BRANDESTON VILLAGE HALL MANAGEMENT COMMITTEE Meeting Minutes 25.11.08. 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 - apologies

Eve Crane Hall Manager

Fred Mugleston Maintenance Manager
Marian Hutson User Group Representative
Mary Mitson-Woods Marketing Manager – apologies

Lucy Daykin Guest

Item No.	Minute	Action
1.	Apologies – Mary Mitson-Woods	
3.	Minutes of last meeting – 14.08.08. Agreed as true record.	
4.	AGM preparations; Chairman's report agreed as ok. Treasurer's report – proposes to set out fund raising separately for clarity and parish information. Copies of committee members and agenda for audience. Refreshment: – Wine – 10 bottles Nibbles – Jackie/Sue/Marian	ST DM
5.	 Chairman's report Website 2008 to date is double the 2007 use. Since the last AGM, there have been 11668 visits (5960 in 2007) and 70895 pages viewed (35313 in 2007). Football – no response from Debenham. Expect perhaps teams not materialised. Grant for cupboards received. All toddlers group playthings in ladies cupboard and Jenny will clear the disabled toilet and agreed keep it tidy. Tim Owens has put 18 hours into working on cupboards. Originally Darryl offered payment ,but he refused. Now be would like some compensation so 	DM NH-B

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	committee agreed to £200 for his work	
6.	 Secretary's report Sports Foundation – contacted Steve by email with reminders but no response. Assistant for cupboard building – Mark Hounsell volunteered Fund raising events – all proceeded successfully. Horkey - £241, Quiz - £269 Bonfire < £100. 	ST
	• Computers – report from Nick Hayward – current machines have XP as Windows & some capability in the Microsoft area of word processing and spreadsheets but this is out of date. The internet link is via Suffolkonline which apparently is still active but would need proving again. There may be a fee for usage now so other alternatives may need investigating. The hall does not have broadband. ST to donate training manuals. Decided to do nothing at present unless we get volunteer/need for classes. Note in Parish mag. Re. interest.	ST
	• AGM - notice of meeting posted on 14 th November.	ST
7.	Committee suggested that the PCC get the minutes Treasurer's report	
/.	 Figures attached to minutes. 	
	 Paper bank – still working on it as figures look wrong. Nick to contact Jane O'Leary as their paper money is much greater. John King's claim for gift aid tax received. Bought new software from 1st November 	NH-B
	 Agreed to write off cutlery, glass etc. over 5 years. Tables for card evenings. Rick Read has purchased these and asked for payment. Agreed that as the are not available for everyday use they should pay for them out of their funds and carry the risk of damage. 	N-HB
8.	Hall Manager's report	
	 Crockery - All done Lucy to get glasses Dinner plate to the Queen for donation. EC to follow-this up. Cutlery - keep spoons and Kathy to ask at work if old ones need and for donation Earl Soham may be interested in old china - Darryl to progress with 	LD EC KC
	 Kettleburgh as well. Eve and Lucy to get together to discuss role for takeover of hall manager's role. All done 	
	 EC proposed we should have a catering dish washer. DM thanked Eve for her 2 yrs. work in the role of hall manager and for all the effort put into this to make the hall run successfully. 	Next agenda
	 Eve thanks Jackie for all her help in making the job easier. Check list to be compiled to give to key holders. 	LD
9.	Booking report	
	 Brunish and Pilates – probably from Jan – before tap. Jackie to follow up Ruby and horses - £396 profit. 	JO'B

	 Eastern Angles – still awaiting date. Caravan Club wanted to hire field for fete evening. Committee agreed it is a planning issue - so no. Raves – Jackie aware and checks odd enquires. Review terms and conditions to reflect Bank Holidays at weekend rates. 	JO'B Next agenda
10.	 Maintenance report Hedge / ditches Fire alarm and burglar alarm have all been serviced. Barge boards – leave to next year. Mirrors on opposite side of road - on order and will arrive on Friday. Generator – PC working on this and requested to do a power survey. Paddy Fielder will contact Fred. Rubbish bins – request to put them further into the drive as view obstructed when turning right. Darryl to speak to Sue Etheridge 	FM DM
11.	 User Group report Toddler Group - stair gate – DM spoke to leader suggesting they buy one. Children's committee fund raising - film show – made £110 will go towards Christmas party/ 	
12.	 Newsletter – apologies for no Sept. issue because of computer problems and then no news. The next one will be before Xmas and a bumper issue. Peter said that we serve the village well with newsletter and website. Part of the communication role is listening so see if there are any problems i.e. coffee morning. Requested info. be forwarded to him. Hiring hall for commercial purposes – there is or could be a demand and should we do this? For next meeting. Agreed to pay fee for website - £59.36. 	PT ALL Next agenda NH-B
13.	Parish Council report Legal charge – problem with legal charge on building and access. PC going with building only to see if we can get away with it. Kathy will report outcome.	КС
14.	 Future Hall improvement Storage improvements – suggested that the benches out of the toilets go on wall in store room. Tim to erect and also build side panels to make cupboard for projection equipment. All agreed. Hearing loop – includes a loop of wire around the picture rail to an amplifier in the store room. Quote for £724 – agreed to apply to "Awards for all" grant scheme. DM will progress this. 	DM DM
1.5	the trestle tables. DM to add to "Awards for all" application.	DM
15.	 Events Big band dance - fancy dress - later in the year French Evening with food and entertainment - 28th February 2009. Brandeston Murders - late January 2009 Eastern Angles - Jacky to book for next year for 2009 	PT/ST PM PT/ST JO'B

16.	• Christmas tree – decorating hall – Monday 1 st Dec.	FM/EC
	• Cleaning - weekends events Saturday/Sunday and the need to clean in between. Look for another cleaner. Raise at AGM.	DM
17.	Date of next meeting Thursday 18 th December at 7.30.	