

Brandeston Village Hall Management Committee Meeting Minutes – 12/10/2006

Venue: Brandeston Village Hall

Present:

Sue Thurlow	Chairman
Eve Crane	Vice Chairman & Assistant Hall Manager
Chris McArthur	Parish Council/Lottery Contact
Peter Thurlow	Communications
Fred Mugleston	Maintenance Manager
Marian Hutson	User Group Representative
Pat Morgan	Fund Raising Co-ordinator
Nick Holland-Brown	Secretary

1. Item 1 - Apologies:

Steve Williams, Mary Mitson-Woods, Jackie Hounsell

2. Item 2 - Minutes of previous meeting

Approved and signed.

The Chairman offered a vote of thanks to Eve Crane for acting as Chairman in her absence at the previous meeting.

3. Item 3 - Matters arising

1. Website – PT reported that the project has made no progress since the last meeting. He is awaiting information from SCDC. **ACTION PT**
2. Trustee Document signatures – MM-W has signed the document. EC to pass it to NH-B **ACTION EC**
3. Mr Bell has visited the hall and is very pleased with the teak benches in memory of Eunice Bell.
4. The Parish Council is dealing with the horse chestnut tree on the Whiting's boundary.
5. FM will obtain a fly trap for the kitchen next spring. **ACTION PT**

4. Item 4 - Grants

1. Sports Foundation – They are still awaiting sight of our 2005 audited accounts. NHB to enquire from SW as to progress with the accounts. **ACTION NHB**
2. Maps – The maps have been framed and are in the hall. NHB to apply for grant. **ACTION NHB**

5. Item 5 - Hall Matters

1. ST read out a report from JH expressing concern about several day to day matters. After discussion the following decisions were reached unanimously.
 1. Weddings - Due to the excessive amount of time taken by hall volunteers in connection with opening and closing the hall for florists, caterers etc., it was decided that in future, bookings will only be accepted for people who live in the village or who have a responsible sponsor living in the village. The hirer (if living in the village) or sponsor will be given a set of keys for the duration of the hire and will be responsible for opening and locking the hall and ensuring that all booking conditions are complied with.
 2. Adult Parties – The hirer will be given a set of keys to lock up and alarm after the event and will forfeit the deposit if music is played after 23.15hrs.
 3. Keys – Those running regular village events (e.g. table tennis, film club) will be given a set of keys to the front door, boiler room and alarm, to enable them to open and lock the hall.
 4. ST will speak to Sue Etheridge about lending keys to responsible villagers.
2. Bookings – ST read a report from JH about future bookings.
3. Baby Changing – MH will investigate baby changing facilities. Budget £200. **ACTION MH**
4. Cigarette disposal bins - FM will acquire a cigarette disposal bin for fixing to the outside of the building. **ACTION FM**
5. Snagging – NH-B read out a report from Mark Hounsell. The committee asked NHB to write to MH, thanking him for the excellent work he has done on behalf of the committee. **ACTION NH-B**

6. Item 6 - Lottery

Our 2005 accounts remain overdue for filing with the Lottery. NHB to ask SW for a progress report on the auditing of the accounts. **ACTION NH-B**

7. Item 7 - Events

1. The financing of village events was discussed. As these functions contribute all or part of the profit to the hall, it was unanimously agreed that, with immediate effect, no charge for use of the hall will be made in future for these events.

The events covered by this dispensation are currently: coffee morning, village lunches, ballroom dancing, table tennis, whist drive, film club, tap dancing and children's committee fund raising events.

Further events will be considered by the committee as they arise.

2. PM is considering a food festival and a cabaret for 2007.

ST volunteered to organise the fireworks evening on Saturday 4th November at John King's. FM offered to run the barbeque. **ACTION SW/FM**

8. Item 8 - Finance

1. In SW's absence there were no financial statements to consider.

2. NHB reported that the Parish Council were no longer insuring the hall chairs. It was agreed to increase the sums insured to include the chairs and recently acquired kitchen equipment, cinema equipment and teak benches. **ACTION NHB**

9. Item 9- Terrace

1. Work on the installation of the new terrace has been completed. Ann Hayward has agreed to help with planting and, after her retirement, the maintenance. ST, AH and Peter Arbon to obtain plants as soon as possible. **ACTION SW**

2. Part of the cost of the terrace will be funded by the Brandeston 100+ club funds.

10. Item 10- Communications

PT will arrange for a newsletter to be produced and distributed as soon as possible. **ACTION PT**

PT will form a website sub committee with MH and Paul Hutson. **ACTION PT**

11. Item 11 – AGM

1. The date for this year's AGM was confirmed for Thursday 23rd November at 19.30hrs. In addition to the official business, a couple of old village films will be shown and guests offered cheese and wine. **ACTION ST**

PT will arrange publicity in the newsletter and posters. **ACTION PT**

ST will arrange for a notice to be printed in the parish magazine. **ACTION ST**

JH and CM have decided not to stand for re-election. The post of Lottery coordinator will be abolished and the secretary will notify the Lottery to send all communications to him. EC agreed to stand for election as hall manager. EC, ST and JH to meet to discuss the future roll of hall manager. **ACTION ST/EC/JH**

NHB will email MH to request a representative from the Parish Council. **ACTION NHB**

12. Item 11 – AOB

1. EC requested that storage in the disabled toilet and the layout of the kitchen be included in the next meeting agenda. **ACTION NHB**

13. Item 12 – Date of next meeting

A provisional date of Tuesday 12th December 2006 at 19.30hrs, to be ratified by the newly elected committee. Venue Brandeston Village Hall.

NH-B 12.10.06

