

BRANDESTON VILLAGE HALL MANAGEMENT COMMITTEE
Meeting Minutes
24.09.09. at 7.30 p.m.

Venue: Brandeston village hall meeting room.

Present:

Darryl Morgan	Chairman
Nick Holland-Brown	Treasurer
Sue Thurlow	Secretary
Lucy Daykin	Hall Manager
Fred Mugleston	Maintenance Manager
Marian Hutson	User Groups
Mary Baker	PCC representative
Peter Thurlow	Communications

Item No.	Minute	Action
1.	<p>Apologies</p> <p>Jacky O'Brien Bookings Manager</p> <p>Kathy Churchill Parish Council</p>	
2.	<p>Minutes of last meeting – 14.05.09</p> <p>Agreed as true record and signed by the chairman.</p>	
3.	<p>Chairman's report</p> <ul style="list-style-type: none"> • Awards for All – hearing loop. The final form now completed and will be sent 25.09.09. Standard procedure followed i.e. 3 quotes requested from Paul Bannister, Bayfields and Trevor Allchin who installed the sound system. The latter being the cheapest at £718 was therefore chosen. Although this grant has been agreed all requested to keep this confidential until officially announced. Provisional installation date – 3rd November. • Lock on central block in the kitchen – the committee had not been informed that the Luncheon club wished to fix a lock to the utensil draws to avoid things going missing. All agreed that having yet another key for users of the hall would be cumbersome especially if every club requested equipment to be locked away. It was agreed that nothing further should be done however DM agreed to email Mary Mitson-Woods as to the Committee's thoughts. • The old crockery – offered to Kettleburgh but all agreed that we should keep it for the fete and other outdoor events. • Trestle tables - DM still working on this as a relative of Alan at the Queen could possible acquire what we need at approx £15 each. All agreed this was worth pursuing and that the village hall share of the duck competition run by the Queen should be used to pay for these. Also Alan is prepared to store them for us. The Church has agreed to pay ½ the cost to a max. of £200. • Website: 14th May to 23rd Sept. – 2691 visits, 16,706 page views. Most popular pages – the Fete photos and the French evening. 	<p>DM</p> <p>DM</p> <p>DM</p>

	<ul style="list-style-type: none"> Health & Safety – risk assessment. Tim Randall who did the first report when the hall was opened has updated this which will be placed in the minute book in the hall entrance lobby and a copy kept on file. DM agreed to write to Tim to thank him for his work on this report. The only item missing is the means of accessing the loft which currently is by a step ladder which is too short. All agreed that Fred should investigate the purchase of an extendable loft ladder 	ST FM
4.	<p>Secretary’s report</p> <ul style="list-style-type: none"> Legal Charge - the Parish Council have still not received a reply to their request that the legal charge is placed on the hall building only so they have decided not to pursue this any further in the hope that it will be forgotten. Currently there is no legal charge against the hall or playing field. Generator for the hall: Graham Edhouse to meet up with Fred to discuss. Play Space Levy – the Parish Council had been warned that there was a possibility that this money may not be available in future as the District Council may use it for other purposes. It was suggested that the hall should apply soon to get access to this levy money. Suggestions put forward were additional bark for the play area and new play equipment. Also exercise equipment for use of older children. DM and FM to assess needed and rank in order of importance. Money available £4,962 representing Brandeston, Cretingham and Monewden levy – dated 19.08.09. (The other two parishes included with Brandeston as they have no common land to provide a play space so it is added to our village levy) 	
5.	<p>Treasurer’s report</p> <ul style="list-style-type: none"> The latest financial statements had been circulated to members and are attached to these minutes. Nick H-B reported a healthy financial position. Hall hirings are slightly down but fund raising has increased. Overview as follows: Fundraising and hall hire, £10,705 (up £993). Total income, £11,102 (up £1,089) Overheads excluding depreciation, £5,697 (up £1,568) 11 months trading profit excluding depreciation, £5,406 (down £477) Net current assets, £26,647 (up £4,738) Cash and bank balances £25,873 (up £4,424) Nick said that he would continue with accruals accounting for the time being but that this procedure was over complicated for the size of the hall’s finances. The hall has received a bequest from John Elliott of £5,000. DM agreed to write to the family to express our thanks. All agreed that a specific purchase should be made in his memory and DM agreed to discuss with Sue Etheridge and Mary M-W to get ideas and assess village opinion. 	NH-B DM
6.	<p>Hall Manager’s report</p> <ul style="list-style-type: none"> Request made for better access via the drive for wheelchairs – possibly the need for some concrete slabs to be laid down from the entrance gates. Fred to assess and add to possible work to be carried out on reinforcing the grassed area by the kitchen rear entrance 	FM

	<ul style="list-style-type: none"> • The fault with the kitchen hatch has been mended. • Extra drinking tumblers had been requested and were to be bought.. • It was noted that complaints had been received that the chairs are uncomfortable. • Catherine is unable to clean the globe lights and the high areas of the walls. Fred said he would do this. • Lucy said that unfortunately she would have to resign her post as from the AGM as it was too time consuming with other work commitments. All were very sorry about this. • Difficulty of Saturday evening events and opening of the hall was discussed involving paying a permanent caretaker or installing a key safe with a code for users. DM to talk to Jacky and discuss at next meeting. 	<p>FM</p> <p>DM</p>
7.	<p>Booking report</p> <ul style="list-style-type: none"> • Bookings have started to pick up again. Totals to date: 2009 - £4,659 and 2010 - £870. • Eastern Angles booked for 6th April. • No major problems with any bookings just the ongoing problem of getting people to take their rubbish home. • Jacky requested that she is kept informed if events are cancelled to avoid losing alternative bookings. • Two cases recently when the disabled entry button was not working. Fred said it was ok now. • Need for current insurance certificate to be placed on the hall notice board. ST to ring insurance company for this. • Toddlers Group have now gained more members so are able to pay the hire charge. 	<p>ALL</p> <p>ST</p>
8.	<p>Maintenance report</p> <ul style="list-style-type: none"> • Grass being cut by the school. • Hedges have all been cut. • The boiler will be serviced this month and FM has asked him to repair a leaking tap and the leak in the disabled loo. • All agreed that Fred should go ahead and get a quote for painting the weatherboards on the west side of the hall. • FM has requested a quote from Gladwells for laying a reinforced grasscrete in the area by the rear kitchen entrance as this is damaged by caterer's vehicles in the winter. This was £945 and all agreed this should be done. FM & DM to also look at the disabled access from the road at the same time. • One of the large windows is leaking. FM to look into this. 	<p>FM/DM</p> <p>FM/DM</p> <p>FM</p>
9.	<p>User Group report</p> <ul style="list-style-type: none"> • Nothing to report. 	
10.	<p>Communications report</p>	

	<ul style="list-style-type: none"> The printing of <i>The Brandeston</i> was discussed as this is no longer possible via Sue's employer. (Dow AgroSciences sponsored <i>The Brandeston</i> by providing the paper and printing ink at an approx. cost of £35 per edition.) Printing via an outside company was quoted at £75 per edition. Mary agreed to ask at her school if printing could be done on the equipment there and report back as soon as possible so that the next edition could be started.. 	MB
11.	Parish Council report <ul style="list-style-type: none"> The generator had been discussed – see the Sec's report above. Legal Charge – see above Play Space Levy – see above. 	
12.	Future Hall improvement <ul style="list-style-type: none"> Hearing loop – see above in DM's report.. Storage Space: Nick H-B said that it was not possible to convert the dog shelter into additional storage because there is no access via the Ladies as had been suggested. However he has been looking at an alternative of extending the current store to the south over the end of the raised terrace. This was thought to be a possibility so Nick agreed to do some drawing to be raised at the AGM in November. The Chapmans have offered the loan of a piano on the understanding that it is kept regularly tuned. As this is an expensive item and would need retuning every time it is moved it was agreed to thank them but decline their offer. DM to contact them. We may be offered an electric piano in the near future. 	NH-B DM
13.	Events <ul style="list-style-type: none"> Alan's cooking exhibition didn't happen because of his illness etc. And will be rescheduled for the spring on 2010.. Eastern Angles – spring tour – 6th April, 2010 – The Long Way Home by Charles Way who wrote In the Bleak Midwinter.. The Horkey - 10th October. Quiz – Lucy – October 31st. Bonfire – 7th November Christmas Dance – 28 November Christmas Fare 5th December Southwold trip – 12th Dec. Chapel Candle Evening – 19th Dec. Brandeston Murders – January, 2010. Other suggestions – Neil Innes trial tour. Fred to speak to him Piano evening – Mike Hurell – Thurlows to enquire Cabaret evening 	DM JO'B ALL LD ST Chris Bays Pat Morgan PT/ST FM PT/ST
14.	AOB -	

	<ul style="list-style-type: none"> • AGM – Thursday, 19th November at 8 p.m. Committee to provide nibbles. • Next clean up to be in the spring of 2010 – ST to remind. • Christmas decorating of the hall – 28th November. 	ALL ST FM/DM/ALL
15.	Date of next meeting Thursday, 10 December at 7.30 p.m.	ALL