

BRANDESTON VILLAGE HALL MANAGEMENT COMMITTEE MEETING

22nd March 2017

Present: Sue Thurlow, Claire Burgess, Jane Mitchell, Cara Duffy, Les Cullen, Ruth Garratt, Jan Baldwin, Terry Robinson, Kathy Churchill, Sally Western.

Apologies: Sally Baker

Sue welcomed Ruth to the Committee as the Church representative.

Minutes of last meeting – 2nd February 2017

Jane pointed out that the amount to be set aside for the Refurbishment & Maintenance account had been agreed at £3000.00 for this year and was to be increased in the future.

These were amended and then agreed and signed by the Chairman.

Treasurer's Report

Report to cover 2 February 2017 – 22 March 2017:

The bank account has been reconciled at 28 February, with a balance carried forward of £14006.56. During March a transfer of £3000 has been made to the 'Improvements and Maintenance' account.

> Scottish Widows account remains open with a balance of £23173.24, despite correspondence dated 2 March requesting the balance be transferred to our new Barclays account. They have asked me to provide evidence that the Barclays account exists before they will effect the transfer.

> Notable expenditure for the period: Nesbits in the sum of £828.87 for purchase of 108 new cups and saucers, 60 new teaspoons and new foil/cling film dispensers. The village lunch has donated £350 to the cost of these items, reducing the net cost to the hall to £478.87. The old cups and saucers are awaiting sale and at best could raise £100. As a minor point of interest I have ordered new footballs and basketballs at a cost of £47.40 – this is only the second set of balls purchased since the court and goalposts were established.

> Notable income include the fundraising efforts from Passion Talk 1 (£168.00), Passion Talk 2 (£149.94), and the Curry Night (£689.60). In addition donations of £100 and £75.00 were received from the Whist Club and Mary Moore respectively.

> The tennis court account stands at £3158.25 at period end. It is anticipated somewhere in the order of £2000 – to £2500 needs to be spent to create a weed barrier around the court. An accurate quotation is awaited. A fundraising event a '1st Birthday Party' is to be held on 21 May. It is hoped that household pass holders will renew for 2017 and that additional households will be encouraged to contribute. An online booking system is under investigation.

Other points of interest:

* A fundraising float of £80 has been established and is held by Darryl Morgan. This is to facilitate ease of payments at the door and at the bar at events.

* I will discuss fundraising paperwork at the appropriate point during the meeting.

* Further to my report to the last meeting, our Direct Debit payment to EDF for electricity has risen from £76 to £92 per month.

* **It is becoming increasingly obvious that a detailed plan for the renewal/replacement of the play area equipment is required.** Terry estimates costs likely in order of £30,000. I would suggest we need a separate, dedicated planning/fundraising effort to respond to this need.

* The provision of additional storage also needs to be agreed and accurately costed.

There are no other matters to report.

Bookings

Cara reported that booking enquiries are steady at £3617 to date this year, and that we should be aiming for £8-9,000 p.a. She suggested that the rates stay the same as we have to remain competitive with surrounding halls such as Parham, Hacheston and Great Glemham.

Zumba has stopped and the Tuesday morning Pilates will be finishing at Easter. Cara is currently negotiating with new Yoga and Pilates instructors. Unfortunately we lost a class that would have run for three mornings every week due to lack of storage.

Maintenance & repairs

Playground equipment support posts

As agreed in correspondence we will not now go ahead with the cement post repairs to the swings, as discussed at the previous meeting. Janes' quotes show that a new swing frame with a gondola, which Terry favours, would cost at least £4500 including fitting and VAT. These quotes are for a timber frame but based on the Playdale catalogue we could have a stainless steel frame for a similar price. All the play area equipment will need replacing in the next five years and Terry suggested that a sub-committee be formed to look into the choice of equipment and funding. Jan and Jane agreed to be on this and Terry will ask Paul Baker also.

ACTION TR

Sue has applied for two grants: Suffolk Giving grant max £2,000 and Suffolk Coastal DC £2,300. The Parish Council has offered to donate £500.

Signage

The proposed wording of the new four signs which are needed were discussed, with the basket ball court hoop sign to now read “do not swing from”. Terry has had a reasonable quote of approx.. £65 plus VAT for all four signs.

Drive into car park

Some new potholes and depressions are beginning to develop and if not repaired soon will get bigger. The cost of comprehensive resurfacing would be too costly and therefore a patch up will be organised.

ACTION TR

Hall Floor

Terry reported that it was now over three years since the floor was comprehensively sanded and resealed and that the possible cost could be about £500. It was agreed that Terry would investigate.

Hostess Trolleys

Sue mentioned that it had been noticed at the village lunch that a couple of the hostess trollies did not get very hot. Terry said that it could be the thermostat and he will check them.

Storage review

Discussion took place about several potential options to increase the amount of storage available to users , and in particular the playgroup; all of which will incur considerable cost. It was agreed that Terry, Cara and Jane will look at the options.

Fundraising

A discussion took place covering the aim to hold as many fund raising events as possible, with them being evenly spaced throughout the year and encouraging as many villagers as possible to help with these.

The main points are:

- Darryl Morgan had reported that he had only received two replies to his email asking for extra helpers throughout the year.
- Darryl has suggested that the first meeting for the organisation of the summer fete be arranged for the first week in April, date to be advised shortly.
- Sally Baker will organise an Open Gardens for May next year with Mary Baker, proceeds will be shared with the Church. Both will need help nearer the time.

- Les will start to organise a video horse racing evening for the autumn.
- The Mitson-Woods have offered to hold a garden lunch in July.
- Cara mentioned the possibility of a Blue Grass evening in September.
- Sue and Jane will be serving roadside refreshments to the Dulwich to Dunwich cycling race in July.
- Jane felt we needed a new definite list of planned events for the year as soon as possible, Sue will circulate the revised list by email.
- There will be an Easter Egg hunt and walk on Easter Sunday.

Jane will also pursue the arrangements to enable attendees for events to be able to pay by BACS, Cara offered to help with this.

100+ Club 2017/18

It was reported that we now have 127 members, which means that the funds held by the PC now total £1,524.00. Ideally the first payment date for those paying by monthly standing order needs to be moved so that funds are available for the first draw but this will have to be done in time for next year.

Other Actions

- There will be a spring clean of the hall in May.
- Peter Thurlow will produce the next issue of The Brandeston in April, this will be bi-monthly and he still needs a reporter to find topics and pics.
- Date to be organised for Fete meeting with Daryl.
- Renewal of hall insurance when appropriate. **ACTION CB**
- Bonfire Night :No volunteers have come forward. Discussion followed re still holding a small event to be called a 'Bonfire Party' with food and possibly small fireworks; this may be able to be held at Rose Farm.

Any Other Business

- Cara needs someone else on contact list; Kathy volunteered.
- Cara said the playgroup requires new long tables as others are in a bad condition. It was agreed that the money to provide these would be taken out of the 100+ funds, and we would need to apply to Mary Mitson-Woods for this.
- Kathy Churchill is now on the Footpaths Committee and asked that villagers let her know of any issues need attention.
- Les suggested that the hall purchase a trolley for carrying crockery etc when laying out tables at functions, and produced details. Jane will order. **ACTION JM**
- Sue mentioned that Paul Baker will continue to monitor the length of the grass on the playing field and will chase the groundsmen.

- Paul Baker will continue with the admin for the 100+ club.
- A volunteer was needed from the Village Hall Committee to go onto the Tennis Club Committee; Kathy Churchill volunteered.

- - Posters needed to be distributed for the forthcoming Eastern Angles production.

Date of Next Meeting

Tuesday 16th May 7.30pm at Caras' house.

