

# Brandeston Village Hall Management Committee Meeting Minutes

19.06.2007 at 19.30hrs

**Venue:** Brandeston Village Hall

<b>Present:</b>	Sue Thurlow	Chairman
	Eve Crane	Hall Manager
	Marian Hutson	User Group Representative
	Jacky O'Brien	Hall Bookings Manager
	Mary Mitson-Woods	Marketing Manager
	Fred Mugleston	Maintenance Manager
	Peter Thurlow	Communications Manager
	Nick Holland-Brown	Secretary

**Apologies:** Steve Williams, Sam Tassera, Kathy Churchill

## Minutes of previous meeting:

The minutes of the meeting held on 07.03.2007 were approved and signed by the Chairman.

## Trustee document signatures:

MMW signed the document. The only missing signature is that of SW

**NHB**

## Matters arising:

**1. Sports Foundation Grant** – NHB reported that he believed that an application to the Sports Foundation for a grant was dependent on production of audited accounts. In the absence of SW the matter was carried forward to the next meeting. **SW**

**2. Charity to support** – PT agreed to put an announcement on the website, requesting suggestions. **PT**

## Hall Matters:

**1. Bookings** – JOB reported that bookings were continuing to flow in but were slightly down on last year due to the change in policy regarding village events. There are no bad debts.

A change of policy regarding the use of smoke machines at discos was agreed. In future these will not be permitted due to the risk of setting off the smoke alarm system.

A small area of wine staining of a curtain has been discovered. It was agreed that the situation should be kept under observation.

**2. Snagging** – NHB has received a report from Mark Hounsell that snagging is now complete but a gentleman's agreement over the heating controls will permit us to go back to the contractor before 31.12.2007 if they do not work properly.

**3. Kitchen layout** – EC apologised for taking a decision to buy the new central kitchen unit without consulting the committee. The unit is now installed.

EC and MMW agreed to prepare a "wish list" of items required for the catering operation when funds permit. **EC/MMW**

**4. Storage** – After a tour of the building it was agreed that a storage cupboard should be installed in the ladies changing room. Sue T to instruct Phil Bayes. **SueT**

FM offered a solution to external storage. This will be kept under review.

**5. Terrace Furniture** – It was agreed to buy 3 external table/seating modules for the lower terrace. A vote was taken whether to buy a fourth module to be located near the children's play area. Votes in favour 4, votes against 1, abstentions 2. Vote carried. **MH**

**6. Hearing loop** – SueT is investigating. Carried forward to next meeting. **SueT**

**7. Solar powered lighting for driveway** – Installed by FM.

**8. Emergency List** – Completed.

**9. Rainwater ingress, terrace doors** – FM has solved this problem.

**10. Playground equipment check** – FM reported that the required inspection had been carried out by R.E.J.B & Company of Hadleigh. FM considered that some of the recommendations were excessive and unnecessary. He invited the committee to inspect the play area and look at the recommendations he considered did not need attention. The committee, having assessed the risks agreed unanimously that they are negligible and should not be carried out. In particular, the cracks in the woodwork were considered to be perfectly natural and did not affect the structural integrity of the equipment. FM has attended to all other items.

## **Lottery:**

**2005 & 2006 accounts** – The audited accounts are still awaited. In the absence of SW, this item was carried forward to the next meeting. **SW**

## **Events:**

In the absence of SamT, Sue T reported that the Flamenco evening was now in doubt as the caterer had dropped out.

SueT reported that the Summer Fete was organised.

## **Finance:**

**1. Accounts** – SW had emailed copies of the accounts to 31.05.2007 together with a commentary. The accounts are appended to these minutes.

SW's commentary:- "for the 8 months period we have a loss of £1141 - however this is mainly due to the fact that there is a charge for depreciation on the hall etc of £5637. Remove this and the good news is that we have made a cash surplus of £4,496.

We have recently made the final payment to SEH and Burr and Neve and we still have approx £14k in the bank so pretty good going".

**2. Insurance renewal** – NHB reported that the buildings and contents policy is due for renewal on 24.06.2007 and produced a document comparing the renewal terms with the current year's premium. The building sum insured has increased by 5% to allow for inflation and the premium has increased by 4.55%. It was unanimously agreed that the renewal terms should be accepted.

## **Communications:**

PT reported that communications are moving ahead satisfactorily. He considered that it would be helpful if there could be a teaching session for website usage and agreed to contact Darryl Morgan to see if he would be prepared to run one. **PT**

### **AGM matters arising:**

**1. Display boards** – A number of options were discussed but it was agreed that they all produced a potential storage problem. It was agreed that PT should ask the school if it would be possible to borrow some of their units when needed. **PT**

**2. Mowing playing field** – This is now being done by the school in exchange for their usage of the field for rounders once per week. PT reported that there was a potential problem that the administration at Framlingham College were interfering with the agreement but it was hoped that the arrangement would be able to continue.

**3. Eastern Angles** – MMW agreed to enquire about their possible availability. **MMW**

### **AOB:**

A permanent key-holder had not been found for the Toddler group on Fridays. It was agreed that they must nominate a key holder and MH agreed to deal with the matter. **MH**

It was agreed that no charge should be made for the hall usage at the forthcoming Parish Plan meeting.

**Date of next meeting:** Thursday 20.09.2007.