

BRANDESTON VILLAGE HALL MANAGEMENT COMMITTEE

MEETING

8th January, 2015

Present: Paul Baker, Sue Thurlow, Helen Fletcher, Jane Mitchell, Mary Baker, Terry Robinson, Cara Duffy, Lucy Nobbs

Apologies: Kathy Churchill.

Minutes of the last meeting – 23rd October, 2014.

These were agreed to be a true record and signed by the Chairman

Chairman's Report

Grass cutting – Paul has spoken to Richard Martin and is awaiting a reply. **ACTION PB**

Snagging list – completed with Terry. Report later in minutes.

Whist drive – Paul has spoken to the Reade's who are looking for someone to take over their role. A notice has been placed in the January edition of the Parish Magazine. The committee agreed that it was important for successful clubs such as this should be encouraged to continue. Paul to follow up. **ACTION PB**

Secretary's Report

Q1 action list:

- Crockery/cutlery audit – 6 monthly audit due. Lucy, Mary and Sue agreed to undertake on Wed. 14th January starting at 2. **ACTION LN/MB/ST**
- Year end accounts to Steve Williams for auditing. **ACTION JM**
- Check dishwasher salt – this to be removed from the action list and added to Terry's monthly duties. **ACTION TR**
- 100+ Club – Paul agreed to print and deliver. Also to print list for follow-up calls for each committee member. Paul to check with Mark Hounsell whether he is willing to continue to administer this. **ACTION PB**
- Review hall fees – Cara to report at next meeting. **ACTION CD**
- Arrange AGM – date fixed for Thursday, 26th February at 7.30. Contribution to nibbles – Sue, Mary, Cara and Lucy. Jane to sort wine. Sue to do posters by 12th February. **ACTION ALL**
- Charity Commission website to be updated following the AGM with the names of the committee and the annual report. **ACTION PB**

Tree pruning - Sue reported that Paragon Landscapes had completed the crown lift on the horse chestnut which looks good and well balanced. The invoice for £220 has been passed to Jane for payment.

Treasurer's Report

Jane requested that the first item was to ratify the change of year end from September to December to align with the bookings year calendar. All members of the committee agreed to this so from now on the year will run from 1st Jan. to 31st Dec. each year. Jane will be passing the 15 month accounts for 2013/14 to Steve Williams for auditing shortly ready for presentation at the AGM.

ACTION JM

Jane took the committee through the accounts and the current financial position – spreadsheet attached. She commented that the final accounts for last year will probably show a loss because of all the maintenance and improvements carried out during the period.

Following discussion at the last meeting a reserve fund of £20,000 for repairs etc. has been ring fenced in the Scottish Widows account and that the balance of funds in that account of £4,108.97 was transferred to the current account. The tennis court separate account has now been set up showing a balance of £24,412.92 with more grants expected to be paid in over the next few months.

Electricity – we have a price deal offered by Extra Energy which is 15% lower than our current supplier. However these deals usually only last for one year and then the tariff is hiked up so it was agreed that the chance should be made but that we remember to review it before the 1st year deadline.

ACTION JM/ST

Currently we have 100% rate exemption on the hall. We have now received the demand from SCDC for 2015 suggesting that we should pay the 20% which is discretionary. It was agreed that we should fight this so Jane, Terry and Paul arranged to meet to construct our response. The reply to SCDC needs to be made by 1st Feb.

ACTION JM/TR/PB

The alcohol stock procedure – the current system is still not working as odd wine/beer/juice appear in the cupboard that have not been accounted for. Jane suggested and it was agreed by all that she would write off the small financial discrepancy in the accounts and start a new procedure which would be a cash system starting with £500. This would be managed by Jane and Lucy who would be the only people who have access to the stock cupboard. Hopefully this would address the current problem.

ACTION JM/LN

Bookings

Cara reported that in the last calendar year hall bookings amount to approx. £6,300 which is down on our best ever year (£7,000+). We have received £1,500 already for bookings this year.

Hall Improvements

- Terrace lights – designs were viewed and preference agreed with Lucy being asked to gain costings. **ACTION LN**
- Broken entrance paving - this has been done and the path length shortened so that cars do not run over it causing cracking.
- Toilet seats – all replaced.
- Car park lights – repairs needed or perhaps new ones. **ACTION TR**

- Meeting room storage cupboards – they will arrive on 14th Jan and will be fitted soon by Terry who will ask Darryl to help him. **ACTION TR**
- Hall lights – one is not working and 2 will not dim. Brief discussion re. replacement again but still thought to be too expensive. Terry will ask Aaron to fix. **ACTION TR**
- Tables and chairs – Darryl tried to find replacement tables as they are too big for convivial conversation but was unsuccessful. Terry agreed to search the internet again. Also some of the chairs are looking very worn and are coming apart so Terry will also look for replacements for these to be discussed at the next meeting. **ACTION TR**
- Exterior paintwork – some of the barge boards and other areas of the boarding needs attention as well as the clock tower. Paul agreed to contact Paul Morgan (painter) to assess with him what work needs to be done. **ACTION PB**
- Broken pane in meeting room door – Terry to investigate options for repair and also the misting up of 2 of the large windows in the hall. There may be a guarantee on these double glazed windows which he will look into. **ACTION TR**
- Spring clean-up – Terry to organise volunteers if he thinks there are enough things that need doing to warrant a team of people. **ACTION TR**

Communications

Following Peter's resignation it was agreed that, if possible, *The Brandeston* should continue. Mary Mitson-Woods (with the help of Jane and others) has volunteered to take this on. The committee agreed that they would be delighted with this solution and thought that, if the new editor agreed, it would be great to ask Peter if he would write a satirical column – perhaps "Thoughts from Thurlow Towers" - to continue his wit which is much enjoyed by the village. Sue to email Mary. Our thanks again go to Peter for his 16 years as editor. **ACTION ST**

Playing field project

The football goals and paving for the seating adjacent to the petanque piste/BBQ have been completed since the last meeting as well as more hedging and landscaping. Paul to contact Darryl re. sacks in the shelter left following the paving construction. **ACTION PB**

Tennis court – all on track for construction this spring with planning permission awaited (actually granted the week after this meeting). All grants have been secured with the 2nd half of the sport levy grant to be paid on completion. Sue to contact SCDC re. payment of the capital fund grant of £2,000 still outstanding. **ACTION ST**

Terry reported that the PAP tests on the equipment have been done.

Fund Raising

Past events

- Dance in September raised £658.
- Quiz in November raised £621.95
- Cookery event - £230
- Horkey – although a free event again this year raised £249.83 on the bar and raffle.
- Village Walk raised £123.

Future events

- Valentine coffee and cakes – Saturday 14th February.
- Village Walk – Sunday 15th March.
- The Duffy Band – April 15th (date to be confirmed)
- Eastern Angles 2015 – 23rd May.
- Brandeston fete – Saturday 20th June.
- Tennis / sporting event - July

ACTION LN
ACTION ST/JM
ACTION CD
ACTION MB
ACTION ALL

Any Other Business

Venue website – Cara to investigate this offer to place the hall on their register of places to hire in Suffolk.

ACTION CD

Date of Next Meeting - 26th March at 7.30

SRT/14.01/15.