and signed by the Chairman

Chairman's Report

Revised fee structure to be put on the website and hall notice board. **ACTION DM**

Charity Commission website updated.

Fete – Alan leaving the Queen could affect the venue for 2012. His agreement is to stay until next August if a new tenant has not been found before this. Darryl to open discussions with new landlord as and when.

Alarm – sticker now placed on the box to remind hall users not to activate as a case arose when it has been switched on and the alarm activated on opening.

Aaron's bill for recent electrical work has been paid - £159.90 which was for parts only. He gave his time free.

Tarmac for wheelchair users in the entrance – the stones have been brushed to one side which revealed a hard surface. This may be sufficient so it will be monitored over the winter.

Secretary's Report

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

100+ Club - ST to write to Mark Hounsell to thank him for his continued assistance. This has been done.

It was also agreed to put a storeroom key into the key safe – done.

Sundial - thanks to John Garratt and Edwin Stearn for moving this now done.

John Elliott – suggestion that we should buy a seat with a plaque to commemorate his donation to the hall. This was agreed and Mary volunteered to check price paid by the church recently and to investigate other options. **ACTION MB**

Also agreed to install a plaque for the Underdown's sundial. **ACTION MB**

Treasurer's report

FE reported that the figures for this financial year still look very positive – spreadsheet attached to these minutes. Income for this year standing at £11,375 and the expenditure at £9,447. The hall painting cost £2,500. Hire fees at the yearend expected to be up slightly but fundraising expected to be £1,000 down. Full analysis will be presented at the AGM in November.

Agreed to spend £54 on replacement small urn.

Bookings

Cara unable to attend the meeting, but reported that although weekend hiring is down, overall the bookings are at least as good as last year and may end up a little up.

Maintenance Report.

Clock – Fred has taken this apart and a new part is needed expected to cost £150. DM agreed to look on internet to see if it could be sourced cheaper or look at replacement clock. **ACTION DM**

Entrance light – Aaron has agreed to do this and Fred has dug the trench. Peter asked to mention Fred's efforts in doing this by hand in the newsletter. **ACTION PT**

Fire doors – problems with the locks. Fred has stripped and replaced these so currently working again.

Keys for deadlocks now on chains on the kitchen back door and the meeting room door.

All agreed the heating should be kept on automatic for the winter. **ACTION FM**

The bolts on the big tables keep falling out and seem to need Fred's constant attention. Darryl suggested that we should look at buying some replacements, but perhaps slightly smaller. To be discussed again in spring 2012 – add to agenda. **ACTION ST**

The village lunch team have requested a shelf over the hand-washing basin as more space is needed. Sue to speak to Fred to get this done. **ACTION ST**

Repainting of the hall completed – it looks good. Good comments from residents.

Communications Report

Peter reported that the next edition of *The Brandeston* is due in October so again a request for news items please. Peter asked to include details of the AGM. **ACTION PT**

Play Space Levy

Petanque pitch - Helen requested help with completion of form for the grant. Peter agreed to ask the secretary of petanque league for dimensions and construction details. It was agreed that this would be done professionally and completed over the winter. Peter to liaise with Helen. **ACTION HF/PT**

Play area – replacement bark and new equipment in progress. Permission needed first for any money needed from the Play Space Levy. **ACTION HF**

Annual General Meeting

November 24th at 8 p.m.

Notices to go up on 10th November + agenda. Notice in parish mag. **ACTION ST**

Reports from Chairman and Treasurer as usual.

All current members of committee willing to stand again. Darryl restated that he would act as chairmanship for one further year and resign in Nov. 2012.

New members needed as currently 2 short.

Fund Raising

Fete - Mary has reserved the school tent for next year's fete – 16th June, 2012.

French day - a great success which raised £524.07 for hall funds.

Horkey – 8th October – same format as 2010. All in hand with the Brandeston Pig Club donating the pork. Entertainment – Peter Holloway from Charsfield will charge £75, **ACTION ST**

Bonfire Night – 5th Nov. – same format as usual. Fireworks – Martin Churchill , BBQ – Helen, rubbish collection – Tim Owens. Mulled wine – PT Insurance check list -ST **ACTION ST/HF/PT**

Quiz night – 19th November. **ACTION PT/ST**

Coach outing – to Bury St. Edmunds - Saturday, December 3rd **ACTION DM/PM**

Children's party/film **ACTION KC**

Eastern Angles – booked into their schedule for either 23rd Feb or 29th March 2012 according to availability of the hall. Mary to liaise with Cara. **ACTION MB**

Jubilee Celebrations

Darryl outlined details of meeting held on 25th August, 2011 and actions agreed so far.

Karren Piper will lead the organisation of the street party on Sunday, 3rd June and Kathy Churchill the dance on Monday, 4th June.

Discussion took place on the location of the street party and it was agreed it should be actually held in the street adjacent to the Queen on the basis that this would be different and more memorable rather than yet another event at the village hall.

Sue Fisher has booked the band – Simon Bayfield. Meeting held with Anglia Events (catering company) passed on to Kathy and attached to these minutes.

As there will be a wedding on the Saturday and a dance on the Monday we must remember to inform the near neighbours of what is going on. **ACTION DM**

Discussion took place re. commemorating the Jubilee with a Jubilee walk or some sort of tree planting / landscaping. Ideas to be progressed at the next meeting. **ACTION ST**

Any Other Business

Solar panels – Frank reported on his investigations into placing panels on the hall roof. The company contacted suggested either 32 panels costing £21,600 or 41 panels costing £32,000. After some discussion it was agreed that this would use up too much of our reserve especially in view of the fact that the hall is now over 6 years old and refurbishment and repairs would need to be financed. The floor will need stripping and refurbishing possible next year, as well as repairs to the car park etc. etc. As a long-term project the returns would be good but we do not have sufficient assets to consider this currently. In case circumstances changed it was agreed to review in 12 months time.

Terrace Steps – to make more use of the terrace and patio area it was agreed we would look into the cost of having a set of steps in the centre possibly with wrought iron banisters. Darryl to look into this. **ACTION DM**

100+ Money – Sue reported that the PC was being pressed by the council's auditors re. the amount of money held in their own right and our 100+ money. The PC have asked for us to consider using some of this money to ease this situation. It was agreed that we should purchase heating oil from this fund. Sue to speak to Mark / liaise with Fred. **ACTION ST**

Date of next meeting

Thursday, 8th December at 7.30 p.m.

SRT/25.10.11.