

Brandeston Village Hall and Recreation Ground Annual General Meeting Minutes – 27/11/2008

Venue: Brandeston Village Hall at 8 o'clock

Present:

Darryl Morgan	Chairman
Sue Thurlow	Secretary
Nick Holland-Brown	Treasurer

together with 15 villagers

1. Welcome

The Chairman welcomed all present to the AGM.

2. Apologies:

Richard and Mary Mitson-Woods, Tony and Sue Etheridge, Jackie Hounsell, Eve Crane, Kathy Churchill, Ruth Garratt, Nick & Anne Hayward.

3. Minutes of previous AGM held on 29th November 2007.

Approved and signed.

4. Matters Arising

Play Space Levy – an attempt was made to claim the cost of the re-barking of the play area, but this was unsuccessful as the paper work needed to be completed before the work was commenced.

Web Site – although requests were made for items for the website, sadly few were received. However, the success of Brandeston.net grows and according to Suffolkonline statistics on usage, it would rank in October as the top county site beating even Bury St. Edmunds. In 2007 there were 5,960 visits but this has doubled this year to 11,668. Darryl stressed that any happening/information was useful to keep the site live and active.

5. Chairman's Report

Darryl Morgan presented his report, summarised as follows

- The hall continues to be hired for a wide range of activities and it has had another successful year increasing our net current assets by over £6,000.
- There has been a 26% increase in private lettings and an increase in the no. of groups using the hall on a regular basis. These include – Pilates, yoga, table tennis, the coffee morning, Hayward's Hoofers, tap dancing, mothers & toddlers group, wine club, village lunches, film club, whist drive, art group and Brandeston Hall Karate Class.

- The committee decided earlier in 2008 to increase all the fees for hiring by 5% and we are pleased to report no decrease in bookings.
- Other village events organised by the committee have included the Southwold trip, quiz nights, Valentine dance, Eastern Angles, village fete with All Saint's church, bingo night, bonfire night, Ruby and her Horses and the Harvest Horkey.
- One of the most important decisions for the year was moving the venue of the fete from the playing field to the pub. In spite of some bad weather to start, the move was a complete success with a record amount of money taken which is divided between the village hall and the church. Together with the beer festival organised by the Queen and the hog roast on the Sunday, it was a very special weekend in the village.
- The coffee morning continues to provide a tremendous opportunity for village people to meet as well as being a major contributor to hall funds. Also, the village lunches have continued to attract around 40 diners each time and considered by all to be a very enjoyable and successful event.
- The 100+ Club continues to be well supported with 118 members this year. Our thanks to Mark Hounsell and the PC for running and facilitating this.
- Moving on to general maintenance – the hedges around the playing field have been cut and we have re-barked the play area as well as repaired one of the climbing structures. Maintenance is under the control of Fred Mugleston with Karren Piper cutting and trimming the grass by the hall and Anne Hayward looking after the flower beds making everything look smart and tidy.
- Fred looks after virtually everything that needs doing around the building itself and a big thank you should go to him.
- New items being purchased for the kitchen – new fridge in place (paid out of 100+ Club money) new cutlery, crockery and glasses are on the way.
- Storage space – this has been a problem for some time especially with the equipment needed for the Toddler group. We have therefore built 2 cupboards - one in the ladies and one in the gents toilets - which accommodates almost all of their needs. This was financed by a grant gained by our Parish Council from the County of £700 and the PC themselves added £613. These two amounts covered the bulk of the cost. Thanks to Tim Owens ably assisted by Mark Hounsell for a job well done.
- Many thanks to the Parish Council for managing the 100+ Club for us and managing the procedures for the purchase of goods e.g. the new fridge. We wish to continue to have a strong working relationship with the PC and much appreciate their support together with the flow of information about grants etc. available via the county / district councils and other bodies.

- Communication – we have two forms of publicity in the village - the website and *The Brandeston* . Again, a plea for items of interest and news for both please.
- 2008/2009 plans
 - The committee plans to run a survey with all regular users to find out how they think the hall works for them and what improvements could be made.
 - Install shelving in the storeroom – stage 2 of the project to address the problem of lack of space.
 - Install a hearing loop in the hall.
 - Order new trestle tables in time for the fete if not before.
 - Review hiring charges.

Finally Darryl thanked all the committee members for their support over the year, everyone who runs a group in the hall, all organisers of fundraising events and, of course, everyone who has supported the village hall.

6. Treasurer's Report

Copies of the accounts were circulated and Nick Holland-Brown guided all through these and answered queries.

- Trading income from hall hire and events excluding interest received was up by £1,013.
- Profit from trading (excl. interest, gifts, grants & donations) - £6,339.
- Profit from trading (incl. interest, gifts, grants and donations) - £7,132.
- Taking an account of depreciation of the hall of £8,684 for the year means there is a net deficiency of £1,552. The hall is being written off over 50 years.
- Key balance sheet indicators
 - Cash balances up £4,519
 - Net current assets up £6,051
 - Indicating a healthy trading position.
- Accounts appended to these minutes.

2008/2009 trading year:

- The recession could benefit the hall as a lower cost option for functions.
- Planning to purchase a SAGE accounting software package to aid account management.

7. Election of Officers

A copy of the members serving on the committee in the 2007/2008 year was circulated and was as follows:

Darryl Morgan– Chairman
Eve Crane – Vice chairman & Hall Manager
Nick Holland-Brown – Treasurer
Fred Muggleston – Maintenance manager
Peter Thurlow – Communications
Mary Mitson-Woods – Marketing manager
Marion Hutson – User groups representative
Jacky O'Brien – Hall Bookings Manager
Kathy Churchill – PC Representative
Sue Thurlow– Secretary

- In accordance with the Trust Deed, all committee members retire from office at this meeting.
- The following do not wish to be re-elected:

Eve Crane – Hall Manager
Mary Mitson-Woods – Marketing Manager

- Lucy Daykin has offered to stand as Hall Manager
- We do not have a volunteer to stand as Events Coordinator
- The meeting was asked for any other volunteers who would like to serve on the committee but none were forthcoming.
- The remaining retiring members are willing to stand for re-election.
- All those present voted in favour of electing the new committee as follows

Darryl Morgan– Chairman
Lucy Daykin – Hall manager
Nick Holland-Brown – Treasurer
Fred Muggleston – Maintenance manager
Peter Thurlow – Communications
Jacky O'Brien – Hall Bookings Manager
Marion Hutson – User groups representative
Kathy Churchill – PC Representative
Sue Thurlow – Secretary

Thanks were given to Eve Crane for all her hard work in the Hall Manager's role over the past 2 years and also to Mary Mitson-Woods for her contribution since the hall opened. Eve wished to thank Jacky O'Brien for her support and help.

8. Item 7 - Any Other Business

- Hall cleaning – many thanks to Catherine Gill who cleans the hall on a weekly basis. Darryl asked for others who would be willing to come in and clean at odd times when Catherine isn't available. Any volunteers to contact Lucy Daykin or any member of the committee.
- Computers – the hall has 2 computers. Before any attempt is made to upgrade them with new software etc. we would like to assess the need within the village. If anyone would be interested in learning computer skill, using the equipments or helping to teach others please get in touch with the committee.
- Notice Board – repairs needed to the board at the entrance to the hall drive. Mark Hounsell said this was a joint responsibility with the PC and he would raise the question.
- Hearing Loop – may be able to get assess to grant – 'Awards for All'.
- Mark Hounsell wished to thank Darryl Morgan for his work with the website and Peter Thurlow for the newsletter – 2 excellent means to communication of village activities and news.
- The meeting closed at 8.50 p.m. followed by refreshments.

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BRANDESTON VILLAGE HALL - MEETING MINUTES

