

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

Venue: Brandeston village hall meeting room.

Present:

Darryl Morgan	Chairman
Nick Holland-Brown	Treasurer
Jacky O'Brien	Bookings Manager
Lucy Daykin	Hall Manager
Fred Mugleston	Maintenance Manager
Marian Hutson	User Groups
Kathy Churchill	Parish Council
Mary Baker	PCC representative

Item No.	Minute	Action
1.	Apologies Sue Thurlow; Peter Thurlow	
2.	Minutes of last meeting – 19.02.089 Agreed as true record. Trust Deed now signed by all members.	
3..	<p>Chairman's report</p> <ul style="list-style-type: none"> • Website: 19 February 2009 to 13 May 2009: 2019 visits and 17,204 pages viewed. • 100+ Club: We have 121 members this year. There will be further discussion on this later in the meeting. • Shelving in storeroom has been completed and the room is tidier. • "Awards for all" for the hearing loop: in progress and waiting for a response from Peter Belfield. We can't combine applications so the trestle tables will have to be dealt with separately. • Village Tent: Research has shown that two types are possible – one at about £100 exactly like the one that broke last year or a more robust one at about £250. The meeting agreed to purchase the £100 tent. 	<p style="text-align: center;">DM</p> <p style="text-align: center;">DM</p>
4.	<p>Secretary's report</p> <ul style="list-style-type: none"> • Sports Foundation Application: we will abandon this and start a new one when necessary. • Generator for the hall: This was raised with the PC and the response was that they had a duty to supply emergency power via a generator, but as the need may never happen they felt it unnecessary to embark on providing an expensive generator even if a grant was available. They felt they would be criticised by the parish for spending money unnecessarily. They likened it to the recent snow issue where people said they wanted more snow ploughs and 	<p style="text-align: center;">ST</p>

	<p>more salt, but the authorities would have been criticised if lots of ploughs laid idle for the 1 in 10 years that they may be needed. In essence, they did not want to take this further and a second hand one via Graham Edhouse would suffice. The meeting agreed to wait for G Edhouse to respond.</p> <ul style="list-style-type: none"> • Trust Deed now signed by all members. 	
5.	<p>Treasurer's report</p> <ul style="list-style-type: none"> • The latest financial statements had been circulated to members. • Heating and lighting costs had increased; maintenance was high in March but now levelled off. • We were generating a trading surplus of around £2800. • A report for the Charities Commission will be prepared by the end of July; Nick will review of what's needed as a result of a change in the rules. 	NH-B
6.	<p>Hall Manager's report</p> <ul style="list-style-type: none"> • As a result of managerial action following the hiring of the hall by Richard Western, the company has said that it will not use the hall again. The company had not left the hall at the agreed time in spite of being asked to do so and had left the hall in a mess. • A complaint had been received about the state of the hall which Darryl had circulated to members. While not being complacent about the cleanliness of the hall, we can't afford the level of cleaning that everyone would like; we call on the cleaner as necessary and when she is available and we have someone we can call on occasionally. • We need to check the fridge and cooker after events to make sure that they are clean. • The wine glasses aren't as strong as we thought but we haven't broken many. 	All key holders
7.	<p>Booking report</p> <ul style="list-style-type: none"> • Bookings are quiet at the moment. • Brownies: Permission for the overnight stay has been received from the planning authorities. • A Woodbridge person had an unconfirmed booking for the hall but another confirmed booking had come in. The Woodbridge person had complained and asked for compensation but had been told to write to the committee. • There was some confusion about the opening times for election day – Jacky will confirm. • Darryl had written to the committee about the Toddler group being short of members and therefore was running at a loss. The meeting agreed that a profit sharing scheme would be put in place whereby the group would hand over all its profit after expenses (insurance and incidentals) up to the normal cost of the hall. This would keep the group in the hall and maintain an income stream, albeit reduced. The group had been active in searching for new members with flyers, an article in the Parish Mag and an interview on Radio Suffolk. There was no queue for a morning slot at the hall. Darryl will inform the group. 	JO'B DM

8.	Maintenance report <ul style="list-style-type: none"> • The door opener on the main entrance was not working. Fred and Darryl will inspect it. • The sensor for the exterior lights has been changed and the lights are now working properly. • The car park has been re-shingled. • The safety mirrors are on the post opposite the gate. No comments received so far. • The spring clean has taken place. • Tim Owners will quote for the ruts outside the kitchen door. • Karren is now working so Fred will cut the grass. 	FM/DM FM
9.	User Group report <ul style="list-style-type: none"> • Nothing to report. 	
10.	Communications report <ul style="list-style-type: none"> • No report. • The quote for printing the newsletter was higher than expected. We need to see what else is available to compare. 	PT
11.	Parish Council report <ul style="list-style-type: none"> • The generator had been discussed – see the Sec’s report above. 	
12.	Future Hall improvement <ul style="list-style-type: none"> • Hearing loop – progressing. • Storage Space: It was not easy to find a way into the dog shelter from the hall; still trying to come up with a solution; extending the existing store room wasn’t possible because of the footpath. • Trestle Tables: We would use some 100+ Club money to buy trestle tables to replace the heavy wooden ones. A request to the Parish Council to earmark up to £500 for this will be made. Mary Baker will ask the All Saints PCC whether it would make a £200 contribution to the cost. 	NH-B KC MB
13.	Events <ul style="list-style-type: none"> • French Evening with food and entertainment: went well raising over £650. • Arts and Crafts Exhibition also went well raising £128. • Alan will do a cooking exhibition as fundraising event on 5 Sept. • Eastern Angles raised £211 plus bar takings. • Steve Western to organise Beating of the Bounds now on Sunday, 24 May • Fete – 20th June • The Children’s Committee will think about a Sunday Brunch for June • July / August difficult months for fundraising because of holiday. • Summer BBQ and dance – 19 Sept • Quiz – Lucy – October 24th. • Horkey – 10th October • Bonfire – 7th November • Brandeston Murders – 21 November. 	DM JO’B FM ALL KC FM LD ST ST PT/ST

	<ul style="list-style-type: none"> • Christmas Dance – 28 November • Southwold trip – 12th Dec. • Others to be arranged: <ul style="list-style-type: none"> ○ Big band dance - fancy dress – later in the year • 100+ Club: Some entry forms were returned late but have been accepted into the club. We will need to review the distribution list after the AGM and use committee members as distributors and collectors. 	Chris Bays Pat Morgan Next agenda After next AGM
14.	AOB - <ul style="list-style-type: none"> • Fete meeting on 1 June in the pub 8 o'clock • Fred responsible for the Fete draw; ticket price is now 40p or £2.50 a book. • Darryl will write a report for the annual parish meeting to be held later in the month. 	DM DM
15.	Date of next meeting Thursday, 10 September at 7.30 p.m.	ALL