

# BRANDESTON VILLAGE HALL MANAGEMENT COMMITTEE

## Meeting minutes

28<sup>th</sup> January, 2010 at 7.30 p.m.

**Venue:** Brandeston village hall meeting room

**Present:** Darryl Morgan – Chairman; Sue Thurlow – Secretary; Fred Mugleston – Maintenance Manager; Jacky O'Brien – Bookings Manager; Peter Thurlow – Communications; Mary Baker – PCC representative.

**Apologies:** Kathy Churchill – PC representative.

It is with great sadness that we record the death of Nick Holland-Brown who gave great service to this committee as secretary for 3 years and then taking up the post of treasurer over the last two year. He was a great asset to the committee and we shall miss him.

### Chairman's Report

*Hearing loop* – this has now been fitted in the main hall and the meeting room. The bill was approx. £200 less than the estimate so DM to finalise details with the funding organisation - Awards for All. **ACTION DM**

*Cooking equipment* – this is now stored in one of the ex. computer cupboards in the meeting room which can be locked therefore avoiding extra work in the kitchen.

*Old computers* – these will be going to a charity in Ipswich organised by Chris Bays.

*Trestle tables* – news awaited from Alan at the pub who is progressing this.

*Tables* – one of the large round tables need repair. The leg is broken. Fred agreed to look at it. **ACTION FM**

*Website* – between 24<sup>th</sup> September, 2009 to 26<sup>th</sup> January, 2010 there have been 2,588 visits with 13,552 pages viewed. This is slightly down as in the same period last year when there were 2,712 visits with 21,179 pages viewed. Darryl thought this was because there had been fewer photos this time.

*Website fee* – the Parish Council have generously agreed to reimburse Darryl for the £58 fee as they considered this was a true amenity for the whole parish.

*Offer of piano* – Darryl informed Alistair and Helen Chapman that we did not wish to take up their offer, but thanked them for their thoughtfulness.

*Health and Safety report* – ST agreed to write to Tim Randall to thank him for producing an updated report. **ACTION ST**

*Vice Chairman* – all present agreed that it was not necessary to elect anyone to this post.

## Secretary's Report

*Trust deed signatures* - in accordance with the deed all present signed for the 2009/2010 year to indicate their acceptance to abide by the principles set out this Trust deed.

*Insurance certificate* – a copy was acquired from the insurers and is now displayed on the notice board in the lobby.

*Hall rateable value* – correspondence was received before Christmas stating a rateable value for the hall as a business premises. After checking with Suffolk Coastal District Council they confirmed that the hall would not receive a bill for rates.

## Treasurer's Report

Darryl reported that a full report was given at the AGM and following Nick's death he had talked to his wife about gaining all the working software, cheque books and accounts etc. He had already received the paying in book – so could pay in £1,525 recently. There are no current outgoings. He also reported that he had contacted Barclays who confirm that we could carry on as is. Re. Nick's replacement, Darryl has contacted Frank Eyles – our newest resident - who is in the process of divesting the treasurership of two / three organisation from his previous village. He said he would think about this and hope to come to a meeting. In the meantime Darryl has given him Nick's summary accounts to have a look at. Also there has been an offer from Steve Williams to act on a temporary basis if needed.

*Hall fees* – all agreed that the fees should be reviewed but this would be discussed in detail at the next meeting.

**ACTION**

**ST**

## Hall Manager Report

This post remains unfilled. Jacky O'Brien and Sue Ethridge are working together on this and are managing ok at present. The idea of having a paid caretaker (suggested at the AGM) was rejected by the committee who all agreed that this would be divisive because of all the effort put in on a voluntary basis. Darryl said he had investigated the feasibility of a key safe which would cost approx. £50. He agreed to write some notes on the procedure as to how this would work and email to the committee for comments.

**ACTION DM**

Jacky agreed to phone other halls who operate a key safe to gain their thoughts and experiences.

**ACTION JO'B**

Hall supplies - all agreed to ask Catherine Gill to keep a check on these and buy whatever was necessary. This should then claimed back against receipts.

**ACTION DM**

Jacky agreed to compile a list of things to check when leaving the building for key holders to use.

**ACTIO JO'B**

Donna, who lives by the hall entrance, has offered to turn off the alarm if it goes off in the night. The committee considered that this was not a suitable role for her in case there were burglars but thanked her for her offer.

## Bookings Report

Jacky reported that bookings are picking up with £2,073 worth booking to date for 2010. A wedding booking has been postponed. There have been a number of attempts from the lad

from Kettleburgh trying to book the hall for a 16<sup>th</sup> birthday, but this has been refused on all occasions.

There have been no problems reported with hall users leaving the place clean etc. Jacky did suggest that the wine society should not be held on the evening before the Xmas fare because of possible problems occurring.

### **Maintenance Report**

Fred reported that Roger Gladwell has started the grasscrete work to strengthen the area outside the side kitchen door. FM to put cones around this area at present to avoid carters parking on the half completed work. Gladwells have suggested a man to tarmac/press gravel work to the entrance to enable better access for wheelchairs and this will be followed up in the spring.

**ACTION FM**

Repairs have been carried out by Fred on radiator leaks, broken curtain rails etc.

It was agreed to have a spring cleanup and volunteers would be needed. PT asked to put this in the next Brandeston and ST in the parish mag. The date was agreed as Saturday, 8<sup>th</sup> May at 10 a.m.

**ACTION PT & ST**

### **Communications Report**

*The Brandeston* is now back in full production being printed by Stuart Goldie-Morrison who runs the Country Trust in Framlingham. We are supplying the paper. The Trust is being acknowledged in the latest edition. Darryl agreed to put this on the website as well.

**ACTION DM**

### **Lack of Committee Members**

Helen Fletcher has agreed to come on to the committee but not as treasurer.

Darryl to look into the purchase of a dishwasher from John Elliott's legacy. Firstly he will ask Alan at the pub for a local supplier.

**ACTION DM**

It was considered that a water softener was not needed.

### **Health and Safety**

*Loft ladder* – Darryl says they have them in B & Q at less than £100 and Fred confirmed that they are easy to fit. All agreed that this should be purchased.

**ACTION DM**

*Lighting at the hall entrance* – Fred to speak to David Fletcher who he thinks would be willing to do this for us.

**ACTION FM**

*Food Hygiene Course* - the 3 cooks for the village lunch have requested to go on a course to gain a hygiene certificate which is needed in case a spot check is done by the authorities. It is a day course run by Otley College. The cost would be £75 each i.e. £225 in total. The Parish Council have agreed to contribute £100 leaving £125 to be funded from hall funds. ST to contact Mary Mitson-Woods re. procedure for payment and establish if VAT is relevant.

**ACTION ST**

## **Storage**

At the AGM and after the meeting Darryl had been contacted and it seems that there is a feeling that the fabric of the building should not be altered. The committee will continue to consider other options. Darryl to discuss with Tim Owens the possibility of extending the store room into the meeting room. **ACTION DM**

## **Events**

All the autumn events were good and raised money for the hall.

Brandeston Murders – postponed to later in the year. Quiz – later in the year. Mike Hurrell piano evening – postponed. **ACTION ST/PT**

Neil Innes concert – 20<sup>th</sup> February for which we have gained a bar licence.

Alan's cookery demonstration – spring date?? **ACTION DM**

Harvest Horkey – 9<sup>th</sup> October. Darryl suggested the possibility that this should be a free event with the bar and draw contributing to the funding. ST to cost. **ACTION ST**

## **Any Other Business**

1. Ice – outside the main door would need salting in bad weather.
2. History of Brandeston – Peter to investigate the possibility of funding from Awards for All to purchase a camera to record village happenings each year. **ACTION PT**
3. What about awards at the Horkey e.g. best neighbour, grumpiest resident etc.
4. The moles are back on the playing field. **ACTION DM**
5. 100+ Club – Darryl to write a piece for the parish mag. And also prepare the forms. There is a 1 in 5 chance of winning. All agreed to help **ACTION ALL**
6. Heating – the hall has been cold for early bookings throughout the cold spell. It was agreed to keep heating on a higher setting overnight if it gets really cold again.
7. Posters – all agreed to the purchase of a laminating machine for posters – only £15 to make these look more professional. **ACTION DM**
8. Brass plaques – look at doing some more later in 2010. **ACTION ST**
9. Microphone – currently handheld one is difficult to manage when trying to do things with the other hand. It was agreed we should buy a stand and head fitted version for quizzes etc.. **ACTION DM**

## **Date of Next Meeting.**

Thursday, 18<sup>th</sup> March at 7.30 p.m.

SRT/3.02.10.