

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

### **Minutes for meeting on 17<sup>th</sup> September 2018**

**Present: Sue Thurlow, Claire Burgess, Cara Duffy, Kathy Churchill, Les Cullen, Ruth Garrett**

**Apologies: Terry Robinson, Jan Baldwin, Mary Ketley, Michael Cousens**

**Absent: Jane Mitchell**

#### **Minutes of last meeting – 9<sup>th</sup> July 2018**

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

#### **Update on decisions since last meeting**

Sue referred to the email from Terry dated 28 August regarding securing a new deal with EDF for the supply of electricity to the hall. Copies of this were mailed to the committee members at the time and a majority approval was reached.

#### **Treasurers Report**

As Jane was absent there was not a treasurers report.

**Maintenance Report – This is the copy circulated by Terry prior to the meeting, please see discussions AFTER as to decisions reached at the meeting.**

## **VH Committee Meeting 17 September 2018 – Maintenance and Projects Report**

### **1 Globe Lights**

The high level clean on 18 August established that the three lights which are not working at all probably require a replacement ballast unit. Apart from the three non-working lights the others are not of uniform brightness and colour temperature, probably due to the varying age and different manufacturers of the lamps. Aaron Nobbs was therefore asked to quote for the replacement of all ballasts and lamps, and here is his email.

Hi Terry,

Further to our conversation regarding the lighting, the cost of replacement ballasts, lamps and parts for all 12 globes will be £568.00 plus vat. There is quite a lot of work replacing and re-fixing all the ballasts at once but I am happy to do this work at cost which would be £150.00 plus vat. So total cost would be £718.00 plus vat.

I hope this is helpful, as previously mentioned all small works carried out we are more than happy to carry out FOC however there is a large amount of time required to carry these works out hence the labour cost but we are more than happy to just cover costs here.

Let me know if you want to go ahead and I will order the parts required.

Kind Regards

Aaron Nobbs

My view is that we should go ahead with this work (total cost £861.60 including VAT, appropriately taken from the repairs and maintenance account) as further failures are probable and we are not even able to replace the lamps safely without a scaffold tower. A more radical solution such as completely replacing the globes and perhaps installing led lights would cost several times this amount and is not favoured by Aaron. He makes the point that the existing fluorescent lamps are almost as energy efficient as LEDS so there would be no significant electricity saving.

[The 4 globe lights in the meeting room all seem to be working satisfactorily and these lamps can if necessary be replaced safely by us thanks to the lower ceiling height.]

**Please could a Committee member reply to Aaron, and if agreed authorize the work, after the Committee meeting.**

## 2 Zip Wire

The wire has now been re-tensioned and the whole apparatus seems to be working well. A short piece of rope has been fitted below the button seat which seems to have solved the problem of young children not being able to return the trolley to the launch platform. We await guidance from RoSPA on usage and signage.

## 3 Projector

Following consultation with some users, Mark Jacklin (who installed the projector) has been asked to adjust the mounting so that the image is projected nearer to the top of the drop-down screen. At present it is too low down, especially for wide screen films. This will not affect the quality of the image and Mark will adjust the focus and tombstoning to ensure that the image remains sharp and rectangular.

## 4 Driveway

Two more quotes have now been obtained, one from EFM Surfacing Contractors, for £3480 + VAT (£4176), and one from Taydal Surfacing (seemingly the only other local surfacing contractor) for £917.60 + VAT (£1101.12). In view of the large difference between these two quotes, as a next step both contractors need to be contacted to establish what materials and method they would adopt. **Can Committee members suggest some-one with relevant experience who might be prepared to do this.** The repairs should preferably be done before next winter to prevent the formation of more potholes – there have apparently been a few grumbles.

## 5 Junction Box and old Post Light adjacent to car park

These have been isolated electrically and Aaron will arrange for the wires to be snipped and the items removed.

## 6 Risk Assessments

The risk assessments prepared by Tim Randall are to be commended. When Tim agreed to do this (at a meeting some months ago with Claire and me) he made it clear that he did not want payment but said something like “You can buy me a drink some time”. Something along those lines would be appropriate.

Having risk assessed the Hall, risk assessments ought to be carried out for the outside facilities too (other than the petanque piste which is included in Tim's assessments). I am happy to do a draft using the format in Tim's assessments, and we could then ask Tim to cast a professional eye over it – it is perhaps asking a bit much to request him to do the further assessments himself.

**Please can decisions be made about a thank you for Tim, and the preparation of risk assessments for the other outside facilities.**

## **7 Hedge Cutting/Strimming/Ditch Clearance**

Arrangements have been made with Andrew Cook for him to do this during September – the bill last year was £150, no VAT

### **Discussions as a result of items above;**

- All approved the quotation from Aaron for replacement of ballasts and lamps, although Cara felt that we should be looking at replacing all the lamps for something of a better design at some stage. It was felt that would be an expensive option at the moment. **ACTION CB**
- The high level clean had been quite successful but there was some concern that the volunteers should not really be carrying this out themselves each year; it was therefore agreed that we should organize professional high level clean once a year. **ACTION CD**
- All were happy with the mounting of the projector being raised. Sue reported that the old projector had been successfully sold for £150.
- It was decided that the first quote of £12,200 was far too expensive and obviously the cheapest quote of £1,101 was only to patch up the potholes. The other quote was from EFM at £4,176, Cara said that they knew EFM and thought that they could be relied upon to assess what needed doing. Cara would talk to EFM and report back, Sue said could then discuss by email to make decision so that could have new surface by the start of winter. **ACTION CD**
- The Committee were very pleased that the new Risk Assessments had been completed by Tim Randall and accepted Terrys offer to draft the other assessments for the outside facilities. Recompense for Tim is discussed under AOB.
- With regard to hedge cutting, Cara said she would organise payment for Andrew Cook. **ACTION CD**
- **Additional items covered:**
- Cara mentioned the recent incident of ‘tripping’ to the electricity whilst the hall was being hired out, it was suspected to be due to a faulty plug socket: she had asked Aaron to investigate but thought that it should be chased. There had also been a problem with balloons at the event as when the fans had been switched on the balloons had risen to ceiling height and they had got stuck to the fans. It was felt that maybe Aaron could retrieve the balloons when working on the lights. **ACTION CB**

- Sue mentioned that the new cooker needed a clean, it was thought that once a year a professional company should do this. **ACTION ST**
- Cara mentioned that obviously both windows had now been repaired and paid for.

### **Zip Wire**

Claire reported that the extra insurance had been arranged at an annual cost of £25.91. The insurance company required that a nominated competent person be in charge of the equipment and carry out regular checks, Terry had offered to do this and all present agreed that he was the best person for the job. It was decided that there should be a couple of tables with seating near to the zip wire so that parents could sit and watch their children similar to the type on the patio. Les agreed to investigate this. **ACTION LC**

### **Hall bookings report**

Cara reported that bookings were running on par with last year.

### **Fund Raising report**

Darryl submitted his report detailing that the Passion Talks would be returning in November, that Pat would be organising the Christmas shopping day for 1<sup>st</sup> December probably to Cambridge; he provided a list of future events. Cara added that the panto for the 21<sup>st</sup> December was not on the list, this was being organised by Mary Baker. Sue mentioned The Horkey; both Jane and Cara away so she was hoping to get some volunteers to help her. Peter was still hoping to have the village video put together for the entertainment. The autumn quiz will be on the 27<sup>th</sup> October organised by Paul and Mary Baker.

Darryl also mentioned about the damage to the marquee sustained during the Dunwich Dynamo and felt that the committee should liaise with Richard Mitson-Woods as to a suitable replacement to buy. **ACTION ST**

On Darryls suggestion there was a discussion on acquiring a machine so that payment could be taken by debit or credit cards; some investigation was needed. **ACTION KC**

All recognised the success of the Dunwich Dynamo organised by Jane Mitchell and Sue Scott together with a lot of help from people in the village, this had raised an amazing £1,400.83.

### **Charity Commission Document**

As Mary was unable to attend the meeting, this discussion was deferred until the next meeting.

### **Village Defibrillator**

Apparently this idea has been considered in the past. Ruth said that she knows of someone who is a first responder and offered to talk to her about what is required. **ACTION RG**

### **Other Actions**

Jan was absent from the meeting but had sent two quotes from companies who could provide more 'plaques' for the hall, should we decide to 'sell' more. Cara felt that this was a scheme which was done as part of the building of the hall both to raise funds at the time and to show village support at the time; therefore she thought it was both incorrect to add and sell more now, and also that we did not need to raise yet more funds by doing this. Several members agreed. Sue felt that we should give the matter some thought and talk about at the next meeting.

The committee then talked regarding the issue of dog fouling on the playing field and dogs off their lead when children playing. Most felt that this was not an issue for the majority of the time and that we should not introduce too many rules when most dog owners were responsible. It was decided that Sue would send out a note about cleaning up after your dog.

**ACTION ST**

### **Any other business**

**Thank you;** It was confirmed that Paul Baker had been given a case of wine for mowing the playing field, as discussed at the last meeting

It was decided to give Aaron a thank you as he is always on hand and does not charge for his time, therefore he would be given a voucher towards a supper at Kingfishers. **ACTION CB**

That there should also be a thank you for Timothy Randall for carrying out the risk

assessments at the hall, he should receive a card with £25 cash.

**ACTION CB**

**Bouncy castles;** It was felt that we should check re the insurance for these; should it be covered by us on the hirer?

**ACTION CB**

**Remembrance Lunch;** Sue and Ruth would meet with Mary Baker to discuss food requirements.

**Village Email;** Kathy was concerned that the rules for this service were becoming blurred, it had been started by Darryl under the auspices of the village hall. After a lengthy discussion it was decided that this service should not be used for private opinions or for the advertising of anything not within the village or commercial businesses. With regard to Parish Council Minutes Mary Mitson-Woods would be asked to put a folder inside the lobby of the hall, as the village hall committee do.

**ACTION CB**

Tennis court; Ruth was concerned re the tennis court, it was no longer clear if anyone was running bookings or coaching; she had not been asked to pay any subs either. It was ashamed not to have a club night and use this facility more.

**ACTION CB**

Cara said that as the Framsdon petanque team have been using our court, they had given the hall a very generous donation of £100.

Sue reported that Brandeston School were now using the Mailchimp email service as the new Headteacher was keen that the school become part of the village.

**DATE OF NEXT MEETING MONDAY 19<sup>TH</sup> NOVEMBER**  
**7.30PM MEETING ROOM**

**BRANDESTON VILLAGE HALL**

**FUND RAISING UPDATE YEAR 2018 as at 17 September 2018**

<b><u>Event</u></b>	<b><u>Amount raised</u></b>	<b><u>Accumulative Total</u></b>
Passion Talk 1	139.44	139.44
Wassailing	161.00	300.44
Passion Talk 2	143.52	443.96
Easter Egg Breakfast	287.90	731.86
Passion Talk 3	219.46	951.32
INK eve (est)	320.00	1271.32
Passion Talk 4	144.00	1415.32
Eastern Angles	320.00	1735.32
Open Gardens	1100.00	2835.32
Fete	2620.00	5455.32
Dunwich Dynamo	1400.83	6856.15

