

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

Venue: Brandeston Village Hall

Present:

Sue Thurlow	Chairman
Peter Thurlow	Communications Manager
Fred Muggleston	Maintenance Manager
Sam Tassera	Events Coordinator
Kathy Churchill	Parish Council Representative
Anne Hayward	Hall Bookings Manager
Nick Holland-Brown	Secretary

1. Item 1 - Apologies:

Steve Williams, Mary Mitson-Woods, Eve Crane, Marian Hutson

2. Item 2 - Minutes of previous meeting

Approved and signed.

3. Item 3 - New Committee

1. Anne Hayward was co-opted onto the committee as Hall Bookings Manager.
2. Eve Crane was elected as Vice Chairman.
3. All members present signed the document confirming their willingness to act as Trustees.

4. Item 4 - Matters arising

- a. Website – PT demonstrated the draft format of the new website being prepared by Darryl Morgan and asked those present to look at the site as it progressed and forward their comments to DM.
- b. NHB gave an update of the situation regarding the tree on the Whitings' boundary. The matter is now in the hands of the Parish Council and SCDC.
- c. Sports Foundation Grant – The Chairman reported that the accounts are at present with the auditors and that SW is to attend a meeting with them to finalise the accounts. **ACTION SW**

5. Item 5 - Hall Matters

- a. Bookings – A report on the bookings produced by retired member JH was produced and is attached to the end of these minutes.

- b. Cigarette disposal bin – This has now been installed. An additional bin was proposed for the terrace.
ACTION FM
- c. Snagging – No further information was available. Mark Hounsell continues to deal with the contractors.
- d. Baby changing facility – This has been purchased and is ready for installation. Sue T to contact Phil Bays. Sue T will also arrange notices about nappy disposal. EC to buy nappy disposal sacks.
ACTION ST & EC
- e. Storage in disabled toilet – Deferred to next meeting.
ACTION C/F
- f. Kitchen layout – Sue T reported that EC recommends an island unit in the kitchen. EC & MMW to research.
ACTION EC & MMW
- g. Site entrance safety – NHB produced an email from Nick Hayward expressing concerns about the lack of vision when leaving the site by car. Sue T reported that the Parish Council did not like the idea of a mirror. The committee agreed that action was needed. Sue T to speak to Mark Youngman and Mark Hounsell.
ACTION Sue T
- h. Russells' letter of complaint – The letter was discussed and the committee unanimously agreed that the withholding of part of their deposit was reasonable and within the terms and conditions of the booking. NHB to write to Russells informing them of the decision.
ACTION NHB

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 NHB

7. Item 7 - Events

Sam T gave an outline of her ideas for future events, including a Party Night with live band, Arts & Crafts Fair on August Bank Holiday, Race Night, Quiz Night, Talk by a famous local personality, Samba Band, Debenham Players, Nobody's wedding and a Gipsy Evening.

8. Item 8 - Finance

- a. In SW's absence he sent a Profit & Loss statement for the 2 months ended 30th November 2006. Statement attached to the end of these minutes.
- b. The meeting resolved that the signatories to the Trust's bank account should be any two of the Chairman, Treasurer or Secretary for the time being.
ACTION NHB/SW
- c. Sue T reported that Kieran Martin has agreed to lock up the hall after late night events. The meeting agreed that it would be preferable for him to open up as well. Sue T to propose to him a fee of £6 per hour with a minimum of £10 per event.
ACTION Sue T

9. Item 9 - Communications

- a. PT reported that he would be regularly producing a new format Newsletter starting in the New Year.
- b. PT reported that his communications strategy will follow in due course.
ACTION PT

10. Item 10 - Matters Arising from AGM

- a. Publicising regular events – This will be done by the Newsletter and Website. **ACTION PT**
- b. Promoting Post Office service - This will be done by the Newsletter and Website. **ACTION PT**
- c. Display boards – Sue T will discuss with Phil Bays, the possibility of producing six boards to start with. **ACTION Sue T**
- d. Mowing playing field – This has been done without charge by the school for many years but had recently stopped. FM will obtain quotes and PT will speak to the headmaster. **ACTION FM & PT**
- e. Eastern Angles – SW will contact the group. **ACTION SW**
- f. Hearing Loop – This had been considered during the build phase of the new hall but was not pursued due to the cost.

11. Item 11 – AOB

- a. FM reported that he had arranged for a contractor to visit and quote for hedge cutting.
- b. FM will investigate solar powered lighting for the driveway. **ACTION FM**
- c. It was agreed that FM could order a fly controlling device. **ACTION FM**
- d. FM no longer wishes to mow the lawns around the Hall and will ask Kieran if he will do it in future. The members of the committee wished to record a vote of thanks for the many hours of work that FM has spent on the grounds. **ACTION FM**
- e. NHB agreed to attempt to start a regular wine club. **ACTION NHB**

12. Item 12 – Date of next meeting

Wednesday 7th March 2007 at 7.30 pm in the Village Hall.

NH-B 06.01.07

(S)

(S)

BRANDDESTON VILLAGE HALL & RECREATION GROUNDS

PERIOD ENDED 30 NOVEMBER 2006

	£	p		£	p
	<u>Income</u>			<u>Income</u>	
		99.00	Hall Hire		99.00
31.07			Fundraising :		
31.85			Horkey	131.07	
			Bonfire Night	81.95	
		213.02			
		<u>213.02</u>			
			Grant	200.00	
			Maps		
		<u>413.02</u>			
			Less Expenditure :		
			Maps for	10.04	
			Easter	63.70	
			AON 7	19.97	
			Insurance - electrical equipment		
			Telephone	10.14	
			Bill		
				<u>103.92</u>	
			Total Expenses		
				<u>309.10</u>	
			<u>Cash</u>		
			plus for the period		

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06 **Net Current Assets at 30th September 2006**

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16 **Net Current Assets at 30th November 2006**

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