

BRANDESTON VILLAGE HALL MANAGEMENT COMMITTEE
Meeting Minutes
19.02.09. 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
	Lucy Daykin	Hall Manager
	Fred Mugleston	Maintenance Manager
	Mary Baker	PCC representative

Item No.	Minute	Action
1.	Apologies – Marian Hutson and Kathy Churchill not present.	
2.	Minutes of last meeting – 25.11.08. Agreed as true record.	
3..	<p>Chairman's report</p> <ul style="list-style-type: none"> • Website 2009 - still going well. Nos. still improving. • Football – is dead. • 100+ Club – 2009 membership forms to be updated by DM and forwarded to ST for printing and distribution. Earlier return date of 13th March. • Shelving in storeroom not done yet but DM will progress with Tim Owens. • “Awards for all” for the hearing loop – DM to progress asap • Hall Fees – all agreed increase effective from 1 April 2009 necessary as follows: <ul style="list-style-type: none"> ○ Weddings up from £250 to £300 ○ 2 day wedding booking from £375 to £420. ○ Hourly fee – all up 50p. ○ Complete building £16 to £17 and from £17 to £18 with kitchen ○ Weekend rate for meeting room £42-£45 ○ Weekend rate for Main hall £47-£50. ○ Complete building up from £52.50 to £55. ○ Commercial rate up from £65 to £70. • User survey to do. 	<p>DM/ST</p> <p>DM DM</p> <p>JO'B DM</p>
4.	<p>Secretary's report</p> <ul style="list-style-type: none"> • Sports Foundation – contacted Steve by email with reminders but no response. • Computers –note in Parish magazine re canvas interest. – done. No response 	ST

	<p>at yet or at AGM so all agreed to get rid of them and use the cupboards for storage.</p> <ul style="list-style-type: none"> • Committee suggested that the PCC get the minutes – done. • Signature of trust deeds signed – all present signed. MH and KC at next meeting. 	ST
5.	<p>Treasurer's report</p> <ul style="list-style-type: none"> • Figures attached to minutes. • New software bought from 1st November • New software means analysis of any items requested. Nothing else asked for at the moment. • Paper bank – after investigation they are now going to send a cheque for over £100. • Tim Owens paid. • Tables for card evenings – will be paid out of their Whist drive funds - all done. • Everyone accepts that the cupboard funded by grant aid is written off and not capitalised. • £23,000 on deposit account with little interest. NH-B suggested better return from Bonus account with Barclays so agreed he should switch £15,000. 	NH-B
6.	<p>Hall Manager's report</p> <ul style="list-style-type: none"> • Glasses - acquired. Some like the old glasses better. • Cleaner on £6.50 per hour for some time so Lucy suggested that rate should increase. Agreed to £8 per hour. • Table cloths – if borrowed must be laundered. Not to be lent outside the village . • Circulate the “do’s” and “don’t” list to the key holders – attached. • Jacky and Lucy need help with opening/closing of the hall at weekends. DM willing to do it, Mary would help, Fred on a Friday. • Cleaning up after functions – Catherine to be asked first and all committee to endeavour to find other helpers. • Dinner plate to the Queen for donation – DM to follow up with pub. • Cutlery – £20 offered from Dragoman which was accepted. • Earl Soham / Kettleburgh may be interested in old china – DM will contact Kettleburgh • Catering dish washer – not considered practical. • The key has been lost for the soap dispenser. FM will look into this. • Odd things about should be thrown out or put in fete • Rubbish at hall – if left it will be charged against the deposit. 	LD LD/JO'B LD LD LD/ALL DM DM FM FM LD/JO'B
7.	<p>Booking report</p> <ul style="list-style-type: none"> • Brunish – Lucy spoken to leader but maybe interested from April. Circulating flyers to gain support. • Pilates – carried on in Jan. • Yoga – leader having a baby so not happening at the moment. • Eastern Angles – booked for 12th May. 	JO'B Next agenda JO'B

	<ul style="list-style-type: none"> Review terms and conditions to reflect Bank Holidays at weekend rates. Deduct part of deposit if time overrun e.g. the Western's last weekend. Agree we withhold all the deposit in this case. Horkey date – 10th October. Brownies – 4 days and 3 nights in August. Jacky has written to SCDC to see if ok Push button for disabled not working Caters asked for hot water to go on continuous all agreed ok. Over £3,000 of bookings so far this year which Jacky is sure is more than 2008. 	<p>JO'B</p> <p>JO'B</p> <p>FM</p> <p>JO'B</p>
8.	<p>Maintenance report</p> <ul style="list-style-type: none"> Oil is being delivered tomorrow. Heating engineers called in because of leak. All sorted now. Security lights were on all day - now mended. Car Park – needs more shingle – needs to be done by spring working party Barge boards – spring clean job. Mirrors – this has arrived and will be installed shortly. Generator – contact made by Graham Edhouse. Why can't the PC get a grant for a big/quiet one – ST to email PC with this suggestion. Spring clean up – Fred to give date to DM for website and PT for the next <i>Brandeston</i>. Fred done all the odd jobs i.e. curtain rail, radiator leak and toilet seat repaired. Moles - DM / FM to deal with these. Rubbish bins – asked to move more down the drive – done by DM. Problem of ruts by kitchen door. Fred to look into laying shingle underneath at spring cleanup. 	<p>FM</p> <p>ST</p> <p>FM</p> <p>FM/DM</p>
9.	<p>User Group report</p> <ul style="list-style-type: none"> No report. 	
10.	<p>Communications report</p> <ul style="list-style-type: none"> Newsletter – what do we do about the printing after Sue retires as currently funded by Dow AgroSciences. N-HB suggested the PC may pay for it. DM has looked quotes from printers which would be about £50 per issue. PT said it should come out bi-monthly. NH-B has a pet printer and he will enquire re. quote for 4 editions per year. Next issue in March. Hiring hall for commercial purposes – there is or could be a demand and should we do this? Decided that the funds adequate to manage the hall currently so leave this on back burner. 	<p>NH-B</p>
11.	<p>Parish Council report</p> <ul style="list-style-type: none"> Legal charge – still in paperwork stage . 	<p>KC</p>
12.	<p>Future Hall improvement</p> <ul style="list-style-type: none"> Hearing loop NH-B suggested that we think about turning the dog shelter into storage space accessed from the lobby. Could be weather-boarded; it would be practical and good use of the space and use of the building . Put on next agenda to consider options. 	<p>Next agenda</p>

	<ul style="list-style-type: none"> • Extra tables - smaller rounds – for later discussion. Also requests to replace the trestle tables – will be ordered. DM to add to “Awards for all” application. No storage place for more tables for the hall. 	
13.	<p>Events</p> <ul style="list-style-type: none"> • French Evening with food and entertainment – 28th February 2009. 70 seats sold out – all in hand. • Crafts Fair – 14th March. • Alan has offered to do a cooking exhibition as fundraising event DM to liaise - April. • Eastern Angles – 12th May • Steve Western to organise Beating of the Bounds. – Around Rogation Sunday, 17 May • Fete – 20th June • July / August difficult months for fundraising because of holiday. • Quiz – Lucy – October 24th. • Horkey – 10th October • Bonfire – 7th November • Brandeston Murders – 21st November. • Southwold trip – 12th Dec. • Others to be arranged: <ul style="list-style-type: none"> ○ September event to be decided next meeting. ○ Big band dance - fancy dress – later in the year 	<p>Pat Morgan</p> <p>DM</p> <p>JO’B FM ALL</p> <p>LD ST ST PT/ST Pat Morgan</p> <p>Next agenda</p>
14.	<p>AOB -</p> <ul style="list-style-type: none"> • What about adverts on the website? NH-B said it is a potential money earner if we need cash. • Fete meeting in April – 16th in pub 8 o’clock • Lucy spoke to the school re. publicity for fete – a class could do this. Also musical event from the school. • Fred responsible for the Fete draw. Mary asked to liaise with PCC re. raising ticket price to £1 i.e. £5 per book. • Fred to speak to Anna Martin whether she wishes to sponsor the tickets for “Ruby and Ted” children’s clothes. • Mary to liaise with PCC re. this. 	<p>DM ALL</p> <p>LD MB</p> <p>FM MB</p>
15.	<p>Date of next meeting Thursday, 14th May. – 7.30 p.m.</p>	<p>ALL</p>