

**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

<b>Item No.</b>	<b>Minute</b>	<b>Action</b>
1.	<b>Apologies</b> – Mary Mitson-Woods	
3.	<b>Minutes of last meeting – 14.08.08.</b> Agreed as true record.	
4.	<b>AGM preparations;</b> 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.	<b>Chairman's report</b> <ul style="list-style-type: none"> <li>• 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).</li> <li>• Football – no response from Debenham. Expect perhaps teams not materialised.</li> <li>• Grant for cupboards received. All toddlers group playthings in ladies cupboard and Jenny will clear the disabled toilet and agreed keep it tidy.</li> <li>• Tim Owens has put 18 hours into working on cupboards. Originally Darryl offered payment ,but he refused. Now he would like some compensation so</li> </ul>	DM  NH-B



	<ul style="list-style-type: none"> <li>• Eastern Angles – still awaiting date.</li> <li>• Caravan Club wanted to hire field for fete evening. Committee agreed it is a planning issue - so no.</li> <li>• Raves – Jackie aware and checks odd enquires.</li> <li>• Review terms and conditions to reflect Bank Holidays at weekend rates.</li> </ul>	<p>JO'B</p> <p>Next agenda</p>
10.	<p><b>Maintenance report</b></p> <ul style="list-style-type: none"> <li>• Hedge / ditches Fire alarm and burglar alarm have all been serviced.</li> <li>• Barge boards – leave to next year.</li> <li>• Mirrors on opposite side of road - on order and will arrive on Friday.</li> <li>• Generator – PC working on this and requested to do a power survey. Paddy Fielder will contact Fred.</li> <li>• Rubbish bins – request to put them further into the drive as view obstructed when turning right. Darryl to speak to Sue Etheridge</li> </ul>	<p>FM</p> <p>DM</p>
11.	<p><b>User Group report</b></p> <ul style="list-style-type: none"> <li>• Toddler Group - stair gate – DM spoke to leader suggesting they buy one.</li> <li>• Children's committee fund raising - film show – made £110 will go towards Christmas party/</li> </ul>	
12.	<p><b>Communications report</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Hiring hall for commercial purposes – there is or could be a demand and should we do this? For next meeting.</li> <li>• Agreed to pay fee for website - £59.36.</li> </ul>	<p>PT</p> <p>ALL</p> <p>Next agenda NH-B</p>
13.	<p><b>Parish Council report</b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>	<p>KC</p>
14.	<p><b>Future Hall improvement</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Extra tables - smaller rounds – for later discussion. Also requests to replace the trestle tables. DM to add to “Awards for all” application.</li> </ul>	<p>DM</p> <p>DM</p> <p>DM</p>
15.	<p><b>Events</b></p> <ul style="list-style-type: none"> <li>• Big band dance - fancy dress – later in the year</li> <li>• French Evening with food and entertainment – 28<sup>th</sup> February 2009.</li> <li>• Brandeston Murders – late January 2009</li> <li>• Eastern Angles – Jacky to book for next year for 2009</li> </ul>	<p>PT/ST</p> <p>PM</p> <p>PT/ST</p> <p>JO'B</p>

16.	<p><b>AOB -</b></p> <ul style="list-style-type: none"> <li>• Christmas tree – decorating hall – Monday 1<sup>st</sup> Dec.</li> <li>• Cleaning - weekends events Saturday/Sunday and the need to clean in between. Look for another cleaner. Raise at AGM.</li> </ul>	<p>FM/EC</p> <p>DM</p>
17.	<p><b>Date of next meeting</b> Thursday 18<sup>th</sup> December at 7.30.</p>	