

BRANDESTON VILLAGE HALL MANAGEMENT COMMITTEE MEETING

Minutes for meeting on Thurs 10th Dec 2020

This meeting was called during lockdown due to the Covid-19 pandemic and was therefore held via the online platform ZOOM as we were unable to meet in person.

Present: Sue Thurlow, Terry Robinson, Cara Duffy, Paul Baker, Kathy Churchill, Jane Mitchell, Sandra Roberts, Mary Ketley, Karren Piper, Michael Cousens

Apologies: Ruth Garratt

Agenda:

Welcome:

ST welcomed everyone to the last meeting of the financial year, which was also Jane Mitchell's last meeting as she has stepped down from the committee due to her move to Woodbridge. Sue took the opportunity to personally thank Jane for all her hard work, dedication and commitment to all village matters during her time on the committee, noting in particular her excellent fundraising ideas, her practical approach and willingness to get stuck in with any events, and for successfully initiating and delivering the tennis court project. A great village asset that will in place for people to enjoy for many years to come. Sue's thanks were echoed by everyone else present and she received a round of applause via zoom.

The minutes dated 19th Oct:

Signed off as a true record with no changes.

Financial Report:

KP reported that the financial year-end was the 31st December and that during January the accounts would be audited by the 31st.

To date the three accounts stand as follows:

Maintenance Account £16,960.79

Tennis £3109.31

Village Hall Account £24,987.46

There are just a few outstanding payments to come out but otherwise they are up to date.

Income for the year was £15,327.12 (including the £10,000 grant) and expenses were £13,210.98 including the recent maintenance, the oil and yearly insurance.

KP advised that the water DD has been reduced due to the hall being closed for 9 months but we are still paying the standard rate for the electricity so should therefore receive a credit in the new year. The phone charges are still in place and KP questioned whether we did need to keep the phone or could we swap to a mobile pay-as-you-go. It was agreed that we need to keep the line for the internet and in case of any emergency 999 calls that might need to be made. However, as the current contract runs out at the end of the year, TR offered to look at BT packages in case we can get a better deal.

Action: TR to look at BT packages for the phone/internet line

Committee members:

Sue advised that this year we have lost two members, Claire and Jane, so it would be a good idea to start looking for replacements. Everyone agreed to have a think and KP suggested sending out a village email in the new year to see if anyone is interested.

Action: ST to send a village circular

Kitchen Refurbishment:

On the 19th November TR sent everyone an update on the current situation regarding the kitchen refurbishment. In brief, the contract with Ideal Catering Solutions had been signed and the £3000 deposit paid. The work is due to commence in early January.

Before installation there were several jobs that needed to be completed. TR reported the status of each as follows:

Plumbing: Ashley Fougler has been to set up the plumbing and has discovered a small leak. He will come back to fix this and to install the water softener in the plant room, set up the non-softened cold water supply in the kitchen, remove the kitchen radiator and re-routed the pipe in the attic. He is due next week.

Roofing: Simon Collins is booked to carry out the work on the roof for the new extractor on the 14th December – weather depending.

Electrics: Aaron Nobbs has met with ICS and they have agreed on further actions that need to be in place before installation. Taken from TR's report:

Aaron will isolate electrical supplies to the kitchen, and remove one of the fluorescent lights, before the old kitchen is stripped out. He will then run in necessary cables, and install new led ceiling lights, after stripping out but before installation begins in January.

JM questioned whether under cupboard lighting should be included by TR advised that Scott Russell from ICS had confirmed that this was not necessary with the new LED lighting that will be in place.

TR advised that he thinks the hall will not be ready until March.

Action – TR to keep the committee updated with timings once the project has commenced.

Re-opening the Hall:

MC confirmed that he and the other members of the sub-committee had spoken and were in agreement that at this time the hall should remain closed. They have taken advice from ACRE and there is also evidence to suggest that Suffolk will soon move into Tier 3 as infection rates are on the rise – 160 cases per 100k in Ipswich/Hadleigh and 61 cases per 100k in our local area – and admissions to Ipswich Hospital have seen their biggest increase. MC hopes that once the vaccine is rolled out that the situation will change. The sub-committee have done the necessary risk assessments so are in a strong position to re-open once allowed to. They stressed that they are acutely aware of their commitment to the village and plan to review the situation in early January.

JM wanted to re-emphasise that she felt we had lost an opportunity to re-open the hall after the first lockdown ended in July and that we should have made it available to the village – whether in fact it was used or not. Jane asked for the financial implications of closure of the hall this year and following discussion these were estimated at a loss in the order of £1400 for every month closed. This estimate was taken from 2019 when the hall was fully open.

She wanted to make sure we do have a policy in place so that we are ready to go.

ST reassured JM that the sub-committee had this all in hand and MK confirmed that they did all of the necessary policies and risk assessments in September and are ready to put these in place as/when the hall can reopen.

KC raised the point that we need to try and make sure that the kitchen refurbishment does not delay the hall reopening by having the main hall full of building equipment etc.

Action: MK, MC and CD to review the situation in January.

Tree Planting:

The Woodland Trust run a scheme every year where free trees are provided for schools and communities so we need to decide whether we would like to apply.

ST asked the committee their thoughts on applying. KP questioned who would carry out any required maintenance as the trees grew. KC and MK 100% in favour of applying and happy to help find suitable locations for planting. ST agreed to look into the scheme to see what was available and we would then be able to make a decision.

Action: ST to investigate further and report back

Zip Wire:

TR confirmed that this is now fixed.

AOB:

MK wanted to thank those involved with the Village Christmas Tree and lights and to thank Darryl for his Lockdown Bulletins, which have been a great source of information and interest for all the village. ST confirmed she has written to thank him.

JM thanked everyone for their kind words at the start of the meeting and formally marked her resignation from both the Village Hall Committee and the Tennis Court Committee. She has some paperwork to pass on and as Secretary, KC agreed to have this. JM also proposed that the committee now needs to think about what more we can do to help the village in these difficult times. The pub has provided a brilliant community resource for everyone, and JM feels that in comparison there might be some feeling that the village hall has not been seen to do enough. She proposed that we do some sort of gesture, a card and mince pies for every household, to make sure people know that we still have their interests at heart. MK commented that the food bank initiative had been well received. JM stressed that she was not criticising any events or projects but still thinks we can do more. The committee agreed that a village Christmas card would be a lovely idea and ST said she would also arrange cards to be sent to those currently in hospital. MK suggested we make a personal card and SR suggested we use one of Jemma Churchill's drawings of the Five Bridges. KC and KP agreed to take on the design and production of the card, KP kindly providing the card and envelopes, and ST agreed to work out a delivery system.

Action: KC and KP to meet and work out the design of the card and to get them ready for delivery by the 19th Dec. ST to check the number required and to work out delivery.

DATE OF NEXT MEETING – TBA