

BRANDESTON VILLAGE HALL MANAGEMENT COMMITTEE

MEETING

24th June, 2010

Venue: Brandeston Village Hall Meeting Room

Present: Darryl Morgan – Chairman; Sue Thurlow – Secretary; Frank Eyles – Treasurer; Fred Mugleston – Maintenance Manager; Cara Duffy - Bookings Manager; Peter Thurlow – Communications;

Apologies: Kathy Churchill – PC representative; Mary Baker – PCC representative; Helen Fletcher; Jacky O’Brien

Minutes of last meeting (28.03.10) - These were agreed as being a true record and signed by the Chairman

Chairman’s Report

Microphones – these have now been purchased and installed. Total cost including cable etc. - £233.46.

Key Safe - Darryl has circulated a email to all re. proposed procedure which were agreed with the following amendments:

Item 3 – there should only be one key in the safe to open the front door.

Item 6 – key deposit – delete as the hall deposit will cover any cost of lost keys.

Item 8. – the deadlocks on the meeting room and kitchen doors should be opened by the person opening the hall and left on the Yale lock to avoid any fire hazards.

After a discussion with the insurance company Sue reported that the disablement of the alarm during the day when the hall is not in use will not affect the insurance.

Giving regular users a key to hold has worked well and should be continued.

Darryl to amend the procedure document and circulate to all.

ACTION DM

Concern was raised re. checking the cleanliness of the hall if there were 2 booking on the same day or over a weekend. This was noted and will be borne in mind when these circumstances arise.

Fred asked to get more alarm fobs from the alarm people when they come to service the alarm next month. Also to investigate the possibility of a light over the door. **ACTION FM**

Supplies procedure – Darryl reported that he has discussed this with Catherine Gill - Sue Etheridge buys provisions for the coffee morning etc. and Catherine will purchase any further cleaning materials needed.

Storage – no further progress at the moment. Add to next meeting agenda. **ACTION ST**

Moles on the playing field – no further problems encountered.

Dishwasher - Cara to speak to her contact re. the latest procedure for hand washing in the kitchen. Fred to contact the plumber to discuss the possibilities of the positioning of the dishwasher. Darryl to speak of Alan at the Queen re. local supplier. Darryl to contact local authority re. the necessity of a hand basin if cleansing wipes are provided.

ACTION CD/FM/DM

Country Trust – Darryl has acknowledged the Country Trust as being sponsors of *The Brandeston* on the website.

Grants – request received from the Lottery for 5 year update report on the hall project which Darryl has done. All is fine and the next report will not be needed until 2020.

All details have now being lodged for the hearing loop grant and this is signed off.

100+ Club - 130+ members this year which is the largest since the initial year.

Trust Deed – the troubles with the bank over the procedure to gaining Frank as our new treasurer has established that we need to register the committee members with the Charities Commission each year so the bank or other bodies can verify members. The Parish Council is the Custodial Trustee, but the hall committee members need to be identified on the CC website and it should be updated each year. Darryl has now done this.

This has highlighted that there are certain duties that need to be fulfilled by the committee each year which should be recorded. Please see the attached list which will be held on file as an action/check list in future which will be amended as necessary. **ACTION ST**

Secretary's Report

Sue reported that the insurance policy renewal had been received and has been paid. This amounted to £1,719.64. The insurance company (AON) confirmed that there would be no discount for having the building alarmed. Also that the insurance only covered events held in the hall and on the playing field and not events organised by the hall on other premises. Alan's insurance of course would cover the fete. Sue agreed to contact John King re. the bonfire event. It was suggested that Suffolk Acre may be able to offer insurance for individual events – Sue to contact.

ACTION ST

Treasurer's Report

Frank reported that he is now able to sign cheques after the long battle with Barclays. He has been having great problems trying to access the SAGE system passed over from Nick H-B even though he has the password and therefore cannot identify all the bank paying-in slips entries. Frank will speak to Steve Williams (our auditor) re. the 3 months data which is missing and how to approach this. It was agreed that Frank would now revert to his own system. Sue to forward breakdown of the Horkey and bonfire night.

ACTION ST

Interest rates – Frank has established that on trust accounts such as ours the highest rate available was 1.75% with 7 days withdrawal notice. Currently we are receiving 0.05% so it was agreed that Frank should make the transfer to Scottish Widows and ensure that our money would be protected under the Government's money loss scheme.

ACTION FE

The bank has the copy of the committee signature document to comply with the trust deed. Frank asked to request its return for our records.

ACTION FE

Booking Report

Cara reported that the handover from Jacky had progressed well and that she was managing the system ok. Bookings from March to November 2010 amounts to £3,856. There is a strong possibility of a regular booking for adult ballet classes from September. Re. earlier concerns of the cleanliness of hall between events Cara to highlight any likely problems as they arise.

ACTION CD

Maintenance Report.

The loft ladder has now been fitted. Fred reported that the tarmac path for disabled users of the hall is in hand and he will email estimates as soon as possible. The spring cleanup of the hall was well supported with 16 volunteers turning up on the morning even though it was raining. The invoice for the work on the lights in the main hall has not been received yet from Bayfields. The school is still cutting the playing field regularly. A problem had been reported of ants in the hall which Fred will deal with.

ACTION FM

Communications Report

Peter has identified the camcorder that we need and proposes that he makes the grant application as soon as possible. It was suggested that a tripod, lights, a spare battery and DVDs should be included in the application which Peter hopes to complete during the w/c 28.06.10.

ACTION PT

The Brandeston awards at the Horkey – a copy of an outline of how this would work is attached as the email had not successfully arrived with all committee members. It was agreed that the idea should be progressed in a light hearted way so that no offence was taken by the village. The *Brandeston* will feature this in the next edition.

ACTION PT

Play Space Levy

Helen sent a written report saying that she had contacted Jenny Catlin of Suffolk Coastal who had confirmed that there is £1,295 in our funding pot. The money can be used for maintenance such as replacement swings or for new equipment. We must apply before the project is started via the Parish Council who could recoup the VAT. We would receive 50% of the money then upfront. Local children are enthusiastic about having a hard surfaced area for ball games and skate boarding, but this is expensive and the neighbours may not appreciate the noise of skate boarding. Playdale have been contacted who have suggested a wider range of play equipment or more “adventure” items. Helen will progress this by viewing what is available and report back at the next meeting.

ACTION HF

Fete Review

All agreed that it was an exceptional effort which raised £4,912 to be divided between the church and the hall. This is a record amount raised in spite of the showers and wind. Darryl has written to Alan at the Queen to thank him for hosting the event and all the effort he put into finding draw prizes and the publicity he gained on the radio. There were lots of good points – more children’s games worked well as well as the different stalls and the tug of war. The loud speakers with Chris Hutson as compere was a great improvement, but unfortunately this could not be used for the choir which could not be heard. It was thought that music during the afternoon would add to the atmosphere.

The intimate atmosphere worked again but some stalls need more space. We need to look at planning the stalls for 2011 to expand the area a little without losing the atmosphere. More interactive games next year was thought would be good e.g. the bowling games which we used to have on the playing field and perhaps an Aunt Sally with a bucket of water would be very popular. Peter Smyth may be able to invent something. It was proposed that the price of the draw tickets would be changed to £1 with a book being £5.

Other suggestions – more bunting (need to have a bunting making party) – we need to decorate the street with posters and bunting, car parking signs directing cars to the village hall, more music, kid's games – a higher price for participating adults, better advertng. A proposed idea of asking children now to paint their impressions of the fete which could be judged at the Horkey or by the person opening next year's fete and then they could be used as posters to advertise the event in 2011. This was agreed as a good idea which Peter will include in the next *Brandeston*. **ACTION PT**

Mary Baker asked to share this review with the PCC and asked for their thoughts in return so that we can continually improve this successful event. **ACTION MB**

Events

Alan Randall's Cookery Demo – Darryl to progress. **ACTION DM**

Summer BBQ – Saturday 21st August. Sue reported that there were no local people who offered kite demonstrations – the nearest being in Yorkshire. However, it was thought ok to continue asking those attending to bring their own kites. ST agreed to look on the web for kite kits or details of how to make a simple kite we could use. Fred agreed to run the BBQ with wine etc. available for the adults. Starting time 4 p.m. ST to put notice in parish mag. and make posters for the notice boards. **ACTION ST/FM**

1st 100 days of an MP – Daniel Poulter has agreed to give a talk on 20th Sept. which he knows we would use as a fund raising event. Entrance fee would be £2 with a bar (licence needed) with nibbles. Cara to apply for licence. **ACTION DM/CD**

Horkey – 9th October – a free event to be run as agreed at the last meeting.

Self Defence – Windy Miller has offered to run a ladies self defence evening – Cara to look at dates and contact him. **ACTION CD**

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

Any Other Business

Hall generator – 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, 30th September at 7.30 p.m