

BRANDESTON VILLAGE HALL MANAGEMENT COMMITTEE MEETING

16th May 2017

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

Apologies: Jane Mitchell, Kathy Churchill

Minutes of last meeting – 22nd March 2017

There were no comments regarding the minutes of the last meeting, they were approved and signed by the Chairman.

Treasurer's Report

Due to Jane Mitchells absence there was not a financial report at this meeting.

Report re the Brandeston Fete and further fundraising events (combining topics 5 & 9)

Fete

Darryl provided an up to date report on progress so far, main points as follows;

Planning is well under way and two meetings have taken place with Alexander & Emily at The Queen. At present there are 23 stalls/games that have managers in place with a few more to be confirmed, this may change before the day.

There will be a Farmers Market onsite in the morning before the Fete, and hopefully a Village Feast (2 x courses £15) in the evening. The latter is subject to confirmation.

Advertising is scheduled to start about the 3rd June, although there will be local advertising before then.

The next, and final, planning meeting for the Fete is on 25th May. **ACTION DM**

Darryl's report also pointed out that the two objectives of the Fete were to a) create a good day out for the village and, b) halt the decline in funds raised in recent years for the church and the village hall.

Sally reported that the raffle tickets have been printed, and many lovely prizes secured. It was agreed that batches of tickets would be delivered to all residents and that the distribution drop would need to be shared. **ACTION SB**

Further Fundraisers

Darryl reported that the first series of People With A Passion has concluded after four talks; these were attended by about 140 people and raised about £570. The speakers did really well and there had been good, positive feedback. There are enough speakers for another series and Darryl will start planning these over the summer.

Darryl also suggested having a Brandeston Christmas Lights Street BBQ in December in the street- front garden of a resident. Terry volunteered to hold this event, subject to discussions with Jenny first.

Les commented that he felt unable to organise the video horse racing evening (due to be held in November) at present, and since the autumn dance provisionally planned for Oct/Nov had not yet been arranged, it was agreed to re-organise some of these events and dates.

Revised events as follows:

Safari supper Friday 15th September (church event)

Quiz still Saturday 16th September

Race night changed to Saturday 28th October

ACTION JB/SB

(food for this 'salty snack' baskets)

It is hoped to re-organise the autumn dance to Saturday 25th November, Sue

will talk to Kathy re this

ACTION ST

Maintenance & repairs

Emergency Lighting

The Committee approved Terrys recommendation for replacement/repair of faulty spotlights in the main hall.

Terry reported that various potholes in the drive to the hall had now been filled in.

The planned light sanding of the hall floor has been arranged for Friday 28th July, as a result of this the hall will not be available for hire on the 29th either.

Terry has inspected and tested the hostess trollies, finding that the two older ones do not reach a sufficient food storage temperature. After discussion it was agreed that two new ones should be purchased from John Lewis at a cost of £219.00 each. **ACTION TR**

The date of Saturday 22nd July was set for the hall high level clean, to include the cleaning of the lighting globes and other high fixtures.

The efficiency and age of the hall oven was then discussed, with concerns raised that the Committee ought to start investigating options for a new one, in case of failure at some point in the future. Terry had included a sum of £4000 in his report on future spending, but it was felt that this item would probably cost more ; Sue suggested that we begin to look at this now.

ACTION TR/CD

Report from Playground sub-committee

Terry, Jane and Jan have been looking at replacement equipment; three options have been looked at; these are all fairly similar apart from the steel fittings on the base. Terry & Jan will email their recommendations when they have visited sites that have the equipment in situ. Whichever is chosen will have steel bases on the posts to prevent rotting. If the cheapest option is chosen then the Committee would still need to add £1000 -£1500 of its own funds , on top of the grants already allocated.

Sue advised that in her meeting with the ROSPA representative he had suggested that other equipment would need replacing in the not too distant future; therefore Sue felt that we ought to have a specific fund raising event for each new piece of equipment. Terry thought that the estimated amount of £40,000 over the next 5-10 years would be needed.

It was agreed that January 2018 would be the time to start raising funds for the next equipment.

Report re additional storage

Cara and Terry felt that a substantial storage area that could be accessed from inside was needed, and therefore they recommended that the canopied seating and bike area outside be converted with timber cladding/brick plinth and accessed from a door within the ladies cloakroom. This would need to be cut through from the area that is currently the ladies storage cupboard. Jan pointed out that there could be problems accessing the storage area when the ladies toilets were in use, but it was felt that this could be done before /after an event, also that it seemed the only sensible place. It would also involve the cost of new flooring and re-hanging the entrance door into the ladies toilets. Terry thought the cost could be close to £3,000.

Sue pointed out the Terry should consult the local conservation officer and then the Committee would need to be supplied with three quotes for consideration.

Jan offered to do drawings. Terry said that Nick Hayward may be willing to help with tenders and maintenance. Sue stressed that the committee would need reports from Terry on this issue.

ACTION TR/JB

Fundraising

Open Gardens 2018

Most items from this topic had already been covered earlier (see Fete & other events) but Sally Baker mentioned the planning for next years open gardens event would need a date to be organised as a matter of priority, and was not sure who to consult on this. It was agreed that May/June would be best and Ruth offered to talk to the relevant persons from the Church Committee on this. **ACTION SB/RG**

Garden Party

Mary Mitson –Woods need helpers to provide puddings for their garden party lunch on Saturday 23rd July.

Other Actions

- Leave crockery audit until the autumn as not long done.
- Check first aid box at next lunch.
- Hall insurance; Sue to pass Claire renewal letter when received.
- Hedge cutting/ Andy Cook; Cara to book slot for the autumn.
- Review plans for bonfire night.
- Check for report book.

AOB

Cara mentioned that there were several boxes of paperwork in the boiler room; it was thought to belong to the PC. Cara will speak to Mary Mitson-Woods.

Sue said that it was now becoming very important to find a group of people to help erect tents/the marquee at various functions; Richard Mitson-Woods was unable to put up the marquee on his own and it was not his sole responsibility. **ACTION LS/TR/DM**

Cara pointed out that the marquee was difficult to put up and that private users who wished to use it should pay; she suggested £200-300. It was felt that it should only be used for village events.

Date of next meeting

Wednesday 19th July 2017 7.30pm at the village hall.

