

Brandeston Village Hall Management Committee Meeting Minutes – 08/08/2006

Venue: Brandeston Village Hall

Present:

Eve Crane	Vice Chairman & Assistant Hall Manager
Jackie Hounsell	Hall Manager
Peter Thurlow	Communications
Fred Mugleston	Maintenance Manager
Marian Hutson	User Group Representative
Steve Williams	Treasurer
Pat Morgan	Fund Raising Co-ordinator
Mary Mitson-Woods	Marketing Manager
Nick Holland-Brown	Secretary

1. Item 1 - Apologies:

Sue Thurlow, Chris McArthur

2. Item 2 - Minutes of previous meeting

Approved and signed.

3. Item 3 - Matters arising

1. Website – PT reported that the project has made no progress since the last meeting but he is following up potential helpers. MM-W offered her help. **ACTION PT**
2. Email directory – PT reported that he has completed the directory.
3. Trustee Document signatures – MM-W has signed the document. EC to pass it to NH-B **ACTION EC**

4. Item 4 - Grants

1. Kitchen Equipment – EC and MM-W confirmed that the kitchen equipment has been delivered and the invoice should be paid by the Parish Council. NH-B to inform M Hounsell. **ACTION NH-B**
2. Cinema – MM-W confirmed that the installation of the cinema equipment has been completed and the invoice should be paid by the Parish Council. NH-B to inform M Hounsell. **ACTION NH-B**

The first film is to shown on 8th September. Only trained people are permitted to operate the equipment. These are currently Nick Hayward, CM, Richard & MM-W, FM and Kathy Churchill.

3. Play Space Levy – FM reported that there is currently no requirement for football equipment but this situation may change in future.

4. Sports Foundation – They are still awaiting sight of our 2005 audited accounts. These will be forwarded when audited. **ACTION SW**
5. Maps – NH-B produced quotations from two suppliers. It was agreed to accept the cheaper quote from Amethyst One. NH-B to progress the matter with ST **ACTION NH-B**

5. Item 5 - Hall Matters

1. Caretaker – JH reported that system is working satisfactorily but Sarah Long may be moving house at the end of August.

Kieran has not yet been offered the opportunity to lock up at weekends for a suitable payment. **C/F JH**

It was agreed that a full discussion is required, on the future day to day operation of the hall. This discussion to be the main topic at the next meeting. JH offered to prepare a discussion document. **C/F ACTION JH**
2. Bookings – JH reported that the hall booking/hire agreement has been amended regarding the retention of the deposit for not vacating the hall on time.

It was agreed that the agreement should mention the prohibition of firework displays. **ACTION JH**
3. Storage – It was agreed that no further action is necessary for the time being.
4. Baby Changing – JH reported that no progress has been made. **C/F, ACTION JH**
5. Cigarette disposal bins - JH reported that no progress has been made. FM offered to progress the matter. **ACTION FM**
6. Snagging – NH-B read out a report from Mark Hounsell. MH had asked for a decision on the corridor floor and the meeting voted unanimously to accept the floor as it stands. NH-B to inform MH. MH will continue to chase the missing documentation from SEHF. **ACTION NH-B**
7. Parking – NH-B reported the Parish Council's continued concern about parking in The Street, opposite the entrance to the playing field. It was agreed that the committee would continue to request the cooperation of hall users, in not parking in this area.

6. Item 6 - Lottery

Our 2005 accounts remain overdue for filing with the Lottery. SW reported that he is in discussion with Messrs Manning & Girling of Ipswich (a firm of auditors recommended by Suffolk Acre).

Apointment of Auditor

The meeting voted unanimously to appoint Larking Gowen (formerly Manning & Girling) as auditors. Fees to be agreed. ST to inform them of their appointment. **ACTION SW**

7. Item 7 - Fundraising (Events)

1. New Events – PM reported that all events up until Christmas are organised.
2. Fete – SW reported that this event had raised £1,328 each for the hall and the church and this was new record.

It was agreed that financing of events should be discussed at the next meeting.

C/F

8. Item 8 - Finance

SW produced his report (appended to these minutes), showing a surplus for £10,114 for the thirteen months from 1st June 2005. He indicated that although the Net Assets Balance is net of liabilities, it did not provide for the capital commitment relating to the new terrace.

9. Item 9 - Terrace

1. Work on the installation of the new terrace had not yet commenced but was due to do so immediately.
2. Furniture – The two benches in memory of Eunice bell, with suitably inscribed brass plaques, are now in place on the terrace. EC to discuss with ST, regarding informing Mr Bell. **ACTION EC**

10. Item 10 - Communications

PT explained that the communications strategy was in part, dependent on the website and was ongoing. Emailing villagers would start soon.

11. Item 11 – AOB

1. The date for this year's AGM was fixed for Thursday 23rd November.
2. EC offered to meet with Hilary Whiting to discuss her complaints about the chestnut tree on our mutual boundary. **ACTION EC**
3. JH highlighted the increased number of false alarms on the burglar alarm system. This is apparently due to the large number of flies in the premises. Action is being taken to reduce the fly population but it was considered that we should investigate installing a zapper in the kitchen. MM-W to investigate. **ACTION MM-W**
4. FM reported that the main entrance door had dropped. JH to investigate whether or not this is covered by snagging. **ACTION JH**
5. David Risk has offered to supply a quantity of daffodils to be planted in the vicinity of the entrance to the playing field site. It was agreed that this offer should be accepted but they should not be planted in the short grass. **ACTION EC**

12. Item 12 – Date of next meeting

Thursday 12th October 2006 at 7.30pm. Venue Brandeston Village Hall

NH-B 10.08.06

BRANDESTON VILLAGE HALL & RECREATION GROUND

PROFIT & LOSS EXTRACT FOR THE 13 MONTHS ENDED 31 JULY 2006

	£	p
<u>Income</u>		
Coffee Morning		634.00
Hall Hire		4,532.50
Paper Bank		63.26
Table Tennis		215.00
Interest Received		158.82
Fundraising		
Barbecue	385.00	
Garden party	305.00	
Tea Dance	154.00	
Horkey	397.00	
Talent Evening	494.80	
Fireworks	126.00	
Wine Quiz	200.00	
Valentines Disco	91.00	
40's Dance	469.61	
Fete	1,328.53	
Newmarket	229.60	
Fred's Dance	200.00	
50's Quiz	<u>302.50</u>	
		4,683.04
Donations		<u>3,105.50</u>
Total Income		13,392.12
Less Expenditure :		
Insurance		1,340.37
Oil		638.88
Electricity		259.51
Water and Sewerage		206.71
Telephone		40.52
Repairs & Equipment - AB Alarms		92.93
Repairs & Equipment - Fridge		60.82
IT set up		35.00
Vacuum Cleaner/Computer Station		135.09
Sundry Consumables		<u>467.87</u>
Total Expenses		3,277.70
Surplus for the period		<u>10,114.42</u>
Surplus for the period to 30th April 2006		8,906.11
Net Assets Balance at 31st July 2006		11,232.78