

BRANDESTON VILLAGE HALL MANAGEMENT COMMITTEE MEETING

Minutes for meeting on Thursday 12th January

Present: Mary Ketley, Michael Cousens, Jan Baldwin, Terry Robinson, Paul Baker, Kathy Churchill, Ruth Garratt, Cara Duffy, Karren Piper, Jess Bradley and Sandra Roberts.

Apologies: Katie Tassell

Welcome:

Mary welcomed the committee and wished everyone a Happy New Year.

The minutes dated 31st Oct: All signed off as accurate.

Matters arising from the minutes:

Village Hall Sign: Aaron and Lucy have agreed that a post can be erected in their hedge and TR has offered to help put this in. CD is to contact Ashwell Signs from Earl Soham to quote for a sign. They also include the post.

Village Fete: The date for the fete has now been confirmed as 16th September and it will be held at the village hall unless the pub re-opens.

Dunwich Dynamo: MC asked if the prep school had been asked about holding the Dunwich Dynamo in the carpark area. PB said he will follow this up now term has started.

Solar Energy: MC confirmed that we have been successful with the first stage of the application for funding for solar panels but needs to submit the hall accounts. KP confirmed that these are nearly done so will send them to MC once complete.

Hall Inventory:

This did not take place on the 6th Nov so it was agreed to meet at 5pm on Monday 23rd January to conduct an inventory of the hall and to have a sort of the large cupboards in the meeting room. Nothing heavy or fragile is to be stored in the loft space.
SR, RG, CD, MK, KC to help.

Hall Security:

MK raised the point that whilst setting up for various events she noticed that other people who were not hiring the hall were using the pin to enter and use the facilities. It was agreed that the number should therefore be changed in January every year. A new number was selected. TR to change the code tomorrow, Friday 13th Jan, and CD to let her regular hirers and the cleaning company know.

CD would also like to make sure she knows where all the keys are. Agreed that a village email should be sent asking any one with keys to let her know.

At the New Year's Eve party, a coat was taken in error and despite several emails, it has not been returned. We are not insured for this so agreed that we should have signs in all the toilets saying that anything left is at their own risk. JB and CD to arrange this on official Village Hall headed paper.

Food Bank Initiative:

Chris McArthur contacted MK re the church setting up a food bank in the village so that people are able to donate food/household items for those in greater need. This will be located at Paul and Mary Baker's house and donations will be taken to the Salvation Army in Woodbridge who will distribute them. All in support of the initiative and MK suggested guidance for what items are suitable for donation. PB will also speak to the vicar of Framlingham to see what items they think are most useful. The church will run this.

Financial Report:

KP confirmed the status of the accounts:

Maintenance account £10, 545.03

Current account £21,032.09 – this now includes the money from the tennis account.

KP confirmed that the accounts are nearly done.

PB reported from the BPC meeting that the 100+ account is at £1871.39. They agreed that £500 of the budget for 2023-24 will put aside for the playground. It was also agreed that the ROSPA yearly inspection fee of approx. £100 will also be covered by the BPC.

KP asked if £3000 should be transferred across from the current to the maintenance account to protect us against depreciation. All agreed that this should be a fixed payment every January. KP to arrange.

Maintenance Report:

TR advised that our energy bill is currently approx. £500 a month - £300 electricity and £200 oil. As a registered charity we should receive some gov funding to help with these costs, but this will only be until the end of Mar 23.

Utility Aid have accepted liability for transferring us onto to a higher tariff than originally agreed and we are expecting to receive compensation for 2022. However, TR does not think that they will offer any further compensation even though we are tied into this higher tariff until 2025. Agreed that once they have paid, we will then pursue further compensation to cover 2023 and beyond. MK, MC and TR will draft this.

Village Hall website:

KC and JBradley to get together and move this forward after the delay last year due to personal circumstances.

Fundraising:

In May 2022, Defra announced a £3 million Platinum Jubilee Village Halls Fund, to mark Her Late Majesty Queen Elizabeth II's Platinum Jubilee. The aim of the Platinum Jubilee Village Halls Fund is to support the modernisation and improvement of village halls, so that they are fit for purpose and can provide activities which support and benefit the local community. The deadline for applications is 20th January 2023 and grants will only be given for capital improvements and not are not for any retrospective projects. Ideas for spend were noticeboard, new signage, website – all to email MK with ideas as only a week before the deadline.

It was agreed that with the pop-up pub becoming a regular event and other village hall events wanting to serve alcohol, we should apply for a yearly drinks licence. This will cover any event held by the hall. It is £100 and £70 fee. CD to apply so that is in place before the next event.

Pop-up Pub:

The first one is booked for 20th Jan and is being organised by Darryl and Pat Morgan and Helen Fletcher. They have organised a team of helpers and are running it as a fund raiser in aid of the village hall. They will use the card reader for payment so all proceeds go directly to the hall and will provide accounts for the event to show profit/loss. MC wanted to make sure that everyone is aware that as it is being run as a hall event, we will be liable for any losses – if this were to happen.

If it becomes a regular event, we might need separate storage. This has been an on-going issue and MK wondered if we could utilise the space above the cupboards in the meeting room. TR pointed out that the current ones are not strong enough to bear the weight of more being stacked on the top. TR suggested getting another cupboard and having this next to the current drinks cupboard so the pub supplies could be kept separate. Or, to build a new storage unit in the shower space in the ladies. KP asked about the cupboards in the ladies and whether toddler's group were using all of them. CD agreed to look at all of these options when we are doing the inventory on Mon 23rd Jan.

MK agreed to talk to Darryl and let him know that we will apply for the drinks licence, that we are looking at storage options and that the event will be under the auspices of the village hall and that we will need to formalise this for future pub nights – including making sure that we are covered under our current insurance policy.

New Year's Eve:

Prior to the meeting MK circulated a comprehensive review of the evening confirming that it raised £1122.47 for village hall funds and was a great success. MK said that it was well organised and that the team worked hard to make it a success. Our thanks to everyone involved.

The point was raised re serving food at this type of event and it was agreed that food hygiene considerations must be taken into account and that anyone helping with food preparation or cooking outside of the village hall kitchen should be requested to do the online basic food hygiene course and sign that they had completed it.

It was also noted that the dishwasher was not working properly. MC said that it needed a clean as there had been a build-up of limescale. Now we have a water softener in the hall this should be less of a problem. It also requires users to rinse plates before loading as food debris does seem to be the problem. TR to make sure this is clear to all users in the future.

Calendar of Events:

Quiz night 18th Feb – PB to prepare the questions, teams of 6, tickets £5, bring your own nibbles, MC to run the bar. MK to take bookings. KC to send a village email. Prize will be wine and chocolates.

Bingo Night 22nd April – this has been booked but might be a race night instead. Bring your own hamper, pay bar. Elaine Coventry has offered to help.

Open Gardens 10-11th June – JB has not had a great response but it to send a reminder and is to ask specific people so she can make a route map for visitors. It will be based at the hall and they will serve afternoon teas. KC to ask Sue Scoot, JB to ask Sam Cookson, RG to ask Lady Cunliffe and the Oswalds. There will also be an art exhibition at the Chapel for people to visit.

JB JBradley and Sally to follow up.

Noticeboard:

This needs to be positioned on the oil tank enclosure so we can pin up a calendar of events for everyone to see.

Playground sub-committee:

KT sent MK her report which stated that our application for a grant from Suffolk Giving Fund was unsuccessful. It was over subscribed and due to our current funds, we did not qualify.

KT is to organise a children's bingo party and a sing-along-supper and is finalising dates. She is also in talks with the prep school to see if they will support our events and possibly adopt the sub-committee as one of their chosen charities. As many parents from the school use the playground she thinks this might be a possibility and we would therefore be eligible for any funds from their fund-raising events.

KT is now responsible for checking the playground every month and confirms that all is in order. We just might need to rake the bark soon to make sure it is evenly distributed around the bases of the equipment.

Resignations and reshuffle:

JBradley offered her resignation due to work commitments. She is still happy to be involved with events and to help out when possible, She also will complete the website with KC.

MK offered her thanks for Jess's time and help in 2022 and all of the committee supported this and echoed their gratitude.

KP offered her resignation as treasurer as she has now moved out of the village. She is still involved with the chapel and church and will remain on the committee until we find someone to take over her role.

MK again offered her huge thanks to KP for her dedication and all the work she puts into the role. Again this was echoed by the rest of the committee.

MK noted that we now have two vacancies on the committee but has been approached by Sue Fisher who is keen to join. MK proposed her and was seconded by CD so MK will now ask her officially to join the committee. We will need a treasurer so might need to advertise this on the village email.

AOB:

CD said that Fram Wine Shop currently has a good deal on some fine red wine and suggests that we use him as a supplier. MC to follow up.

PB said that it is time for the 100+ renewals and he will only be sending forms to anyone new in the village. He had been approached by Donna Johnston who wants the village hall to have a defibrillator and is happy to fund raise for it. The BPC have £200 to put towards this fund and St John's Ambulance still run courses. This has been raised before so we will add it to the agenda for a full discussion at the next meeting.

TR asked what is happening to the cut-up Christmas tree on the green. KC offered to ask Victor to pick it up and put it on the burning heap on the farm.

JB wants to do a new audit for the drinks cupboard to make sure we standardise the pricing and clearly note the cost of each bottle and the price per glass so that we can work out the profit. MC is to do a new wine list and make sure this is included.

DATE OF NEXT MEETING – Monday 27th Feb 7.30pm