

BRANDESTON VILLAGE HALL & RECREATION GROUND

ANNUAL GENERAL MEETING 2016

MEETING DATE - THURSDAY 9TH FEBRUARY, 2017

Present: Paul Baker - Chairman
Jane Mitchell – Treasurer
Sue Thurlow – Secretary
Together with 11 residents of Brandeston

Welcome

The chairman welcomed all to the 2016 AGM of the new village hall.

Apologies for absence

Ruth & John Garratt, Anne Hayward, Les Cullen, Kathy Churchill, Terry Robinson, Sally Western, Jackie Hounsell and Kevin Duffy

Minutes of the 2015 AGM

These were signed as being as true record.

Matters Arising from the Last Minutes.

None were raised.

Chairman's Report

Paul reported on the meetings of the village hall committee and the actions as result are as follows.

Hall Fees was the first item to be discussed. They had not been increased since 2011! The decision was taken to increase them but that they would remain competitive with similar venues in neighbouring villages.

As a committee, we are continually looking at improving the hall and playground facilities as well as maintaining its present condition.

The Main Door Auto Opener has been repaired. This involved replacing the mechanism completely. The heating in the main hall was felt to be in need of improvement, especially bearing in mind the early morning activities. The addition of two more radiators on either side of the main window was discussed as a possible solution. An outside toilet, to be used by people using the playing field facilities was suggested but was, in the end, rejected.

The level of bark in the playground was increased and the fence surrounding it has been replaced. We also have an annual ROSPA inspection of the playground equipment. This has highlighted repairs that need to be done to both sets of swings.

During the year Terry Robinson looked at the possible maintenance / improvements for the hall and playing field over the next 25 years. This to be detailed in the treasurer's report later.

Fundraising was probably the other main area that was discussed at our meetings. A list of events was produced plus estimates of the amount each event might raise. We also felt that the village fete needed to be seen through 'fresh eyes' as well as looking at other events that the village would enjoy participating in and also raise money for the continual

improvement and maintenance of the hall and playing field. Darryl Morgan has agreed to get a group together to look at both issues. If you are keen to get involved please let him know.

Now the most difficult part of the meeting – the “thank you”s! Firstly, over the past four years as chairman, I must thank all the members of the committee for the time they have given on your behalf as well as the support they have given me. We welcomed Sally Baker and Les Cullen at the start of the year but said goodbye to Helen Fletcher and Lucy Nobbs who have decided to step down from the committee. My thanks to Helen and Lucy for their commitment to the village hall – I’m sure it will continue.

There are a great number of people who support this hall in many ways whether it be Pat Peck’s cleaning of the Hall, Steve Williams’ auditing, Brian Smerdon’s weedkilling , Mary Mitson-Woods editing/production of the Brandeston, Brandeston Hall, The Parish Council or the people that run our ‘Bread and Butter’ events such as the coffee morning, whist evenings, table tennis club and film club and ,of course, the many people who have turned up to our fundraising events – a big thank you.

Paul then wish it recorded that he wished to step down from his role as chairman. Paul has also been representing the church for the past year.

Treasurer’s Report - _cover 1 January to 31 December 2016:

- The bank account has been reconciled for the period. Annual accounts have been produced. These accounts have been audited and signed off by Steve Williams.
- The meeting will recall that losses were recorded for the previous 2 periods - £12658.76 for 2013/14 and £2556.33 for 2015.
- I am very pleased to report a profit has been returned for 2016 of £9233.67. This reflects an excellent performance by the committee but more importantly of course by the village as a whole and indeed by everyone who supported the hall.

Key points to note as follows:

- ❖ **Income increased in 2016 by £8735.18.**
- ❖ **Expenditure decreased by £3008.73.**

- ❖ **On the income side, the key improvement factors were:**
 - An increase of £3512.51 in fundraising. This is largely due to the fact that 12 events were held in 2016 as opposed to 6 in 2015 and to the success of each. Highest earners were the fete, the Rio Olympics and the Duffy Band. It is important to remember that the events in the hall are not just about money but about providing a service that enhances the community and results in enjoyment for all.
 - Grants received in total £5683. No grants were received in 2015. The grants wholly met the cost of two of the three largest areas of maintenance and repairs during the year.
 - A persistently high level of income from the hire of the hall, even used on Christmas Day!
 - Income of £1256 from the sale of equipment no longer required – the old chairs and tables.
 - Low equipment costs - £205.94 contrasted with £8546.60 in 2015.
 - Oil costs down by £275.62.

- ❖ Other issues were cumulative in nature although it is worth noting that hire income was down 5% whilst water costs rose by 5% and telephone costs by 6% - the latter attributable to the provision of internet access. Our electricity costs remain under review.

- ❖ The coffee morning performs consistently well year on year, and contributions from whist, table tennis and the film club are most appreciated. The monthly village lunch funds kitchen equipment which would otherwise have to be met from income and this contribution is also appreciated. The committee does not underestimate the amount of work that these activities engender and thanks are extended to all who help.

- ❖ **On the expenditure side:**

○ Play Area bark (Met in full by grant payment)	£ 927.00
○ Hall Exterior Painting	£1980.00
○ Insurance (Stable 3 years)	£2068.24
○ Driveway Repairs	£ 440.00
○ Play Area Fencing (Met in full by grant payment)	£2950.00

Other costs have been broadly in line with previous years.

Pressure Points:

Jane reported last year that as the hall ages, costs increase, both in terms of the need to renew and update equipment and also to ensure that the hall is maintained at a standard that attracts users to maximize income from hire fees. Terry Robinson has calculated that as much as £115,000 may be needed over the coming 25 years. This total considers maintenance and renewal in respect of glazing, windows and external wood; major appliance renewal; furnishing upgrades as required; internal and external painting; general repairs and sundries. Our reserve funds, currently £23,000, will be called upon as required. In cognizance of a growing need the sum of £3,000 is being added to this 'improvements and maintenance' fund each year. This level of input will be reviewed at the end of 2017 and it is likely that it will need to rise.

The provision of adequate storage space has been a problem for some time. Over the last 3 years additional cupboards have been provided and extra storage made available through reducing the size of the ladies and gentlemen's cloakrooms. However, a longer-term solution will be required and a small working party will be looking at this issue with a view to presenting costed options to the committee later in 2017.

The play area equipment is approaching the end of its lifespan, with the wood beginning to rot below the ground. The committee is working in conjunction with RoSPA to ensure safe repairs are made as required and a longer-term plan for equipment renewal will be considered.

Summary:

Overall, a great performance by all who help provide services and activities in the hall and by the many that use and enjoy them.

The strategy the committee deployed in 2016 – a threefold approach of increasing fundraising, attracting grants and keeping a prudent eye on expenditure, has proved fruitful and will be maintained in 2017.

Brandeston has a well-deserved reputation as a solid and caring community, and we will once again be relying heavily on the support of all villagers during the forthcoming year.

A full set of accounts are attached to these minutes.

Election of Officers.

Sue Thurlow was asked to take on the role of chairman for the forthcoming year to which she agreed. There being 3 vacancies on the committee the following volunteers said they would be

willing to serve on the committee – Jan Baldwin, Claire Burgess, Sally Western with Ruth Garrett representing the church. The full committee is therefore as follows:

Chairman	Sue Thurlow
Treasurer	Jane Mitchell
Secretary	Claire Burgess
Bookings	Cara Duffy
Maintenance/Improvements	Terry Robinson
PC representative	Kathy Churchill
Church representative	Ruth Garrett
Other members:	Les Cullen
	Sally Baker
	Jan Baldwin
	Sally Western

There being no other business the meeting closed at 8.40 p.m. followed by refreshments of wine and nibbles.

Note: Claire Burgess agreed to be the secretary to the committee at the first meeting after the AGM.