

BRANDESTON VILLAGE HALL MANAGEMENT COMMITTEE
Meeting Minutes
28.02.08. at 7.30p.m.

Venue: Brandeston village hall meeting room.

Present:	Darryl Morgan	Chairman
	Sue Thurlow	Secretary
	Eve Crane	Hall Manager
	Jacky O'Brien	Bookings Manager
	Peter Thurlow	Communications
	Mary Mitson-Woods	Marketing Manager
	Marian Hutson	User Group Representative

Apologies:	Nick Holland-Brown	Treasurer
	Fred Muggleston	Maintenance Manager
	Kathy Churchill	Parish Council Representative

Item No.	Minute	Action
1.	Apologies for absence As above.	
2.	Minutes of the last meeting 11.12.07. Signed as a true record.	
3.	<p>Chairman's report</p> <ul style="list-style-type: none"> • Website – latest stats now on website but no contributions. • Hayley Edhouse wants to start Young Brandeston which she is progressing on ideas discussed with DM. • Grass cutting – David Skillett not interested. Suffolk Coastal will do it at £25 per hour and will come and look. Cut from March to Oct every 10 days and call outs if necessary – total cost likely to be £450 - £750. Quote awaited. • Football field use request from Debenham on Saturdays for boys <14-<16 and on Sunday under 13 girls - all morning games. They do not want to use the hall for changing. They will mark out and bring their own nets. Concerns - enough parking, cutting the grass, hire charge and loos. In favour - field in use , Lottery criteria, good for kids, will add booking to the hall by parents seeing our facilities. DM contacted Coddendam hall and they charge the football team £800 for the season i.e. for 30 weeks for villagers - for outsiders it is more. All in favour – DW to reply and work out issues and costs. • KC to report what is happening at next PC meeting. 	<p>DM</p> <p>DW</p> <p>KC</p>

4.	<p>Secretary's report</p> <ul style="list-style-type: none"> • Letter of thanks to Steve Williams sent on 4th April. • Legal charge – document passed to PC who agreed to challenge the charge being on the whole field. Lynn Gurney (solicitor) after conversation with PC clerk has contacted the lottery with the revised suggestion of the hall area only with rights of way over the car park and the footpath. The Lottery have asked for drawings to consider which have been sent. ST to monitor progress. • Play space levy - raised at PC and district councillor investigating. • PCC – hall cleanliness issue. Spoke to Paul Baker personally then wrote letter. Received apologies and commitment to ensure hire criteria met in future. • Trustee document – committee members signatures. 	<p>ST</p> <p>ST</p> <p>ST</p>
5.	<p>Treasurer's report: Accounts for 4 months to 31.01.2008 The accounts show a loss for the period of £1,381 after charging depreciation of £2,888 but an increase in cash balances of over £1,100. I know there are differing views on the interpretation of pre/post depreciation figures but the most important fact is that we are continuing to trade at a profit and increasing our cash resources.</p> <p>There are also a couple of other points I would like to bring to your attention. Firstly, the figures should look a whole lot healthier by the end of February. The Quiz Night was a great success raising a net £490 as was the Valentines Dance which raised a net £630. These events will prove a boost to our resources and the Eastern Angles event at the beginning of March looks like being a winner too. At the last meeting I said I planned to circulate monthly accounts and I intend to start this with the February accounts some time during March.</p> <p>The second point is that whilst I am trying to keep the accounting principles in line with those previously used, I have taken the view that we should accrue for substantial un-invoiced expenditure on a monthly basis, so you will see a hefty charge for insurance for the 4 months and I have also estimated the un-invoiced amounts for electricity, water and sewerage charges. In the past, the insurance charge was only included in the management accounts in the month it was paid – which happily coincided with the summer fete but I feel it will be more helpful if the accounts reflect these items each month. We are about to take delivery of heating oil and I intend to spread the cost over the expected period it should last.</p> <p>Steve has done a splendid job for many years and he has developed an Excel workbook to produce the accounts. I have used this to produce the enclosed accounts. With a little help from Steve I believe the accounts accurately reflect the current situation but we are now running a far more active venue than the old hut and I feel that it is time to look at installing a more robust accounts system. I would like the committee's authority to invest about £100 in Sage software which will offer a less fragile platform than Excel and as it is industry standard software,</p>	

	<p>with a little training it would enable anyone else to take over in due course. Given time, I would also hope to be able to produce useful reports and statistics for the committee.</p> <p>Committee agreed unanimously that £100 should be spend on new system.</p> <p>Banking Our bankers have proved to be a bit of a nightmare since I took over the treasurer’s role. Despite the correct documentation being completed, they refused to change the address for the account from Steve’s old address in The Street until the mandate was completed. The fact that they knew that confidential information was being sent to an incorrect address didn’t seem to worry them but they wouldn’t post a paying in book to me until the address was changed. I have only this week received bank statements and I still don’t have a paying in book. It’s not the sort of service I am used to from a bank but after two and a half months I hope I have got them sorted out. I only mention this because I find them difficult to deal with – impossible to talk to anyone with authority and if they don’t improve, I may be proposing a change of bankers!</p> <p>Hall hire charges I was asked to look at the current level of charges and make recommendations for any changes. My recommendation is to increase charges by a maximum of 5% and then review them annually by a small amount.</p> <p>I find it difficult to say where the changes should be made and I would suggest that Jacky makes these recommendations where she feels they are warranted and will be accepted – we don’t want to drive away good custom. My view for what it is worth is that weddings charges are too low and commercial lettings could stand a higher charge. The only problem with these is that they are fairly infrequent and won’t therefore make a great impact on our total income.</p> <p>Sports Foundation Steve has promised to let me have his file and I will report on this to the next meeting.</p>	NH-B
6.	<p>Hall manager’s report:</p> <ul style="list-style-type: none"> • EC still to write to key holders – will do as matter of urgency. Eve will add a statement about the terrace doors which blew open last week as they can be missed when people lock up. • Fridge – EC did investigate offers in the sales, but nothing substantial enough so embarked on research of catering fridges. Cost - £450 - £500 All agreed for EC to go ahead – ST to ask for procedure of MH. • Replacement crockery – EC went to Crockery Barn who will give up 20% discount. EC to look for other quotes. Cutlery approx. £6 per doz. Glasses also important – Macro 24 glasses for £12. Eve to email quotes and her suggestion for our agreement within 2 weeks. 	<p>EC</p> <p>ST</p> <p>EC</p>

	<ul style="list-style-type: none"> • Hall opening – people don't turn up on time Eve and Fred concerned re. this. Jacky agreed to stress to hirers to turn up on time. • Eve asked if there could be a credit or debit card to order stuff esp. when ordering the fridge etc. etc. Nick to look into this. • Nick please also look into having a Macro card. 	<p>JO'B</p> <p>NH-B NH-B</p>
7.	<p>Bookings report:</p> <ul style="list-style-type: none"> • Suffolk Coastal bins show - £25 requested for use of car park and loos • Ruby and her horse – one man story teller, Suffolk songs and old photos. Charge is £200 on Fri. or Sat. Jacky to book either 22nd Nov. or 13th Dec. • Bookings at £2,504 for 2008. • Request for photos of internal features for Jacky and put on website 	<p>JO'B</p> <p>DM</p>
8.	<p>Maintenance report:</p> <ul style="list-style-type: none"> • Cooker – fixed support. • Car Park – pea shingle needed in places and Fred will order for the spring. • More weed killer for car park • School currently cutting field. Fred doing area around hall. Need to find replacement for Kieron. Marian to ask David Whiting if not ST to ask Barry Saxon. • Noted that telephone holder is broken • Cupboards for both loos – quote being sent to Fred. • Children's pay area – checked by Play Quip Leisure. All ok but needs more bark and quoting for this. • FM to email date of spring clean up for volunteers. 	<p>FM ST</p> <p>MH/ST</p> <p>FM</p> <p>FM</p> <p>FM</p>
9.	<p>User Group report:</p> <ul style="list-style-type: none"> • No contact from users . Jacky to resend list of users to Marian to send updated letter / survey then follow up to gain feedback. • Marian spoke to Fiona about keeping the toys tidy until we have a solution to the storage problem. Also to enquire about another key holder when Fiona moves • Film club being successful and money to be handed over soon. 	<p>JO'B MH</p> <p>MH MM-W</p>
10.	<p>Communications:</p> <ul style="list-style-type: none"> • Newsletter – feedback not v. forthcoming. Next edition due in March so will be out in next 10 days. Peter reported on contents. • Marketing plan – for business – DM asked The Queen re refreshments which could be at the pub, or for sandwich buffet - perhaps Eve. DM/PT to continue to investigate. • Link now from One Suffolk to our Brandeston website 	<p>PT</p>
11.	<p>PC representative report:</p> <ul style="list-style-type: none"> • Wine club – fees paid. • Parish Plan grant approved. 	

	<ul style="list-style-type: none"> Children's Film show – good attendance – 30 kids from Brandeston and other villages. Interest in Children's film club – something perhaps to progress. 	KC
12.	Future Hall improvements / maintenance Deferred to next meet	ALL
13.	Hire charges / documentation review: <ul style="list-style-type: none"> Agreed to increase charges by 5% on all new booking from 1st April,2008 Business booking should have a commercial rate - DM/PT to inform Jacky of fee . Wedding now £250 for the day + fee for previous afternoon New hire charges attached 	JO'B DM/PT
14.	100+ Club <ul style="list-style-type: none"> Eve agreed to print as soon as possible. DM to organise rota and contact those delivering Date for return 23rd march. Aim to deliver w/3 3rd march. 	EC DM
15.	Annual village fete <ul style="list-style-type: none"> Date 21st June at 2.30 p.m. Church also happy to run at the pub. Need to involve Allen . Meeting to discuss organisation arranged for Mon. 7th April. ST to invite church and tell committee 	ST
16.	Events / fund raising <ul style="list-style-type: none"> Marian to raise question of a fund raiser with children's committee to fund barking – gymkhana in summer Brandeston Murders – possibility fund raiser – Jan 2009 Horkey – 11th Oct Quiz night – 25th Oct 8th Nov – Bonfire night Rudy's Horses confirmed as 22nd November. 	MH PT PT/ST ST/FM/EC
17.	AOB None	
18.	Date of next meeting Thursday, Thursday 15 th May at 7.30	