

BRANDESTON VILLAGE HALL MANAGEMENT COMMITTEE MEETING

Minutes for meeting on 12th December 2017

Present: Sue Thurlow, Jane Mitchell, Claire Burgess, Terry Robinson, Cara Duffy, Michael Cousens, Les Cullen, Ruth Garratt

Apologies: Jan Baldwin, Kathy Churchill

Michael Cousens was welcomed to the Committee by Sue Thurlow.

Minutes of last meeting – 11th October 2017

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

Resignation

The Committee had already been advised of the resignation of Sally Baker due to work commitments; everyone agreed that her presence and input would be missed.

Treasurers Report

Jane presented the bank reconciliation for the year, this is attached at the back of this document.

Jane gave special mention to Sue for securing several grants throughout the year contributing to playground equipment and the new cooker.

Jane also mentioned the good news regarding rates relief.

Reply to Jeff Hogan & Frances Hook

Sue had prepared a draft letter of reply which was read by all Committee members present. A couple of minor alterations were suggested and then the final letter was agreed.

ACTION ST

Maintenance Report

Installation of a Zip Wire: Terry said that the ideal site for this would be at the lower end of the playing field. Jane felt that there was definitely enough funds to pay for this, especially because of grants secured for other items, and also because there was more money in the kitty than four years ago.

Since there were no other multi thousand pound projects planned, it was agreed to go ahead with the ZipWire.

Terry will arrange for quotes from three companies.

ACTION TR

Carpark Lighting: Terry reported that there were currently two aluminium posts which had been damaged and asked if we should remove or replace them. Les suggested reflective rubber ones and was worried that one of the current post may have been 'live'. Terry said he would instruct Aaron to isolate the electrical supply, then find out about fitting reflectors to the rubber posts.

ACTION TR

Hall Bookings Report

Cara reported that bookings to date this year were at £9500, this being a fraction up on last year. There were a few changes to current yoga and pilates classes but the 1st Deben Valley Beavers had booked a regular slot and the Colchester NHS meetings were a regular event.

Fund Raising Report

Sue and Darryl had met prior to the meeting, and Darryl had sent a report voicing his concerns regarding the cancellation of several events over the autumn. Sue felt that this was a very valid point and asked members for their views. Les felt that sometimes there was not enough notice given to the village of forthcoming events, others felt that perhaps some events had been planned too close together. Cara thought that the quiz should take place in the autumn. Ruth felt that the same people were doing most of the work, and also wondered if Sally Baker is still able to help with the planning of the open gardens in June next year. It was agreed that Ruth would contact Sally

ACTION RG

It was agreed that more roadside boards should be put up in order to advertise each forthcoming event.

The Dynamo was mentioned as this had been a big success this year, and had the potential to be more so with more helpers and more hot food.. There is no definite date as yet but will be similar to this year ie the second weekend in July.

It was decided that we still would need to plan one other good fundraiser for next year, Cara said that she would investigate another food evening like the successful curry night held in Feb this year: the provisional date set for this was 17 March 2018.

ACTION CD

Les offered to try to organise a race night again.

ACTION LC

The suggested evening for the Quiz night was Sat 24 November 2018, Sue will check with Paul Baker.

ACTION ST

Finally, Sue felt that we should do an official thank you from the Committee to Daryl for all his hard work throughout the year, this was agreed by all.

AGM

The date for the AGM was set as **Thursday 8th February**. Jane said that she would need to sort the audit before then. Terry suggested that a slide with the proposed social events for the coming year should be shown. Sue will prepare her report on the work of the Committee for the year. The usual wine and nibbles will follow.

The next meeting for the Committee will be Monday 5th February 19.30 at Caras house.

AOB

Les asked what the latest situation was regarding storage; Sue explained that she and Cara had had a massive clear out. The play groups equipment was now stored in the small room across from the kitchen, the PC boxes were now stored at the Old Chapel, the ladies toilets had been cleared and it appeared that no extra storage was now needed. Jane suggested reviewing the situation in two meetings time.

Terry needs to arrange the big clean of the hall with Cara, so that the big tower is available and bulbs can be replaced etc **ACTION TR/CD**

Les suggested a thank you to Sue Etheridge for all her unfailing hard work in running the Coffee Morning each week, Sue felt that we should present her with something at the AGM.

Ruth reported that the Church Xmas Fair had raised £1300.

Risk Assessments for the hall were discussed as Claire had not found them in the paperwork and files, it was agreed that Tim Randall could be asked to do a new one. Terry said he would phone him to arrange this, and that he and Claire would meet with Tim.

ACTION TR/CB

Cara reported that Karen the cleaner was keen to have a steam floor cleaner for the hall, costing about £60. Cara said she would sort. **ACTION CD**

Sue said that lots of village film snippets had been received and that Dale Collins was assisting.

It was agreed that regular professional cleans of the new oven should be programmed in.

NEXT MEETING MONDAY 5TH FEBRUARY 2018

AT 7.30PM

AT CARAS HOUSE

AGM MONDAY 12TH FEBRUARY 2018 AT

8.00PM

Treasurer's Report for Meeting 12 December 2017.

Report to cover 1 October 2017 – 30 November 2017:

- The bank account has been reconciled at 30 November, with a balance carried forward of £18795.12. The 'Improvements and Maintenance' account balance is £24647.09 and the tennis account £3648.25.
- Notable items of expenditure for the period: £400 to Paragon Landscapes for removing the redundant play equipment; £4319 for the new swings (much of which was met through grants as previously advised); £238.61 to Dorma for repairs to the disabled access door (we have now taken out a service contract with them to hopefully limit future costs) and £150 for hedge cutting.
- Notable income includes the fundraising efforts from Applefest £493.51; Horkey £269.35; Passion Talk £162.30 and in December the Southwold trip £437 – all excellent results.

Other points of interest:

- ❖ Fundraising – great success in obtaining grants this year, £3159.56 towards the play equipment and £4000 expected towards the cost of the new cooker.
- ❖ 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.
- ❖ It is likely that Richard Mitsom-Woods will undertake the regular weed killing for us – I await his quote.
- ❖ The crockery has now been replaced as necessary, with the actual cost being £504, a little higher than originally estimated as it worked out more cost effective to order a box of 36 glasses rather than the 18 required. Sadly, over 20 items were broken in transit but these have been replaced by the company at no additional charge.
- ❖ Good news on the rates relief front as we have secured the full rebate for a further year, although this will be reviewed at the end of this period.

There are no other matters to report.

Jane Mitchell, Treasurer.

12 December 2017

BANK RECONCILIATION 01.10.2017 - 31.12.2017 Imp/Maintenance a/c

| OCTOBER | £ | NOVEMBER | £ | DECEMBER | £ |
|-----------------------------|-----------------|-----------------------------|-----------------|-----------------------------|----------------|
| Opening Balance | | 0 | Opening Balance | | 0 |
| Cash Income | 3000.00 | Cash Income | 3000.00 | Cash Income | 3000.00 |
| Cash Expenditure | -1531.45 | Cash Expenditure | -1531.45 | Cash Expenditure | |
| Cash Income (Trf S. Widows) | 23178.54 | Cash Income (Trf S. Widows) | 23178.54 | Cash Income (Trf S. Widows) | |
| | 24647.09 | | 24647.09 | | 3000.00 |

| | | | | | |
|---------------------|-----------------|---------------------|-----------------|---------------------|--|
| Actual Bank Balance | 24647.09 | Actual Bank Balance | 24647.09 | Actual Bank Balance | |
| Outstanding Cheques | | Outstanding Cheques | | Outstanding Cheques | |

24647.09

24647.09

0.00

