

Brandeston Village Hall Management Committee Meeting Minutes

20.09.2007 at 19.30hrs

Venue: Brandeston Village Hall

Present: Sue Thurlow Chairman
Jacky O'Brien Hall Bookings Manager
Fred Mugleston Maintenance Manager
Peter Thurlow Communications Manager
Nick Holland-Brown Secretary

Apologies: Steve Williams, Sam Tassera, Eve Crane, Marian Hutson

Minutes of previous meeting:

The minutes of the meeting held on 19.06.2007 were approved and signed by the Chairman.

Trustee document signatures:

The only missing signature is that of SW

NHB

Matters arising:

1. Sports Foundation Grant

C/F SW

2. Charity to support – PT produced a short paper on the matter. Comment had been received that it was not necessarily this committee's responsibility to support a charity. It was decided to defer discussion on this matter until the Parish Plan has been produced.

Hall Matters:

1. Bookings – JOB reported that bookings were continuing to flow in, with the current year's total running at £5,164.

2. Kitchen layout –

EC and MMW are preparing a "wish list" of items required for the catering operation when funds permit.

C/F EC/MMW

4. Storage – Sue T to instruct Phil Bayes to install a storage cupboard in the ladies changing room.

C/F ST

5. Terrace Furniture – It was decided that the committee should investigate the possibility of placing one of the external table/seating modules inside the children's play area.

FM

6. Hearing loop – SueT is arranging to borrow for testing, a portable hearing loop unit. This will be done when an appropriate function is booked

ST

7. Safe Events – JO'B offered to study the "Guide to Organising Safe Events" document received by the committee, to see if the hire contract needs amending. **JO'B**

8. Toddler Group keyholder – Fiona Macauley of Low Street has agreed to be the group keyholder. JO'B will locate a set of keys for her. **JO'B**

9. Hall opening - Sue T offered to talk to EC regarding opening the hall by Sue Etheridge. **ST**

10. Car Park – FM will make enquiries about spraying the car park with tar and re-applying the shingle to keep it in place. This work will not be done until Spring 2008. **FM**

NHB will, obtain a quote for spraying the car park with a weed-killer and weed suppressant. **NHB**

Lottery:

The Big Lottery has written confirming that our file is ready for closure as soon as confirmation that the legal charge is in place, is received. NHB is following up this outstanding matter. **NHB**

Events:

Sue T reported that SamT is resigning as Events Coordinator with immediate effect, due to other commitments. She is still organising the Craft Fair on Saturday 22nd September.

A nominee will be sought for the position. This will be voted on at the AGM.

SueT will organise the bonfire night at John King's with FM running the barbeque. **ST/FM**

Finance:

1. Accounts – SW had emailed copies of the accounts to 31.08.2007 together with a brief commentary. The accounts are appended to these minutes.

SW's commentary:- "There is some consternation on the blog that we are losing money - this is in fact true but only due to a depreciation charge - cash surplus continues to increase".

NHB made the following comments:

- a. The hire charges are holding up well, despite the more generous charges for village events. The hire fees for 11 months have already exceeded the figure for the 12 months to 30.09.06.
- b. All overheads, with the exception of insurance, are running at lower levels than the previous year.
- c. The current cash balances exceed the balances at the end of the last financial year by £455 and Net Current Assets by £4,540.

Communications:

PT requested continual feedback of information about the village and for the "Brandeston". He pointed out that the parish plan questionnaire has a question on where people get their information from, so we shall soon know if it has any effect whatever.

2007 AGM date:

The AGM will be held in the Village Hall at 20.00hrs on Thursday 29.11.07.

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. **C/F PT**

2. Eastern Angles – SueT will discuss this with MMW.

ST

AOB:

FM reported that the boiler had been serviced, a paving slab replaced, the hedges and ditches cut, the front door dropping rectified and the playing field grass cut.

He indicated that there may again be grass cutting problems following a change of headmaster and raised a potential flooring problem from tap dancing. These issues will be kept under review.

Date of next meeting: Tuesday 11.12.2007. (provisional – to be confirmed by the new committee).