

BRANDESTON VILLAGE HALL MANAGEMENT COMMITTEE

MEETING

18th March, 2010

Venue: Brandeston Village Hall Meeting Room

Present: Darryl Morgan – Chairman; Sue Thurlow – Secretary; Frank Eyles – Treasurer; Fred Muggleston – Maintenance Manager; Jacky O’Brien – Bookings Manager; Peter Thurlow – Communications; Mary Baker – PCC representative; Helen Fletcher

Apologies: Kathy Churchill – PC representative; Cara Duffy

Minutes of last meeting (28.01.10) - These were agreed as being a true record and signed by the Chairman

New Committee Members - Helen and Frank were welcomed and accepted by the Committee as new members. It was agreed to accept Frank’s offer to act as treasurer. Cara was sorry that she could not attend as she is unavailable on the 3rd Thursday of the month.

Chairman’s Report

Missing Items – Mary Mitson-Woods contacted Darryl to report that some flan tins had gone missing from the hall. Darryl asked Mary to buy replacements as it was not possible for the committee to run an inventory after each event. Mary agreed to do this and forward the receipt. Also the extension lead has disappeared and it is thought that Neil Innes may have mistakenly packed it up with his gear. Darryl has purchased a replacement.

Hall management items - Jacky will replace the broken plate rack. Catherine will clean the oven which badly needs doing inside. She now cleans on Wednesdays and Saturday a.m. at times when needed. Mary M-W and Jane Mitchell are investigating the purchase of a dishwasher.

Website - 1,193 visits since 28.01.10 with 7,265 page views. This is down on the same period last year (1,369 visits and 13,448 page views) mainly because last year coincided with some big events i.e. the French Evening and weddings in the village. Thanks go to the parish council who has agreed to pay the fee of £58 for the site.

Loft ladder - this has been purchased and will be fixed shortly.

Sound system - a microphone stand has been purchased as agreed. The microphone headset for use at quizzes etc. costs £300. All agreed that this should be purchased.

ACTION DM

Items still to action – Paper work to complete hearing loop; write proposed procedure for key safe; complete procedure with Catherine Gill re. supplies; storage – contact Tim Owens to discuss extending the store room; moles on the playing field; *The Brandeston* –

acknowledgment on the website that the Country Trust now does the printing free of charge (paper provided from hall funds) .

ACTION DM

Secretary's Report

Health and Safety – a letter of thanks has been sent to Tim Randal for updating the procedures.

Hall Spring Clean - items placed in April's parish magazine asking for volunteers on 8th May which will be repeated in the May edition.

Health & Hygiene Course - All three ladies who cook the village lunch have now attended the course at Otley Collage. They report that it was very useful and there are some items that they need to address. These involve checking of the temperatures in the fridge and hostess trolleys, their clothing – they need to wear overalls, no other person is allowed in the kitchen when they are cooking, they need to produce a check list to ensure procedures are followed. All three will be meeting soon to finalise a procedure which they will forward to us to keep on file. Thanks again go to the parish council who has agreed to fund £100 towards the cost.

Brass Plaques – following some enquiries from Brandeston residents the engraver was contacted. In batches of 15-20 of 6" x 4" plaques, the costs would be between £16 - £18 each. Peter to put in *The Brandeston* to see if there is much interest.

ACTION

PT

Trust Deed – the new members of the committee signed the trust deed documentation agreeing to honour the principles of the deed.

Treasurer's Report

Darryl has been doing the accounts since the sad death of Nick Holland-Brown - a summary of which is attached to the minutes. Since the 10th January the accounts show we have made a loss as although the Neil Innes concert made £1,194 there have been large outgoings such as heating oil - £871, bulbs for hall ceiling lights - £105, path improvements - £1,122 and the loft latter £100. All this will be handed over to Frank who already has the past documentation from Nick H-B.

The forms to change the signature mandate have been filled in and sent off – once this is received Darryl will pass over the cheque book etc to Frank.

ACTION DM

Frank agreed to check back through recent accounts to be up to date and would create a village hall accounting system to present the accounts in a simple format. He has been unable to open the SAGE software system forwarded from Nick H-B.

Following an item raised at the last AGM Frank agreed to look at the interest rates on our accounts so see if alternative investment would bring a better return.

ACTION FE

Bookings Report

Jacky reported that over the very cold weather the heating was left on overnight to ensure the first hirers of the day were warm enough. There was a heating failure however and the hall was cold for the Bedfield Guild meeting as the switch had inadvertently been turned off. Bedfield have asked for some refund of the fee and it was agreed that they should pay £30 i.e. a £25 reduction.

ACTION J'O

Bookings total for 2010 so far amounts to £2,835.

Jacky officially tendered her resignation to the committee as from 31st May. All thanked her for all her efforts and commitment over the last 3 years. Cara has offered to take over the bookings so Jacky will contact her to show her the ropes. **ACTION J'O**

Maintenance Report

Fred reported he had repaired a couple of leaks and tried to sort the lighting in the main hall. However, after purchasing new bulbs at £20 each, it turns out that the transformer is faulty so Bayfields are looking into this. The pathway by the kitchen entrance has been done and grass seed sown.

The new resident at Ruby Peck's house is an electrician and said he would like to get involved.

The working party clean up is set for 8th May at 10 a.m.

Entrance tarmac/pressed gravel to improve access for wheelchairs – Fred to follow up this spring. **ACTION FM**

Communications Report

Camcorder to record village history – Peter reported that he had looked at the forms from The Awards for All and there are 4 criteria which he believes we can fulfil. So he will go ahead and we should hear within 6 weeks of the application. Peter said he needs help in which model we would need. No members of the committee had any knowledge here so Peter said he would try Graham Edhouse. **ACTION PT**

The Horkey – the aim would be to film events that happen during the year to keep as a history of the village and to show at the annual Horkey. Also Peter would like to suggest an awards event at the Horkey i.e. best neighbour etc. Nominees would be gained via *The Brandeston* with the awards being made after the supper. He agreed to set out the principles of this in an email to all. **ACTION PT**

The Brandeston – the April edition is on track to be available for distribution at the end of this month.

Hall Fees

All agreed that the fees should remain at their current level. The hire of chairs or crockery etc. would be dealt with on an ad hoc basis. The computer facilities to be deleted from the charges. **ACTION JO'B**

Events

Neil Innes concert – a very successful evening which raised £1,194 for the hall. It was a sell out within a week of tickets going on sale and 136 people attended.

Alan Randall's Cookery Demo – not likely to happen this spring.

Eastern Angles 6th April - tickets selling quite well.

Village Fete 19th June – first meeting to discuss ideas, stalls etc. will be held at the pub on Thursday, 15th April at 8 o'clock. Children's games organiser needed this year as Anna is pregnant and can't do it.

Summer BBQ – Saturday 21st August. Sue to investigate the possibility of a kite workshop and kite flying competitions to accompany this event. **ACTION ST**

Horkey – 9th October – discussion re. revamping this event took place including the proposal that this should be a free evening. Sue reported that the food in 2009 amounted to £220 i.e. £3.50 per head (this was for the starter and main course only as puddings were donated) and that the entertainment cost £70. In future we hoped to show filmed events that have happened during the year and traditionally the village provided its own entertainment. As always we need to know numbers of those attending so it was agreed that we should sell tickets as usual for £5 each which would be refunded on the night. Tickets would be sold to villagers first then to their guests and those wishing to attend from other parishes. Only village residents would be entitled to the refund. The cost it is hoped would be recouped in the main from the bar and raffle. It was agreed that we should go ahead on this basis and that it should be a key item in the next *Brandeston*. **ACTION PT**

Brandeston Murder Mystery – Peter will email his thoughts on how this event would work for comments. **ACTION PT**

Christmas dance – 27th November – organised by Chris Bays.

100+ Club

The printing of the entry forms has now been done and they are ready for distribution. These need to go out this coming weekend and returned to Mark Hounsell by 25th March as the first draw is at the following Thursday's Coffee Morning. Again the printing was done by the Country Trust.

Any Other Business

Re. the play levy money – Helen agreed to look into updates or additions to the play area or other ideas for children on the playing field. **ACTION HF**

Hall generator – Sue reported that the parish council would not be progressing this. Fred agreed to investigate the cost of buying a generator which would provide full lighting, heating and cooking capabilities. **ACTION FM**

Date of next meeting

Thursday, 24th June at 7.30.