

BRANDESTON VILLAGE HALL MANAGEMENT COMMITTEE MEETING

Minutes for meeting on Monday 15th July

Present: Mary Ketley, Michael Cousens, Cara Duffy, Kathy Churchill, Jan Baldwin, Andrea Bays, Tim Randell (TimR), Marian Randell, Sue Fisher and Connie Grimwood

Apologies: Ruth Garratt and Terry Robinson (TR)

The minutes dated 25th March:

All signed off as accurate.

Chair's Welcome:

Mary welcomed Marian to the committee, who now takes over from Paul Baker as the PCC representative.

Matters arising from the minutes:

Risk assessments:

TimR reported that these were now as up to date as they could be.

He will ensure that all areas are assessed on a monthly basis, and he now has a new checklist for the play area.

At the last meeting it was queried as to whether the curtains in the hall were fireproofed.

They are not and would need to be sprayed at a cost of approx. £500 but CD pointed out that the long curtains are in need of repair and probably need replacing. JB suggested we look at blinds instead of curtains.

Action: CD and JB to get quotes for blinds from three different companies to discuss at the next meeting.

Storage of the BBQ:

Had suggested that the BBQ could be stored in the disabled toilet. Especially if we took out the shower. But Tim R pointed out that this would not be allowed due to H&S regulations. He also advised that all the showers in the toilets should be run once a week for hygiene reasons.

Action: CD to check whether the cleaner would do this once a week.

Storage was discussed and options included building a frame, buying a cover and chaining it to the railings on the terrace or buying a shed. This will be discussed in full at the next meeting and we will look at costs of a new shed or a cover and a chain.

Paint tins:

CG advised that the council will collect for a fee of £80 but unsure of quantities.

she thought Biffa also offered this service. MK thought we could charge villagers a fee of £10 to drop off their old paint tins for disposal.

Action: CG to contact Biffa, SF to sort out the village email.

Cleaner's fee:

This was raised at the last meeting. CD clarified that we are paying £13 an hour and the hall is cleaned on average 5 times a month, each visit being 3 hours. He does a very professional job and there have been no problems so far. All agreed we are happy to carry on with this arrangement.

Stock take:

MC confirmed this is all up to date and a new lock has been fitted to the booze cupboard.

Defibrillator Training:

Will Elson gave a very thorough report at the AGM as to how the defibrillator works and we now need to arrange training for the whole village. MC spoke to RG about setting up some sessions at the coffee morning and possibly an evening as well.

Action: MC to liaise with CD to set this up.

Insurance:

The hall insurance was renewed in June and as a committee we opted to have a rebuild survey and assessment. This reported that the estimated current value of the hall is lower than that on the premium – ie we are over insured. It was agreed to accept the new valuation and apply for the refund.

Action: KC to advise the insurers and claim for the refund.

MC pointed out that our current public liability is £10million – he wants to check with TimR as this is more than adequate so we might be able to make a saving by reducing the amount.

Charity Commission:

MK needs to update the information and therefore needs the full legal names. Addresses and email of all committee members. She has circulated the list and will update the records once received.

Action: MK to update the details.

Financial Report:

AB reported that we currently have:

£20,345 in the General Account

£6,700 in the Maintenance Account.

It was agreed to transfer £5000 across to the Maintenance account to cover depreciation.

The fete raised £3527 in total so the hall received 50% of this - £1763

On average our monthly expenditure is approx. £980 including water, broadband, insurance, cleaning, and electricity.

The pop up is a very good form of income bringing in £600-650 per month and we have steady income from the other regular classes.

AB reported that our electricity usage has been reduced significantly since the solar panels were installed. In Jun 2023 we used the equivalent of 7.31 units a day but in June this year we only used 2,2 units – a huge saving.

Maintenance Report:

Aaron Nobbs is to replace the emergency lights.

The driveway and carpark are now quite rough in places but to resurface would cost £1350.

We could just do the potholes (£600) but this is only a temporary fix. We have applied for grant which would help cover these costs, so all agreed to wait and see if successful before making a decision.

CD noted that the slabs by the doorway are now quite uneven and that we should remove them as they don't serve any purpose.

The storage trailer at Brook Farm need new doors – TR has a quote for £150 for a pair of garden doors that he is happy to fit. There are boxes of blue china no longer required.

Action: TR to fit new doors and MK to see if a charity shop will take the china.

Solar Panels:

MC reported that the panels have now been in place for 6 months and we have saved over £1000. We hardly ever need to use the grid and are not using all of the electricity generated but are stuck with the current EDF contract which is not allowing us to utilise their Export tariff. MC has been chasing this but not success so far. We will be able to switch to a better rate when our contract ends in Nov.

Action: MC to look at alternative tariffs available and report at the next meeting.

Hall Bookings:

CD advised that there is a new yoga class starting September.

The regular classes – yoga, pilates, Art club, wist and Table tennis continue to be well supported.

Toddlers has now switched to every other Friday during term time.

Village Hall website:

Still in progress.

Action: KC to meet with CD.

Calendar of Events:**Village Fete: 22nd June**

MK reported that the fete was another great success but they might review the date and revert to September as quite a few people were away.

Fundraising ideas:

Pie and a Pint, Quiz, Pudding Club, Burns Night.

The Horkey needs to be booked – possible date 2nd Nov - and MK to ask Vince re the availability of his band. The village lunch team have volunteered to cook. Food per head is usually £5 so tickets need to cover this and some. Possible ticket price £10 but to be discussed with the team.

Possible date for Pudding Club – 23rd Nov and Burns Night – 25th Jan.

MC advised that the wine do is 28th Sept and Christmas Wine do is 7th December.

Action: MK to contact the band to check availability and check the date with the lunch team.

AOB:

MC asked about the bike rack. KC confirmed it was at Brook Farm and had been sprayed once with black metal paint. Once the second coat has been applied she will bring it up to the hall.

MC also asked about the notice board as it appears to be out of date and not utilised to full effect. The one by the road is for the PCC but they only use half of it – perhaps we could use the other half.

Action: MR to check with the PCC

SF asked if the pétanque team could have a shelf for storing their equipment.

MK has applied for bulbs again this year. KC suggested that we combine the planting with a litter pick.

DATE OF NEXT MEETING – Monday 16th September 7pm