

BRANDESTON VILLAGE HALL MANAGEMENT COMMITTEE

MEETING

30th September, 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; Helen Fletcher

Apologies: Kathy Churchill – PC representative; Mary Baker – PCC representative; Jacky O'Brien

Minutes of last meeting (24.06.10) - These were agreed as being a true record and signed by the Chairman

Chairman's Report

Key Safe - Darryl reported that he had purchased a key safe for £22.00 + £4.50 p & p on the internet. The code number to be changed every 3 months at the committee meeting which Fred will do. Cara to progress procedure with hirers etc. **ACTION CD**

The Underdown's donation - following their move to Woodbridge Peter and June have donated an electric piano and a large sundial for the terrace of the village hall. The keyboard is stored in the cupboard in the gent's loo and Darryl will discuss the positioning of the sundial with Peter, pass on our thanks and arrange delivery. **ACTION DM**

Website - figures for July to September 2010:

No. of visits - 3,897 (3,314 in 2009) No. of pages – 17,144 (11,257 in 2009).

Headset microphone - this was used for the first time at Dan Poulter's talk. It worked well and those with hearing aids could hear him clearly.

Kitchen Inventory - all agreed this was needed because of breakages and chipped plates. Darryl and Sue agreed to do this. **ACTION DM/ST**

Secretary's Report

Management Committee Duty Record – Sue reported that this had been updated and it was suggested that this should be done in date order. **ACTION ST**

Bonfire Insurance – our insurance company has confirmed that this event is insured as long as their guidelines are followed. ST to inform police and fire brigade and will copy the guidelines to Martin Churchill re. the use of fireworks and storage. **ACTION ST**

Treasurer's report

FE to email all a copy of the accounts to date. A summary of these is as follows:

Current account - £6,259.42; Deposit accounts - £5,451.66; Scottish Widows - £25,000.

Discussion re. audit, which is carried out by Steve Williams, needs to be completed before the AGM on 18th November, 2010. DM to speak to Steve about the lack of records after Nick Holland-Brown's death as the computer package could not be accessed to gain the full details. 2 months information was lost and leaves a gap in the accounts. **ACTION DM**

Frank to discuss the depreciation sum set aside each year with Steve. **ACTION FE**

Frank to continue to progress the search at the bank for the copy of the trust deed sent to them during the process of becoming our new treasurer. **ACTION FE**

Following the action in the last minutes Frank has transferred our major funds to a Scottish Widows account which delivers 1.85% interest.

Bookings

Cara reported that bookings were progressing satisfactory with the estimated revenue for the year end being £5,720 compared with £4,846 in 2009 and £5,597 in 2008.

The ballet classes are continuing with adequate numbers for the class being gained.

Heating – Cara remarked on the poor heating on a Monday morning. Boiler timings need to be checked to ensure a good temperature. The fans need to be on to move the warm air down. Cara to use the calendar of bookings to arrange for DM/FM to check settings etc.

ST to email David Winch to thank him for the donation of the deposit for his event in the hall. He wrote a nice note re. the facilities and their wonderful day **ACTION ST**

Maintenance Report.

Entrance light – estimate requested and the site has been visited, but the quote is still awaited. **ACTION FM**

Alarm Fobs – the panel is full so no further fobs can be issued. A list of key holders to be held on file. **ACTION ST**

Generator – after some investigation the problems of storage, power needed, costs are prohibitive and it was agreed to drop this from the agenda.

Hall lights - a working party is arrange to fix the lights and clean them on Saturday 2nd October.

Fred also reported that there had been a plague of ants which he had dealt with. The hedges will be cut shortly. The fridge temperature gauge has broken and DM to purchase one to place on the shelf . **ACTION DM**

Fred to monitor the central heating oil and mend the left-hand cupboard under the sink which needs some adjustment to lock it. **ACTION FM**

Communications Report

Camcorder – Peter reported that the Lottery grant application was refused and they said we did not meet the criteria. The application was for £1,443 including lighting, tripod and editing software. It was agreed that we were not prepared to spend the hall's money on this at the moment and Peter was asked to look for another form of funding. **ACTION PT**

The Brandeston awards at the Horkey – only one nomination form has been returned and it was said that a number of committee members had been approached because the awards were was thought to upset people. The aim was to present the awards as a bit of fun but this does not seem to have gained village support. It was therefore agreed not to continue with the idea for this year's Horkey. Darryl agreed to try to find some alternative entertainment. **ACTION DM**

Hall Cleaner

Catherine Gill has produced a list of duties for her successor but finding someone is proving difficult. Fred to speak to Margaret Meadows. **ACTION FM**

The timing of cleaning was discussed to include an hour. on a Monday morning before the class held at 9 a.m. in term time and then 2 hours on a Friday. Again the floor was dirty after the hire by the Church this last weekend.

Dishwasher

This is progressing on the basis of placing the dishwasher under the worktop which currently houses the hand washing sink and then to place a small sink, solely for this purpose, a little higher up the wall. DM to now check the cost of the appliance on the basis of a fast wash cycle including one for glasses. Also to check the need for 15 or 30 amp supply. Plumber/electrian to be contacts for quotes thereafter. **ACTION DM**

Play Space Levy

Helen has been unable to progress this and will report at the next meeting. Agreed to visit local sites at Kettleburgh and Easton to help assess our needs. **ACTION HF**

AGM

The date agreed as 18th November at 8 p.m. Darryl asked for any comments that may come from the floor. ST to issue agenda and meeting notice 2 weeks in advance. **ACTION ST**

Storage

Nothing further has been done – on-going project.

Events

Kite Flying and BBQ - this event raised £142 for village hall funds and was a fun afternoon.

Dan Poulter's MP Talk – A good attendance with approx. 50 people in the hall. The event raised £117.07 for village hall funds.

Alan Randall's Cookery Demo – Darryl to progress for spring 2011. **ACTION DM**

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

2011 Fete - date agreed at 18th June.

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. Agreed to decorate the hall for this event and Christmas in the morning of 27th Nov. **ACTION ALL**

Christmas Quiz. - Frank agreed to do a paper Christmas quiz to sell for £1 each for village hall funds to be placed in the pub and hall. **ACTION FE**

Any Other Business

Sue reported parish council details – the £2,239.14 in the 100+ fund (account attached) and secondly it was noted that the PC suggested that Kathy Churchill (PC representative) should not be on the trustees list as she has no voting rights.

Date of next meeting

Thursday, 13th January, 2011 at 7.30 p.m

SRT/06.10.10.