

Brandeston Village Hall Management Committee Meeting Minutes – 07/03/2007

Venue: Brandeston Village Hall

Present:

Sue Thurlow	Chairman
Peter Thurlow	Communications Manager
Fred Mugleston	Maintenance Manager
Sam Tassera	Events Coordinator (part of meeting)
Kathy Churchill	Parish Council Representative
Jacky O'Brien	Hall Bookings Manager
Eve Crane	Hall Manager (part of meeting)
Marian Hutson	User Group Representative
Nick Holland-Brown	Secretary

1. Item 1 - Apologies:

Steve Williams, Mary Mitson-Woods

2. Item 2 - Minutes of previous meeting

Approved and signed.

3. Item 3 - Trust Document

1. Anne Hayward has resigned from the committee as Hall Bookings Manager.
2. Jacky O'Brien was co-opted and welcomed as Hall Bookings Manager
3. The only remaining signatures required are from Steve Williams and Mary Mitson-Woods

4. Item 4 - Matters arising

- a. Website – PT reported that Brandeston.net was up and running and asked everyone present to encourage use of the site and especially the blog. The secretary to write to Darryl Morgan thanking him for his excellent work. **ACTION NHB**
- b. Sports Foundation Grant – The Chairman reported that the accounts are still with the auditors due to them requiring minutes of the meetings recording the building of the Hall. **ACTION SueT**
- c. Charity to Support – PT will be putting an announcement on the website. **C/Fwd**

5. Item 5 - Hall Matters

EC reported that rain water was being blown under the terrace doors. FM offered to look into remedies. **FM**

- a. Bookings – JO has taken over from AH. EC agreed to resolve a clash over a wedding at the end of March and a booking at 09.00 hrs the following day. **ACTION EC**

It was agreed that the prohibition on 18th birthday parties for non Brandeston residents be extended to include 21st birthday parties and the hiring agreement be amended accordingly. **ACTION JO**

- b. Snagging – Nothing further to report.
- c. Storage in disabled toilet – SueT will ask Mr Bays to look at installing shelving. **ACTION SueT**
- d. Kitchen layout – EC considers that a central unit needs to be installed. She will investigate prices and email the committee members for authorisation. **ACTION EC**
- e. Site entrance safety – The Parish Council has agreed to pay for repairs at a cost of £800.
SueT has discussed the safety issues with the Highways authority who said there is no satisfactory solution and refused permission to erect a mirror opposite the hall due to potential confusion for people driving along the street.
- f. Terrace Furniture – MH offered to research alternative types of tables for the terrace. **ACTION MH**
- g. Green material disposal – FM reported that very little green waste is being produced and will be disposed of.
- h. Hearing Loop – SueT is pursuing the acquisition of a free standing hearing loop. **ACTION SueT**
- i. Solar lighting – FM will acquire and install a solar powered security light for the entrance **ACTION FM**
- j. Emergency List – The names and contact numbers for the emergency contacts was revised. SueT offered to ask Darryl Morgan if he would be willing to be included on the list **ACTION SueT**
- k. Opening rota – EC reported that she had this under control and will contact Jackie Hounsell about availability of keys. **ACTION EC**
- l. Cleaning – The committee requested that NHB write to Sue and Tony Etheridge expressing their thanks for the hard work they have done. **ACTION NHB**

EC reported that Catherine Gill will start cleaning on Saturday 10th March.

It was agreed that the hire agreement should be amended to include hirers' responsibility to remove rubbish after each event. **ACTION JO**

6. Item 6 - Lottery

Our 2005 accounts remain overdue for filing with the Lottery. **ACTION SW**

7. Item 7 - Events

Sam T gave an outline of events in the near future:

Murder Mystery night on 14th April. SueT is applying for a liquor licence. **ACTION SueT**

Flamenco evening on 19th May.

A disco in July.

SueT confirmed the date for the summer fete on 23rd June. She is forming a sub-committee. **SueT**

8. Item 8 - Finance

- a. In SW's absence he reported that due to pressure of work and a computer malfunction, he had been unable to prepare accounts to date. SueT said she would speak to SW. **ACTION SueT**
- b. NHB and SueT will arrange to produce their ID documents to Barclays Bank. NHB to discuss with SW. **ACTION NHB/SW**
- c. NHB will write to Kieran Martin confirming the agreed rates of pay for opening and closing the hall and also for grass cutting. **ACTION NHB**

9. Item 9 - Communications

- a. PT reported that the Newsletter format had been updated and was being regularly published and the website was operational. He urged members of the committee to report to him, any feedback from villagers.

10. Item 10 - Matters Arising from AGM

- a. Display boards – Sue T continue her investigations into installing display boards. **ACTION Sue T**
- b. Mowing playing field – FM has arranged for sheep to graze the playing field and for Jeff Rogers of Framlingham to cut the hedges and ditches in future. He is arranging a working party on 31st March, to clean the hall windows and trim the ditches. **ACTION FM**

PT will speak to the headmaster of Brandeston School about future mowing of the playing field. **ACTION PT**
- c. Eastern Angles – SW will contact the group. **C/Fwd ACTION SW**

11. Item 11 – AOB

FM reported that the fly controlling device has been installed in the kitchen

NHB agreed to look at the insurance policy to see if there is a requirement for an independent safety check of the playground equipment. **ACTION NHB**

12. Item 12 – Date of next meeting

Tuesday 12th June 2007 at 7.30 pm in the Village Hall.

NH-B 09.03.07

