

## **BRANDESTON VILLAGE HALL MANAGEMENT COMMITTEE MEETING**

### **Minutes for meeting on 11<sup>th</sup> October 2017**

**Present: Sue Thurlow, Claire Burgess, Terry Robinson, Sally Baker, Jan Baldwin, Les Cullen, Ruth Garratt**

**Apologies: Cara Duffy, Kathy Churchill**

### **Minutes of last meeting – 19<sup>th</sup> July 2017**

These were agreed as being a true record and signed by the Chairman.

### **Resignation**

Sally Western has resigned from the Committee due to her commitments elsewhere, Sue thanked her for her input and hard work . Sue will send out a village email asking if anyone else would like to fill the vacancy. **ACTION ST**

### **Treasurers Report**

Jane was unable to attend the meeting, but has submitted an up to date report below plus the bank reconciliation attached at the end.

### **Report to cover 1 July 2017 – 30 September 2017:**

- The bank account has been reconciled at 30 September, with a balance carried forward of £19304.42. The 'Improvements and Maintenance' account balance is £25817.61 and the tennis account £3648.25.
- Notable items of expenditure for the period: £532.35 to CPL for heating oil and £630.00 for the sanding of the floor – both are within expectations. In addition, the discussion we had at the last meeting regarding the outstanding debt to ExtraEnergy needs to be updated. Immediately following the meeting I wrote to ExtraEnergy summarizing our case. The next day I received, as we suspected may happen, a demand from a debt collection agency for the amount outstanding plus fees. I was able to discuss the issue with the agency and also mail them a copy of the letter I had sent to ExtraEnergy. As a result they waived the fees and I paid the outstanding amount in full. Interestingly, I have subsequently had the letter to ExtraEnergy returned to me by the Royal Mail marked address unknown.
- Notable income includes the fundraising efforts from running a refreshment stall for the Dulwich Dynamo bike ride (£641.82) and the garden party at Rose Cottage (£793.15) – both excellent results.

## Other points of interest:

- ❖ Fundraising – it is important to reflect on the positive results from fundraising thus far. I do however share Darryl's concern (see his report) over the limited potential for income over the last months of this year.
- ❖ Storage will be discussed at the meeting. Early indications from Tim Owens and Gary Meadows suggest expenditure somewhere in the region of £10000 – 20000 would be required to build an extension to the existing building.
- ❖ Paul Baker and Frank Eyles have been removed as signatories on our account but unfortunately Claire Burgess and Cara have yet to be added due to ongoing problems with the paperwork at the bank's end of things.
- ❖ Terry and I have agreed an annual service contract with Dorma UK, the company that maintains and repairs the automatic door opening system. This will cost £163 + VAT pa which we hope will reduce the needs for expensive repairs to the door in the future.
- ❖ Jeff Hogan has raised an objection to the changes to the play equipment and the siting thereof, I suggest we discuss this at the meeting.
- ❖ I only managed to obtain one quotation for a twice yearly weed kill spray of the exterior areas of the hall and playing areas, from Grass Solutions – no other companies I contacted wanted to submit a quote. The quotation is for £300 pa (£150 per visit). I regard this as prohibitively expensive but welcome the views of the committee.
- ❖ The cooker needs replacing as we know. I favour replacement with a commercial model. This will be a more expensive option than a domestic model but carries advantages, notably a more robust construction, easier repairs, more efficient heating etc. The likely cost is somewhat over £4000 and discussions are ongoing. I request the support of the committee to progress along this path.
- ❖ Claire and I have conducted a crockery audit and identified a number of pieces of crockery and cutlery needed to bring us up to quota. An initial costing suggests expenditure needed in order of £475. I request authorization to place the appropriate orders.

There are no other matters to report.

Jane Mitchell, Treasurer.

9 October 2017

## Hall Bookings

Cara was unable to attend but reported that hall bookings were going well and that the anticipated income for this year should be £8623, last year was £8696.

Cara said that the new cleaner Karen was settling in very well, it was thought that Karen should start to invoice the village hall each week, and that we should obtain a duplicate receipt book for her to use.

**ACTION CD**

Pat will be given a bonus as a thank you for all her hard work cleaning the hall over the years.

**ACTION CD**

Cara had also talked to Andy Cook and confirmed that hedges will be done soon, she would be taking the odd old crockery away, as now mobile and asked that a new date be set for the hall clean, Terry will liaise with her on this.

**ACTION TR**

### **Maintenance Report**

Terry reported that the main floor had now been sanded, but that a couple of scratch marks were left that only a deep sand could remove, he felt that the deep sand should be done every 3-4 years.

Discussion followed re the purchase and installation of a new cooker, hopefully in time for the Christmas Lunch. Sue reported that Jane had thoroughly investigated the purchase of a commercial model as she felt it would last longer and be more practical. It was not a good idea to install a calor gas model as there were too many complications with this.

Terry said that he would find two further quotes as a comparison and commented that we should also be looking to acquire a five year warranty.

### **Playground Report**

The Committee had been previously notified by Terry that the multiplay towers were deemed a risk by RoSPA and had therefore been taken out of use. Terry had received a quote for the repair of the towers as replacement was deemed too expensive. The cheapest quote was from NORSE at £609.70 plus VAT. The Committee decided to go ahead with this work and it was hoped that the work will be done in November.

Sue suggested that the Committee should be starting to think of planning the future of the playground, when we have discussed the financial position with Jane, and asked for this to be put on the next agenda. **ACTION CB**

Additional items;

Sue reported that the grass had been cut.

Terry said that another load of bark will need to be purchased next year.

Ruth mentioned that a lot of the provided tennis balls end up in the ditch when children use them and do not put them back. She also felt that it had been rather under used this year and suggested that maybe the tennis court committee organise a regular club night for next year and maybe some tuition. Sally suggested that we ask for a report from them into this idea. **ACTION KC/JM**

### **Additional Storage**

- Sue & Cara are going to have a sort out after the Horkey, any unclaimed items will be thrown. **ACTION ST/CD**
- The small freezer will be taken from the storage room and put under the worktop in the kitchen. **ACTION TR**

- Small tables will be moved and put in with large tables after the Horkey.  
**ACTION TR**
- Then the storage room will become free for the playgroups storage.
- Sue reported that Mary has applied to archive the PCs' paperwork thus making more room in the cupboard in the main entrance.
- When the above has been completed the Committee will re-assess the question of building on extra storage space, this will be put on the agenda for the next meeting. **ACTION CB**

### **Fundraising Report**

Darryl submitted an up to date report and commented that fundraising was going well so far this year.

Everything was in place for the Horkey.

The race night had only 14 names down for tickets, Jan and Sally said that it would need to have at least 50 attendees or would not be viable; Sue to send village email, Jan & Sally to put up posters, Les to ask people at the coffee morning. It was agreed that if the event needed to be cancelled then the event could be possibly be resurrected in the spring.

Sue would also circulate a village email re the Bonfire Night. Prizes for the best guy, children can bring sparklers, burgers/sausages to buy and one main firework at the end.

Carol singing evening in the pub on Wednesday 13 December, rehearsals start Wednesday 1<sup>st</sup> November in the village hall at 18.30.

### **AOB**

Jan Baldwin expressed concern about the speed of some drivers through the village and wondered what could be done, even though the flashing speed indicator is at one end of the village or the other.

Terry confirmed that the PAT testing had been done.

Sue suggested that the residents of the village start to film and record village events with a view to making a DVD of "A Year in Brandeston". Anyone could make and submit an entry, and then perhaps could be edited by Darryl or Peter?

### **DATE OF NEXT MEETING**

**PLEASE NOTE THE NEXT MEETING WILL NOW BE TUESDAY 12<sup>TH</sup>**  
**DECEMBER AT 7.30PM**  
**AT PRIORY BARN.**

**BANK RECONCILIATION 01.07.2017 - 30.09.2017 Playing Field a/c**

JULY	£	AUGUST	£	SEPTEMBER	£
Opening Balance	12914.55	Opening Balance	12914.55	Opening Balance	12914.55
Cash Income	18163.87	Cash Income	19233.84	Cash Income	20228.84
Cash Expenditure	-5408.55	Cash Expenditure	-10644.40	Cash Expenditure	-10884.5
Tfr Maintenance A/C	-3000.00	Tfr Maintenance A/C	-3000.00	Tfr Maintenance A/C	-3000.00
	<b>18669.87</b>		<b>18503.99</b>		<b>19258.89</b>
Actual Bank Balance	18741.98	Actual Bank Balance	18549.52	Actual Bank Balance	19104.42
Outstanding Cheques		Outstanding Cheques		Outstanding Cheques	
100870	-36.91	100870	-36.91	100870	-36.91
100874	-35.20	100878	-8.62	100878	-8.62
	<b>18669.87</b>		<b>18503.99</b>		<b>19258.89</b>

## **BRANDESTON VILLAGE HALL**

### **VILLAGE EVENTS REPORT**

**20 September 2017**

In that the first half of the year went really well, the second half has started badly. The August opening of the swings didn't take place so we are waiting for a new date for that. The Quiz Night had only two tables booked so it had to be cancelled (although it may be revived in the spring). Then the People With A Passion talks got off to a bad start mainly because of finding a date to suit everyone. I had planned to start with a talk by Terry Robinson but Terry will be speaking at the Horkey so we've postponed it until the New Year. Martin Churchill was all set to step in but we couldn't agree a date.

**October Events:** However, there is better news; the Applefest, Horkey and Horse Racing events are under control. Sue and I discussed the Applefest on 19 September and she can outline the plan for the day; Sue can also bring the committee up to date on the Horkey; Sally and Jan met on 19 September to plan the Horse Racing which will have an Ascot theme.

There is a financial commitment associated with the Horse Racing night as we have to buy the races. As you know, Brandeston people don't really decide to come to events until the last minute so there is a timing issue with this. Sally and Jan will outline the problems they see around numbers, financial commitment and the atmosphere in the hall. The night is a first for Brandeston so there should be a fair bit of interest and I would push sales over the next few weeks.

**November Events:** Charles Freeman is all lined up for the Passion talk on 23 November and Sue can report on the Bonfire night and BBQ.

**December Events:** December is a short month with lots of non-village hall things going on in the village including the All Saints Christmas Fair, the Wine Club Dinner and Dance and the Chapel Evening. Pat hasn't finally decided on the Shopping Trip but she is considering going back to Southwold this year. We still plan to have a Christmas Lights night but I doubt whether we can arrange for all houses in the Street to switch on at the same time. (My lights will be on a series of timers and once set, I don't want to touch them.) I don't want to start controlling something that has evolved over the last few years so I think it will be a celebration rather than a switching on. At the moment, it will be a BBQ and drinks outside Terry's house.

**New Year Events:** The Passion talks will start again in January and I plan to put on four – topics and dates will come out shortly. The Curry Night was very successful last year so we need to think about something like that again. We will probably have a walk, breakfast and egg hunt at Easter which also went well last year.

**Summary:** I reported last time that the first half of the year was ahead of the previous year in terms of money raised; we started the second half well with the Dunwich Dynamo but with the loss of three events over August and September and the fact that there won't be something like the Rio Games, it is likely that income from the second half will be lower. The scope for boosting income in the next three months is very limited.

### BRANDESTON VILLAGE HALL

#### EVENTS 2017-18

Date	Event	Event Code	Organiser	Status
August	Walk treasure hunt and possible opening of new swings.			✗
16 Sept	Quiz	2017/09	Mary; Paul	✗
October	People with A Passion		Darryl	✗
1 October	Applefest	2017/11	Sue	✓
21 October	Harvest Horkey	2017/13	Cara/Jane/Sue	✓
28 October	Video Horse Racing	2017/17	Jan / Sally B	✓
4 Nov	Bonfire Party		Sue/Jane	✓
23 Nov	People With A Passion Talk: "Fish sauce and gladiators: everyday life in Roman Pompeii" - Charles Freeman		Darryl	✓
25 Nov	Autumn Dance	2017/15	Kathy/Wendy	?
14 Dec	Brandeston's Christmas lights and BBQ	2017/20	Terry/Darryl +	✓
December	Shopping Trip - To be decided	2017/19	Pat	?
January	People with A Passion Talk		Darryl	✓
February	People with A Passion Talk		Darryl	✓
March	People with A Passion Talk		Darryl	✓
March	Curry (or another style) Night			✗
1 April	Easter Walk and Egg Hunt			✗
9 and 10	Brandeston's Hidden Gardens		Sally Baker with	✓

June 2018			Mary B, Jan, Ruth	
23 June	Fete			✘

✓ - Planned and under control

? – Some issues and not fully under control

**BANK RECONCILIATION 01.07.2017 - 30.09.2017 Imp/Maintenance a/c**

JULY	£	AUGUST	£	SEPTEMBER	£
Opening Balance		0 Opening Balance		0 Opening Balance	0
Cash Income		3000.00 Cash Income		3000.00 Cash Income	3000.00
Cash Expenditure		-360.93 Cash Expenditure		-990.93 Cash Expenditure	-990.93
Cash Income (Tr S. Widows)		23178.54 Cash Income (Tr S. Widows)		23178.54 Cash Income (Tr S. Widows)	23178.54
		<b>25817.61</b>		<b>25187.61</b>	<b>25187.61</b>
Actual Bank Balance		25817.61 Actual Bank Balance		25187.61 Actual Bank Balance	25187.61
Outstanding Cheques		Outstanding Cheques		Outstanding Cheques	
		<b>25817.61</b>		<b>25187.61</b>	<b>25187.61</b>