

BRANDESTON VILLAGE HALL & RECREATION GROUND

ANNUAL GENERAL MEETING

18th November, 2010

Present: Darryl Morgan - Chairman
Frank Eyles – Treasurer
Cara Duffy – Minute recorder
Together with 13 residents of Brandeston

Welcome

The chairman welcomed all to the sixth AGM of the new village hall.

Apologies for absence

Sue Thurlow, Kathy Churchill, Ann Hayward, Rick and Pam Reade, Jackie Hounsell, Ruth Garratt.

Minutes of the 2009 AGM

The minutes were agreed as being a true record.

Matters Arising from last minutes

- **Interest rates:** We have opened a savings account which pays considerably more interest than what we had. Frank will talk about it in his report so we'll cover at that time.
- **Dishwasher:** This has caused us some deep thinking. A number of factors needed to be considered – location, access to services, ease of use and loss of kitchen work surfaces. We initially thought of placing it under the low level work surface to the right of the door but we would need to punch through the floor to gain access to the drains. We would also need to bring a water supply to the location. Both problems were surmountable but somewhat inelegant. We now think we will put it where the hand wash basin is – alongside the double sinks. We have checked with the Council Hygiene department and we definitely need the basin but we think we can raise it and mount it on the wall – the Hygiene Dept was happy with this. Clearly access to services is much easier. We have done a lot of this in discussion with the Village Lunch team which has also asked us to provide a rinsing hose. We now think we have a working proposition which we will check with a plumber.
- **Storage Space:** We have postponed discussion on this over the year. Nick H-B had been doing some investigation but we will return to it soon. It is still on our agenda.
- **Entrance Light:** We have discussed this with Aaron Nobbs in Mrs Peck's house who will help us install it. We will need to dig a trench from the gate to the hall for the cable under his advice. We will be looking for help to do this very shortly and we would like to know of anyone who has access to a mini digger.

Chairman's Report

In summary, it was another successful year both financially and in the variety of events that we have put on.

There have been some personnel changes: sadly, our treasurer Nick Holland-Brown died last January; Jacky O'Brien gave up her role of bookings manager last May and is not standing for the committee for the coming year; finally our cleaner Catherine Gill also resigned in October because of pressure of other work.

However, we've been lucky in finding Frank Eyles, an experienced treasurer, who we co-opted last March; Cara Duffy who took on the role of Bookings Manager in May; Helen Fletcher who joined us as a co-opted member also in March and who is looking at how we can use the Play Space Levy; and last week, Pat Peck from Kettleburgh and a former Brandeston resident, volunteered to be our cleaner and started work on 12 November. All this has resulted in a substantially changed management committee since I took over three years ago.

We still have places on the committee and we are very interested in anyone who wants to take part in actively managing the hall.

Financially, the hall turned over just over £12,881 during the year making a profit before depreciation of £6,696 compared with £6,184 last year on similar income - a 7% increase. Frank will go into the details later but this is a good result for the hall considering the economic climate. We've had a few problems with access to the accounts held by Nick as we didn't have the passwords but Frank has brought them back under control.

There have been a few changes in the regular users of the hall. Tap Dancing classes and Hayward's Hoofers have come to an end but Adult Ballet Classes have started. Brandeston Brownies is another new booking. This is the current list:

- Pilates
- Yoga
- Table Tennis
- Coffee Morning
- Adult Ballet Class
- Mothers and Toddlers Group
- Wine Club
- Village Lunches
- Film Club
- Whist Drive
- Parish Council Meetings
- Brandeston Hall Karate Class
- Brandeston Hall Fencing Class
- Brandeston Brownies

Casual hire remains strong with private events most weekends. Incidentally, the online version of the village hall calendar is always up-to-date and can be accessed from the home page and, eventually, every page on the site. Where it shows

“busy”, it’s a term used for what used to be called “Private Events” and is a label in Google Calendar when details are automatically hidden.

Fund raising events serve the twin purposes of raising money and providing entertainment for the village. These are the events we arranged over the year and include the Christmas dance which Chris Bays organised and the Art and Photography Exhibition thanks to Sophia Chapman and others.

- Neil Innes Show
- Daniel Poulter Evening
- Eastern Angles
- Art and Photographic Exhibition
- Village Fete (with All Saints PCC)
- Bonfire Night
- Harvest Horkey
- Christmas Dance

The Neil Innes show was the big one-off event and played here to a full house of 136 people. The other event that packed the hall was the Eastern Angles production which 80 people attended.

Our new MP turned up at the fete and we took the opportunity to invite him to give us a talk which he duly did in September. About 50 people turned up to see him and talk to him. I think just about everyone had a word with him and Nick Hayward gave him a copy of our Parish Plan – we don’t know if he’s read it yet.

A new idea was kite flying and a BBQ in the summer which went really well.

Last year’s Horkey made a lot of money but attendance was low with the event being difficult to sell. As you know, this year we decided to make it a free event with the understanding that if we couldn’t sell free seats, we would end the tradition. As it turned out, all seats were sold and we had a waiting list. We limited it to 64 seats because of cooking logistics. We’ll try to push the numbers next year to 72. I did find it odd handing out £5 notes on the night, though.

The main fundraising event of the year was the fete which was again at the Queen’s Head thanks to Alan Randall and his team. The fete raised £4960 (shared with All Saints PCC) compared with £4287 last year – a 15% increase. The fete goes from strength to strength although each year I can’t see how we can top the previous year.

The Thursday Coffee Morning continues to be a focal point for villagers and a steady source of income for the hall.

We reviewed the hall fees last March and decided to leave them unchanged mainly because Frank, our incoming treasurer wasn’t, at that time, in any position to advise us.

Improvements to the hall have been considered through the year. We strengthened the path leading to the kitchen which this time of the year tends to be turned to mud. We have had a quote for tarmac on the drive leading to the hall so that it is more accessible to wheelchairs but we are looking for other quotes as well.

We will be installing a light at the gate and we have discussed it with Aaron Nobbs who will help us install it.

In October, we carried out an inventory of our crockery and made numbers up once again to 100 place settings with delivery being imminent. We are also replacing the wine glasses after losing so many.

We installed a loft ladder for safer access to the loft.

The hall now owns a laminating machine so that our posters look better and stand a better chance of surviving the weather and we also bought a microphone headset to complement the hearing loop and for general use in the hall when appropriate.

The chore of opening the hall is still with us and we need to look further at how it's managed. We have installed a key safe but it's unworkable at the moment and we are considering how we can illuminate it.

The lights in this hall are back working again. We thought initially that the bulbs had blown but it turned out to be the control circuits which drive them. The parts took some time to source and obtain and were expensive. While we had a tower to repair them, we cleaned all the high level globes.

Fred continues to look after the maintenance of the hall with his usual superb efficiency.

Communication within the village continues through the web site, newsletter and the Parish Magazine. We have published four editions of the Brandeston with a fifth due out soon. The web site figures continue to be strong with a 5.5% increase in visits to 14,270 over the last twelve months. The number of pages viewed was 12% down mainly because I haven't put up as many photos. Both media have been short of material. Peter Thurlow is constantly on the lookout for news items and stories from villagers. Similarly on the web site – I would like to update it every two days or so but I need people to send me articles and photos. The Parish Council now pays for the hosting of the web site.

While mentioning the Parish Council, I'd like to thank it and Mark Hounsell in particular for continuing to manage the 100+ Club on our behalf. We reviewed the distribution lists and our distributors and together with the publicity, we pushed the number of subscribers up to 134 (twelve more than last year and only one short of our record of two years ago) and we have £2,314 available in the account. Thanks to all who take part and to those that distribute and collect the forms.

We realised during the year that there is a list of standing actions that the management team has to address throughout the year. We have formalised this so that we don't miss anything. It came about mainly because of problems registering Frank with Barclays as our new treasurer. It turned out after many weeks that Barclays was using the Charities Commission web site to verify names and roles. The Parish Council was the only registered trustee as we had never registered committee members with the Commission but now all members plus the Parish Council are registered.

We've had a few complaints during the year relating mainly to the cleanliness of the hall, its temperature and missing items from the kitchen. We look at them all and deal with them as appropriate.

Before I finish, Peter and June Underdown moved out of Brandeston recently after 25 years in the village. They donated a small electric piano to the hall and also a large sundial which we will be placing on the patio.

As with all voluntary organisations, a lot of work, not always visible to those who attend various functions and events, is carried out by a few people and I would like to thank them, the management committee and all our helpers and everyone who attends our events for supporting the hall this last year. The Bookings Manager probably has the hardest day-to-day job in the management of the hall and I want to thank Cara for taking it on earlier this year. Most of all, I want to thank Jacky O'Brien for doing the job so efficiently and effectively for the last few years and everything else she has done as a committee member to make the hall so successful and I hope that she'll rejoin the committee in the near future.

Treasurer's Report

Frank apologised for any gaps in information against the background of the changes and hiatus in the Treasurer's position. In this regard Frank wished to thank Cara and Steve Williams for their help and support over a difficult period. Pre depreciation profit of £6,184 was achieved this year reflected in an increase in the cash balance of £5,626.31.

Against the background of minimal interest rates obtainable from the present bankers, a sum of £25,000 was invested in a Scottish Widows charity 7 day notice account at an interest rate of 1.85% and it is intended to add to this from the available bank balances.

Expenses increased by a minimal £164.18 (2.5% on 2009/2010) – evidence of good housekeeping in these inflationary times.

Hall hire charges are augmented by bookings already made and shown under deferred income.

Fund raising activities are augmented by the three specific items which do not pass directly through the fire figures.

The usual depreciation charges on the property, fixtures and fittings have created an overall loss of £1,296.52, but these charges of course have no effect on the NCA position and merely devalue the Fixed Assets in accordance with prudent accounting practice.

The key indicator of the cash balance and NCA show an ongoing healthy position and a successful year, but the probability of extra expense as the building gets older needs to be kept in mind.

Comments from the floor –

John Garratt raised the point that the table tennis funds were not showing in the account. **This to be followed up by FE.**

Mark Hounsell commented on the depreciation – fixtures and fittings of £10k. Over five years which is good to have a reserve

Election of Officers

The chairman's comments on the Management Committee:

Before we look at the nominations, I want to say again that Nick Holland-Brown's death saddened everyone. He had served as secretary for three years and then taken over as treasurer and was always super efficient.

I also want to thank again Jacky O'Brien for her service to the hall over the last few years. She had managed the bookings, which is a lot more than just putting a date in the diary, and done a fair bit of hall management.

We have gained new members during the year who we co-opted onto the committee and who are standing for formal election tonight but we are still short of members, in particular the role of hall manager really needs to be filled. If anyone is interested in that or just joining the committee, you don't have to put your name forward tonight but you can come and talk to Sue or me or any other committee member about the job.

Elected Unopposed:

Chairman: Darryl Morgan

Secretary: Sue Thurlow

Treasurer: Frank Eyles

Bookings Manager: Cara Duffy

Maintenance Manager: Fred Muggleston

Publicity: Peter Thurlow

Play Space Levy: Helen Fletcher

Representatives:

Parish Council: Kathy Churchill

All Saints PCC: Mary Baker

Any Other Business

David Risk raised the issue of the ditch on the north side of the playing field where neighbours have been placing unwanted hedge and grass clippings etc. Mark Hounsell confirmed that the playing field owns the ditches. **ACTION**

COMMITTEE

Peter Thurlow confirmed that the next issue of *The Brandeston* will be out in Nov.

Nick Hayward thanked the committee for all their efforts thought-out the year

The meeting closed at 8:50 p.m.

**Brandeston Village Hall & Recreation Ground
Balance Sheet as at 30.9.10**

As at 30.9.09	Fixed Assets			
	Property		£309,234.89	
£309,234.89	Less Depreciation		£6,800.40	£302,434.49
	F & F		£2,473.55	
	Plus Additions		£928.35	
			£3,401.90	
	Less Depreciation		£680.38	
£2,473.55				£2,721.52
				£305,156.01
	Current Assets			
£465.00	Oil		£465.00	
£1,817.66	Debtors & Prepay		£1,298.90	
	Bank Deposits and Cash			
	C/A		£6,190.33	
	Bank Deposits	£4,654.71		
		£799.60	£5,454.31	
	Scot.Widows		£25,058.30	
£31,193.70	Cash		£117.07	£38,583.91
	Total Assets			
	Current Liabilities			
	Creditors		£69.15	
	Deferred Income		£779.50	
£997.01				£848.65
£32,479.35	Net Working Capital			£37,735.26
£344,187.79				£342,891.27
	Capital & Reserves			

£341,859.94 Accumuated Funds B/F
£2,327.85 Less Loss for Year
£344,187.79

£344,187.79
-£1,296.52
£342,891.27

F.W.Eyles Treasurer

S.J.Williams Auditor

**Brandeston Village
Hall**

Income & Expenditure 2009/2010

Year to
30.9.09

2009/10

Income

£5,266.00	Hall Hire	£5,302.66
£7,062.47	Fund Raising	£5,001.98
	Toddlers	£577.50
	Whist Drive	£200.00
	Coffee Mornings	£905.28
	Grant	£548.58
£117.97	Bank Interest	£250.24
£313.87	Other income	£94.90
£5,000.00	Legacy	

Year to
30.9.09

2009/10

Expenditure

£257.35	Water etc	£271.37
£1,581.76	Heat Light	£1,607.71
£1,517.60	Insurance	£1,632.50
£255.19	Phone & Stationery	£197.85
£104.48	Equip Hire	
£1,044.19	Cleaning	£1,172.84
£1,745.93	Repairs & Maintenance	£1,742.87
£26.20	Sundry	£71.74
£6,532.70		£6,696.88
	Less	
	Depreciation F&F	£680.38
	Depreciation Property	£6,800.40
		£7,480.78

Totals	£12,881.14		£14,177.66
	Profit before Depreciation	£6,184.26	
	Profit (loss) after Depreciation	£1,296.52	-

Analysis of Fund raising

Fund Raising Events	BVH	Net Profit
10.10.09	Horkey	£340.20
7.11.09	Bonfire	£130.00
28.11.09	Dance	£106.00
12.12.09	Southwold Trip	£264.00
20.2.10	N.Innes	£1,194.12
6.4.10	E.Angles	£227.75
	Fete	£2,480.34
21.8.10	Kites	£142.50
20.9.10	Poulter Talk	£117.07
		£5,001.98