

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

Venue: Brandeston village hall meeting room.

Present:

Darryl Morgan	Chairman
Sue Thurlow	Secretary
Nick Holland-Brown	Treasurer
Jacky O'Brien	Bookings Manager
Peter Thurlow	Communications
Kathy Churchill	Parish Council Representative - apologies
Eve Crane	Hall Manager
Fred Muggleston	Maintenance Manager
Marian Hutson	User Group Representative
Mary Mitson-Woods	Marketing Manager – apologies
Lucy Daykin	Guest
Alan Randall	Part-time – Queen's Head landlord

Item No.	Minute	Action
1.	Apologies – Kathy Churchill, Mary Mitson-Woods	
2.	<p>Fete Review All thought it was great and the best so far. Good reports from everyone – good feel, good party atmosphere. Also the sceptics were converted. Linking with beer festival was a great success. Whiskey booze barrel a great success. Spice stall bought in £10 and it worked well. Tents made it look good. Village hall tent was destroyed in gale the next morning – look at offers in sales this autumn. Finances – attach to minutes + history of funds over the last 7 years. Review needed as follows:</p> <ul style="list-style-type: none"> • Bottle stall needs review on pricing or more bottles. • Teas made a loss but BBQ made money. • Tombola – flat – needs a revamp • Prize draw need to look at no. of tickets & price. DM call Alison Moleneux. <p>Summary of PCC review – great success, super atmosphere with link to beer festival which brought in different people. All the stalls only just fitted but lead to good atmosphere. Large tent excellent, need more chairs about for the elderly. PCC happy to go back to the pub location next year but do not preclude the village hall and should not be part of a general drift. Request for trestle tables to be replaced for next year and also continued updating of the stalls/activities etc. Alan happy to host fete again next year - 20th June, 2009 at 2.30. Nick H-N volunteered to run a bigger jams, preserves and chutney+ herbs and spices stall – PT to include in newsletter request for larger amounts of jams etc. to be made.</p>	<p>EC</p> <p>DM</p> <p>DM</p> <p>DM</p>

	<p>Discussion re. wine stall which Alan said would need a temporary events notice</p> <p>Caravaners booked in for next year so more punters. Space tight – Alan’s wild flower area will be cut back so next year the big M-W tent will go there.</p> <p>New ideas needed for next year.</p> <p>Removal of unsold rubbish is an issue i.e the junk.</p> <p>More publicity needed to get to a wider audience and must not sit back thinking it will all just happen.</p>	PT
3.	<p>Minutes of last meeting – 28.02.08.</p> <p>Agreed as true record.</p>	
4.	<p>Chairman’s report</p> <ul style="list-style-type: none"> • Lucy welcomed and attending as Eve is intending to retire and DW asked her to join the meeting to see what is involved. • Website 15.05.08. – 13.08.08. - 1848 visits from 25 countries, 14,554 page viewings and 146 referrals from onesuffolk. • Football – FM and DM met with Debenham junior FC re. pitch. Discussed price of £35 but they had to get permission from committee as thought it was a bit high. Debenham Leisure Centre charge £15, Copleston school charge £30 for junior pitch. The school cutting the pitch at the moment. All agreed negotiation between £20 to £30 would be reasonable. DM to progress. • Finance – re. future projects - Mark H can possible get funding from SCC / District Council or Parish Council so we need to talk to Mark before starting. 	DM
4.	<p>Secretary’s report</p> <ul style="list-style-type: none"> • Playspace Levy - The amount “available” to us remains at £1178.43 (as previously advised by Bob Snell). The person who deals with applications for this money is Jennie Catling telephone 01394 444321 who works Thursday and Friday only – jennie.catling@suffolkcoastal.gov.uk. However money must be applied for before work is started – so in this case (play area bark) they were not willing to contribute. • Nick progressing recycling money- phoned Suffolk coastal – behind with payments and will come eventually.. 	NH-B
5	<p>Treasurer’s report</p> <ul style="list-style-type: none"> • Figures attached to minutes. • Gift aid – John King confirmed he is a UK tax payer re. the outstanding refund. NH-B can now progress. • One bounced cheque that has been replaced. • In the past the audit of the accounts was done by accountant at Fred Olsen, but Steve has volunteered to take on this role. • Having paid the insurance premium for 2008/9 the treasurer realized that no prepayment had been made in respect of the 2007/8 premium in the accounts to 30th September 2007. It was agreed that the Income and Expenditure Account should reflect the true situation in future and be prepared on an accruals and prepayments basis which would result in a reduced charge being 	N-HB

	<p>shown in the current year's accounts in respect of insurance but this would be for one year only. A note will be made to reflect the situation in the published accounts at the year end.</p> <ul style="list-style-type: none"> • Re. investing the money – Nick has investigated the best places to invest our money to get the max. return. Changed to instant access account and with internet access can move money to best advantage. First month with new account we made £48 interest which is more than old account. • Net current asset = £21,230 which is £5,700 up on the year. We are trading profitably – no real concerns. • At end of year we need to estimate the value of oil in the tank as an asset. All agreed. • Heating costs are high – should we put the thermostat down a bit and also we could have it on once a day in the morning. • Lucy to talk to Jackie re. palates classes as Brundish who are looking for another venue. • New accountancy package software – Nick looking into that for autumn – Less than £100. . • Macro cards – Good for loo rolls and paper towels. Lucy to compare with card at her work. • Sports Foundation info. needed from Steve Williams. ST to progress. 	<p>FM FM LD/JO'B N-HB LD ST</p>
6.	<p>Hall Manager's report</p> <ul style="list-style-type: none"> • Fridge - new fridge installed and bill to parish council. Old fridge sold for £10 given to Sue Etheridge in coffee morning accounts • Fridge is not covered by 1 year guarantee as a catering model – do we need extra insurance. All agreed not worth insuring. • Crockery - Maxwell Williams white china – Sage catering will deliver direct – 100 place settings – will now be quoting us. EC to forward quote to all for crockery and the quote for cutlery. • EC getting glasses from Ikea • Earl Soham may be interested in old china • Everything running smoothly. • Eve and Lucy to get together to discuss role for takeover of hall manager's role. • Agreed to right off china within 5 years. 	<p>EC EC EC EC EC/LD NH-B</p>
7.	<p>Booking report</p> <ul style="list-style-type: none"> • Richard Western booking– agreed a clean up charge of £50. Asked for £80 and agreed at £50. • Bookings down because of palates. Autumn starting to pick up and only 2 bookings for next year. • Key holders – time to arrive is crucial – all have been reminded. • Earl Soham Scouts – decided against accepting their booking. • Agreed not to charge the church for projection equipment. • Pet clinic – agreed not a suitable booking for the meeting room. 	

8.	<p>Maintenance report</p> <ul style="list-style-type: none"> • Some damage on play area by older children – FM repaired. • School have been cutting the playing field, Karen cutting around hall. • Hedge and ditches need doing now. Contact from Fram did it well last year at a v. reasonable cost. FM asked to use him again – all agreed. • Fire alarm and burglar alarm have all been services. • The play group asked for gate on terrace – why not get an expandable gate? Marian to discuss with them • Barge boards on the west side of the building need painting - Fred to ask Tim Owens for quote and we must pay him. • Mirrors on opposite side of road - worries re. accident – cost of mirror £100-£150. All except for Peter agreed even though highways dept. have said no. • Fred asked about power supply in the event of long term loss of powder. PC are aware that an emergency generator is needed as part of provision for the parish in the event of a disaster. The PC believed to be setting aside money for this. Kathy to check process 	<p>FM</p> <p>MH FM</p> <p>FM</p> <p>KC</p>
8.	<p>User Group report</p> <ul style="list-style-type: none"> • Toddler Group - when Fiona leaves the village the new key holder will be Jenny Holmes - 628525. Marian will ring re. stair gate. • Children’s committee fund raising event has changed to a film afternoon and sale. • User group questionnaire – DM to progress 	<p>MH</p> <p>MH/KC</p> <p>DM</p>
9.	<p>Communications report</p> <ul style="list-style-type: none"> • Newsletter – late but nothing much to report but will be completed soon. • Sept. newsletter to incl. nominations for committee. 	<p>PT</p> <p>PT</p>
10.	<p>Parish Council report</p> <p>Following the challenge made by the Parish Council re. placing the legal charge on the building only (with right of access over the entrance and car park) – our solicitor has heard that the Lottery agree in principle to this. The paperwork is progressing.</p>	
11.	<p>Future Hall improvement</p> <ul style="list-style-type: none"> • Storage improvements – via the SCC and parish council funding of £1,300 has been gained. (£700 + £500 respectively). As this is the first major change to hall since its completion a vote was taken. All agreed to this work being undertaken and also to the expenditure of up to £300 for additional items required for the build. DM to inform Tim Owen. • Plan drawing done by Kerry at Chapel House. • Tim has agreed to carry out the work with no charge for his labour, but needs volunteers to help him. ST to speak to Phil Bays • Boules interest – what about a court? Need to demonstrate need. • September clean-up – nothing to be done at the moment. • Skills list – PT to adjust article in newsletter and DM to put on website. 	<p>DM</p> <p>ST</p> <p>PT/DM</p>
14.	<p>Events</p> <ul style="list-style-type: none"> • Children’s Committee film afternoon & sales – early Sept. 	<p>MH/KC</p>

	<ul style="list-style-type: none"> • Harvest Horkey – 11th October <ul style="list-style-type: none"> ○ ST to ask the Chapmans to sing. ○ Food - Sue/Eve/Mary/Jacky veggie. ST to ask Mary ○ Jackie H / Ann Hayward - hall decorating etc. ST to ask. • Quiz night 25th October - Peter quiz master + supper. • Bonfire night – 8th November. <ul style="list-style-type: none"> ○ BBQ – Chris / Tim. Marian to ask. ○ Mulled wine – ST ○ Bonfire and rubbish collection – ST to arrange • Rudy’s Horses – 22nd November <ul style="list-style-type: none"> ○ Bar – Steve Williams - Jacky to ask. ○ Tickets £6 - £5 for over 60s. ○ Tickets from Jackie and coffee morning. • Big band dance - fancy dress – January, 2009 • French Evening with food and entertainment – 28th February 2009. • Brandeston Murders – March 2009 • Eastern Angles – Jacky to book for next year for 2009 	ST ST ST PT/ST MH ST ST JO’B JO’B PT Pat Morgan PT JO’B
15.	<p>AOB -</p> <ul style="list-style-type: none"> • Bruisyard asked for a copy of our hire agreement. Agreed that Jacky could send this. • They also asked for someone to speak to them about our hall build process and any troubles we’ve had. Jacky to suggested Nick Hayward as a contact. • Computers – ST to ask about history and availability. • AGM – Thursday, November 27th at 8 o’clock. ST to do announcements, nominations documentation etc. 	JO’B JO’B ST ST
16.	<p>Date of next meeting Tuesday, 25th November – 7.30 p.m. Key agenda item AGM prep</p>	