

**BRANDESTON VILLAGE HALL MANAGEMENT COMMITTEE**  
**Meeting Minutes**  
**15.05.08. 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

Item No.	Minute	Action
1.	<p><b>Apologies</b>  Eve Crane Hall Manager  Fred Muggleston Maintenance Manager  Marian Hutson User Group Representative  Mary Mitson-Woods Marketing Manager</p>	
2.	<p><b>Minutes of last meeting – 28.02.08.</b>  Agreed as true record.</p>	
3.	<p><b>Chairman's report</b>  Website since 29<sup>th</sup> Feb to 14.th May - 2197 visit and 16,089 page views. Referred from One Suffolk – 126 times. Young Brandeston – running well – items from children always welcome.  Grass cutting – still being cut by the school every week.  Football – still interested – meeting end June at Debenham to discuss. DM investigations suggest approx. £30 is the fee but will start at £35. Holding off council cutting the grass until football agreed.  Food hygiene form – Eve to complete.</p>	<p>DM  EC</p>
4.	<p><b>Secretary's report</b>  Playspace Levy - Mark Houncell spoke to SCDC (Julie Holmes) explaining our position. She indicated that she thought there was every possibility of receiving money for the renewal of the bark at the playing space. She referred to a successful application from another parish for "Installation of Safety Surfacing for Play Equipment" 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 who works Thursday and Friday only – <a href="mailto:jennie.catling@suffolkcoastal.gov.uk">jennie.catling@suffolkcoastal.gov.uk</a> telephone 01394 444321   Use of money from 100+ Club – forwarded details to Eve re. procedure.</p>	<p>ST</p>

5	<p><b>Treasurer's report</b>          Figures attached to minutes.          ST contact M Hounsell re. paper bank and where the money is.          Discussion on income/expenditure vs. 2007 and Nick will analyse club contributions in future rather than lump in hall hire.          In essence we are £600 up on income - analysis attached..          Re. investing the money – Nick to investigate best places to invest our money to get the max. return.          John King – we have not been able to reclaim gift aid as JK has not given any confirmation that gift is given under gift aid.          Hall liquidity is approx. £4,000 better than this time last year.          Nick will purchase a new accountancy package software so that it can be installed for next year.          Macro cards – Nick to liaise with Eve.          Debit card – agreed not to proceed. Will ensure people get their money for using the own credit card.          Sports Foundation info. from Steve.</p>	<p>ST          NH-B          NH-B          ST          NH-B          NH-B</p>
6.	<p><b>Hall Manager's report</b>          Key holders letter – all done – attached to minutes.          Fridge – ordered from Matthews - £465 incl. VAT prior to 10% discount. Eve to ask them to take old fridge away.          Crockery etc. – still to do.          Eve will ensure domestic items are in adequate supply i.e. toilet rolls          Eve intends to retire in November so we need to find a new hall manager. Darryl to contact Lucy, ST contact Helen Fletcher or a job share of 2 people. Possibly Karen Piper.</p>	<p>EC          EC          EC          DM//ST</p>
7.	<p><b>Booking report</b>          Price rises kicked in on 1<sup>st</sup> April – no-one has complained.          Enquiry re. cleaning up afterward after a booking – as commercial enterprise asked for £80.          Booking down this quarter because no palates – minus £600. Hopefully new teacher for the Sept. term.          Hirers told they have to be there on time so as not to keep key opener waiting – instructions done.          Earl Soham scouts – need venue and asked for Friday evenings. Agreed not a good idea. More trouble than it is worth.          WI asked for discount as a charity and we agreed that they could not have it half price.          Agreed charge should be made for projection equipment and as someone has to set it up we should charge £30. Jackie to add to agreement.          Resent list of user to Marian as request.</p>	<p>JO'B          JO'B          JO'B          JO'B</p>

8.	<p><b>Maintenance report</b>  Play area bark delivered - good response for the work party.  Fire alarm system serviced.  Security lights repaired  Wash basin in toilet repaired  Work party for the general tidy up, only two people turned up, however car park and patio was weeded fans and lights cleaned, brick work cleaned, windows outside cleaned, plaster and cracks made good and painted.  School have been cutting the playing field,  I have been cutting around the hall, but Karen has now offered to take this on.  Barge boards on the west side of the building could do with a lick of paint, Do you think we should get a decorator in or is any one prepared to get up the ladder.  ST to ask Barry – Nick H-B has ladder  A local builder has looked at the toilets regarding storage space, we are awaiting his quotation.</p>	ST
8.	<p><b>User Group report</b>  David Whiting wasn't interested in doing the grass cutting  Storage for toddler group hopefully being sorted by cupboards in the ladies loo, Fiona informed of this.  Request made for details of the new keyholder for the toddler group as and when Fiona leaves the village.  No contact from any users  Children's committee planning to hold a gymkhana in September when more helpers recruited.  Not much done on the user letter/survey - Darryl showed draft questionnaire for hall users to be passed to Marian and all. Feedback needed on content so that result can be presented at the AGM</p>	ALL
9.	<p><b>Communications report</b>  Newsletter – feedback needed on contents.  Any snippets re. village news urgently needed.  Parking in the street a news item.  Any info. where there is a gap in communication which the Brandeston could fill.</p>	ALL PT
10.	<p><b>Parish Council report</b>  Legal Charge - originally on hall and playing field now PC via solicitor have applied for just the hall. Lottery have asked for hall car park and entrance but PC said only right of access to car park and entrance as this could prevent grants on other things in the future if there was a legal charge already in place.</p>	
11.	<p><b>Future Hall improvement</b>  Tim Owens measured the loos – still awaiting quote. Needs to be in keeping with rest of and manufacturers will cut to size but need detailed drawings. Phil Summers to be contacted.  Article of people who want to get involved in the hall in The Brandeston – how to</p>	ST PT

