

BRANDESTON VILLAGE HALL MANAGEMENT COMMITTEE
Meeting Minutes
11.12.07. at 8 p.m.

Venue: Brandeston village hall meeting room.

Present:

Darryl Morgan	Chairman
Sue Thurlow	Secretary
Nick Holland-Brown	Treasurer
Eve Crane	Hall Manager
Jacky O'Brien	Bookings Manager
Fred Muggleston	Maintenance Manager
Peter Thurlow	Communications
Marian Hutson	User Group Representative
Kathy Churchill	Parish Council Representative

Apologies: Mary Mitson-Woods Marketing Manager

Item No.	Minute	Action
1.	<p>Chairman's remarks: Welcome to the new committee. DM intention is to hold the role for 2 years in which time to progress the hall as a key element of our community and assess the interaction with residents by general use/fund raising activities. DM wished to record a note of thanks to Steve Williams for 18 yrs. Service. Also to ST and NHB for service in their previous roles and to Sam Tassera. ST to write "thank you" to Steve Williams</p>	ST
2.	<p>Trustee Document signatories: M M-W still to sign</p>	ST
3.	<p>Minutes of last meeting – 20.09.07. Signed as a true record. Copy of which to be placed in Minutes Folder in entrance lobby of the hall for public view.</p>	ST
4.	<p>Matters arising: Sports Foundation - paper work with Steve. NHB to investigate for next meeting.</p> <p>Legal Charge – ST to gain signatures and return document to the solicitor to then close the lottery file.</p> <p>Toddler Group Keyholder - Fiona MacCaulay is the official key holder for this group.</p>	<p>NH-B</p> <p>ST</p>

5.	<p>Hall matters:</p> <p><i>Bookings</i> 2008 bookings up to £1100 already with quite a few from WI esp. from Earl Soham. Also the Eastern Angles booking requested by the village. Suffolk Coastal Car park charge - ask for a contribution to hall funds of £50. Wine club payments – 2 payments outstanding - £17.50 x 2. KC to remind Martin. Annual village children’s party - agreed hire charge waived. (Sun. Jan 6th.) Thanks from Darryl for efficient communication of events for website from Jacky.</p> <p><i>Maintenance</i> Car park – Fred did repairs with shingle. Fred to contact contractor Booth Tarmacadam to look at tarring or more substantial surface. Spring timing. Grass cutting - school are unreliable and cut infrequently. Fred suggested buying a new sit-on mower. ST to write to PC for “Play space” levy grant. Possibility that Kyran may move away and may need new grasscutter.</p> <p>Working party needed in the spring for clear up. PT to ask for volunteers in <i>The Brandeston</i>..</p> <p><i>Kitchen</i> Cooker heating element dropped and needs repair. Fred to investigate. Fridge needs to be replaced as all shelves are broken. Eve proposed removal of radiator and purchase of a tall larder fridge and a tall small freezer/fridge. Eve to email prices and try to buy in New Year sales. Also to investigate replacement crockery.</p> <p><i>Storage</i> All of toddler stuff is still in the ladies after being moved from disabled loo Marian to contact Fiona to asked for reduced items to store. Fred to contact a carpenter to advise on our storage problem. Terrance furniture - working party will re-position if possible.</p> <p><i>Hearing loop</i> Waiting for suitable event to borrow this.</p> <p><i>Hire criteria –</i> Hire agreement not being adhered to particularly by PCC. ST asked to write to Paul Baker re. rubbish being left at the hall and the lack of cleanliness after their recent events (3). The above is also a concern re. other hirers. Suggested process – Eve to highlight the problem verbally as first warning and if persists ST will write official letter. Also Jacky to remind hirers when booking of their responsibilities and the possibility of withholding the deposit. Key holders – Eve to write to keyholders to open all doors etc. for safely reason and lock again after use for all events.</p>	<p>JO’B KC JO’B</p> <p>FM ST</p> <p>PT</p> <p>FM EC</p> <p>MH FM FM</p> <p>ST</p> <p>EC</p>
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	<p><i>Paper bank - The Brandeston</i> to encourage use and inform everyone that the money goes into hall funds.</p> <p><i>Event Safe information</i> read by Jacky and now filed as concerns big events not relevant to the hall.</p> <p>DM stressed that the key to the future success of the hall will be to analyse the important improvements / maintenance items needed and to prioritise these. Then an assessment can be made of the costings and how the funds can be raised. For discussion at the next meeting.</p>	PT ALL
6.	<p>Roles & responsibilities DM requested a brief report from each role at future meetings. If not attending in person an email report to ST would suffice.</p> <p><i>Marketing</i> Following discussion on the need for a steady income stream to sustain the hall into the future it was decided that research into possible additional funding from the corporate business sector or other groups should be undertaken. Initial report for next meeting.</p> <p><i>User groups</i> Feedback from groups needed in 2 areas – day-to-day issues i.e. what could be improved and developments for the future. Opinions from leaders and participants. Initial ideas to progress this i.e. questionnaire, small group discussions, timing etc. for next meeting.</p> <p><i>Parish Council role</i> – liaison/support with PC of hall projects and funding requests etc. Also any opportunities that may be open to the hall via the PC. KC to liaise with ST.</p> <p><i>Events Co-ordinator</i> As no takers at present it was agreed that events are run by the committee in general until an enthusiastic volunteer emerges. We need to continue with events to aid the goal of a steady income stream for the hall. Focus should be given to activities that are likely to appeal to 50/60 attendees otherwise the effort outweighs the return.</p>	ALL PT/DM MH KC ALL
7.	<p>Events New year's eve – cancelled. DM to put on the web site</p> <p>January 26th – Quiz night & sausage supper – 7.30 p.m.</p> <p>February 9th – Valentine's Dance</p> <p>March 4th – Eastern Angles</p>	DW ST/PT FM+help ST+help

	<p>French Evening</p> <p>Bingo</p> <p>June Brandeston village fete</p> <p>Horkey</p>	
8.	<p>Finance</p> <p>Financial statement submitted to committee prepared by SW. NHB meeting with SW to familiarize himself with the process. Intention is to produce monthly accounts by email to all. Allocation of outgoing will be by month (e.g. insurance) so that a realistic picture can be given.</p> <p>NHB to inform bank of change signatures and progress this.</p> <p>NHB suggested hire charges should be increased. NHB to send proposals by email.</p> <p>Add financial statement to the minutes.</p>	<p>NHB</p> <p>NHB</p> <p>NHB</p> <p>ST</p>
9.	<p>Communications</p> <p>The next Brandeston will be published in Jan 2008. Appeal to all to forward ideas/stories for next or any future edition to Peter. Particularly info. on young people in the village.</p> <p>PT looking for feedback on any poor items.</p> <p>ST to continue with notices for Parish Mag.</p> <p>DM appeal for info. on web site. Also agreed to produce stats. For 2007</p>	<p>ALL</p> <p>ST</p> <p>DM</p>
10.	<p>AOB</p> <p>KC request for pint glasses. Margaret Dixon's donation (approx. £1000) discussed with proposal to replace crockery / glasses / cutlery. The Parish Council needs to be aware of our thoughts and EC to send to Kathy costings for her to discuss at the next PC meeting on 16th January.</p> <p>Stage from Kettleburgh – await contact from Mary Moore.</p>	<p>EC</p>
11.	<p>Date of next meeting</p> <p>Thurs. 13th March 7.30 p.m.</p>	