

BRANDESTON VILLAGE HALL MANAGEMENT COMMITTEE MEETING

Minutes for meeting on Monday 18th March 2019

Present: Sue Thurlow, Karren Piper, Claire Burgess, Terry Robinson, Cara Duffy, Sandra Arnold, Kathy Churchill, Michael Cousens,

Apologies: Jane Mitchell, Mary Ketley

Absent: Ruth Garratt

Minutes of last meeting – 21st January 2019

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

Update re decisions made since the last meeting

Claire reported that the only item that had been decided upon since the last meeting was the purchase of a new headset system for the hall. There had been several problems with the ageing system and it was felt that as the cost of a new one was not far above the cost of repair we should buy an up to date headset and microphone. This was purchased at a cost of £239.

Treasurers report

As Jane was absent from the meeting Claire read her submitted report to the meeting.

NOTES FROM JANE MITCHELL REGARDING 2018

My sincere apologies for not being able to attend the meeting. Having missed a number of meetings last year due to my family situation I was looking forward to being back in harness, but the date happens to coincide with my being away on a few days holiday. My thanks go to Claire for presenting these notes on my behalf.

At the moment we do not have a full audited set of accounts, however the accounts have been compiled and I have undertaken a comparison with 2017 (handout). I would make the following points:

- Overall. A strong performance, a slight improvement on 2017 in the key income areas. In accounting terms the balance sheet will show a deficit, however, this purely reflects the fact we received no grants (other than the one to the PC for zip wire) this year. Had this been the case in 2017, we would have shown a similar deficit. The fact of the matter is, we did exactly what we are charged to do, i.e. raising and spending money to maintain and improve the fabric and facilities of the hall. So, this is GOOD news.
- Hire up by 4.5%, events up by 7.6%. Our 'regular' events were very much on a par thanks to Darryl's hard work, with the successes of 2017, the increases was from the bike ride, definitely worth repeating this year and I am happy to organise and take the lead for the very large number of willing volunteers as I have before in conjunction with Sue and Cara.
- To reiterate, the difference in income levels between the two years is a grant issue.
- In terms of expenditure, electricity shows a reduction. This is due to the fact that we had to pay a one-off payment of circa £600 in 2017 to ExtraEnergy and does not reflect significant change in cost or usage.
- Equipment, provision of zip wire and new projector major items here.
- Maintenance, £4176 on the drive expenditure here. Nothing else falls outwith normal parameters.
- Cleaning costs have increased and this has had, and is having a continuing effect on the coffee morning. For both years, the hall has needed to advance the coffee morning £200 to facilitate cash flow. This was reimbursed in 2017 but this could not be achieved in 2018 due to the rising costs pressure. To resolve this problem, I suggest the hall undertakes the buying of cleaning sundries rather than Sue E who will then be able to operate without subsidy.

- Overall we spent roughly £1000 more in 2018 than in 2017, entirely in line with our stated aims and objectives as a committee.

On a separate issue, accounting for the pub feast after the fete was a logistical minefield. I strongly suggest that if a similar (very enjoyable) event should happen again, that the pub be asked to sell tickets direct and not through us.

I apologise for the fact that I am not present to answer questions but will be happy to do so on my return and will circulate the audited accounts as soon as they are available. I am most grateful to Karren Piper-Williams for taking over the role of treasurer and will be available to help and support her as much as required over the coming months.

JANE MITCHELL

Paul asked if the cost of the drive had come from the maintenance fund and Terry confirmed that it had. Terry felt that the account should just be called 'maintenance' and not 'improvements and maintenance'. It was confirmed that £3000 is put into the account each year as part of planning for the future. Sue asked if we should consider increasing this amount at the moment, Terry thought not.

Maintenance report

Floor sanding: Karren said that the floor in the committee room was particularly awful. After discussion it was decided to hold off the next floor sanding until later in the year but that then it must include the committee room. Sandra asked how many times it had been done since the hall was built, Terry advised 3-4 times.

Lighting repairs had now been carried out by Aaron

Central heating: As discussed at the last meeting, Terry had received two quotes for the 'flush' of the central heating; it was decided to choose Ashley Fulcher to carry out the work. This would include the power flush of the whole system. **ACTION TR**

There was also a discussion regarding water softener but it was decided not to progress with this at present.

Karren pointed out that one of the outside sills of the meeting room was rotten and Terry suggested asking the painter if he could repair rather than paying for a complete windowsill. Terry would obtain a quote, and Sue reminded the committee that three quotes were only necessary if and when work would cost more than £1000. **ACTION TR**

Kathy said that she would be organising 'village litter pick-up' as part of her role on the PC, and did we want to include a tidy up of the playing field at the same time? It was felt that this would also be an appropriate time to put down the slabs under the new picnic table and to put down the new bark on the playground.

Kathy said that she would organise the village email.

ACTION KC

Terry offered to organise the bark.

ACTION TR

Karren said that she could organise 'pickers' and high viz jackets. She also suggested refreshments for those involved, including maybe some soup. Sue said that the village lunch had some in the freezer that could be available.

ACTION KP

The chosen date for the litter pick was SATURDAY 18TH MAY.

Hall bookings

Cara reported that all was going well with bookings, and that we were, in her opinion, competitively priced; she did not think that an increase in the hire price was necessary.

Fund raising

- Cara had not been able to organise a curry evening as the chef had not been available. There may be a possibility of one in April. **ACTION CD**
- Easter walk: Kingfishers had announced an easter egg 'walk' on our proposed day of Easter Sunday; it was felt that this would detract from our numbers. The committee decided to move the village traditional breakfast and walk to the Saturday (**20 April**). Thoughts were for bacon/sausage baps and refreshments rather than a full English breakfast. Paul Baker volunteered to hide the eggs with Mary. Karren offered to lead the walk. Sue would put a village mail out. **ACTION ST/KP/PB**
- There would be one raffle prize of an Easter basket; Sue asked all to bring a contribution along.
- Fete: Sue said that we really should be organising the village meeting to organise volunteers etc for the fete. Michael offered to talk to Darryl to find out precisely what needed to be done, and organise a village meeting for April. **ACTION MC**
- Dunwich Dynamo: Cara said that she had spoken to the organisers regarding the 'stop' for the cyclists relocating to the village hall this year. The committee felt that this would be a safer and more manageable venue. It would also be easier to cater there. An organisational meeting was arranged for Wednesday 8 May.
- Quiz: Paul offered to organise yet again and would chose the date. **ACTION PB**

Charity commission document incl risk assessments

Terry told the committee that he had made some additions to the risk assessment and that Tim Randall had agreed them. The Charity Commission document needed to be finalised upon

Marys return, and the inclusion of the risk assessments. Terry and Claire agreed to form a sub-committee with Mary to complete this when Mary was able. **ACTION TR/MK/CB**

Card payment machine

Cara had made progress with the bank, but there was still some concern as to whether the machine would work at the village hall due to the poor signal. However, as Terry pointed out Superfast Broadband was now imminent and offered to contact BT. **ACTION TR**

AOB

- First Aid Courses:

Sue said that Ruths' friend holds courses at Otley College, so Sue will speak to Ruth to see if her friend is interested in holding an session in the village hall.**ACTION ST**

- Sue reported that the Business Rates reduction application had been submitted and she was awaiting a reply
- Tennis Club: Karren stressed that she did not want to 'take on' the organisation of the tennis club, as she would be very busy with her job and the role of treasurer. Kathy commented that the club had been left to drift and she would talk to Jane about forming a new committee to run it. **ACTION KC**
- Kitchen cleaning supplies: Sue informed the committee that the old practice of the coffee morning paying for the cleaning supplies and then being reimbursed was not correct. This also applied to the paying of the window cleaner. Cara said that she would talk to Sue Etheridge and work out how to order supplies to save Sue shopping for them, and how to organise payment of the window cleaner. **ACTION CD**
- Sue asked Kathy if the welcome packs for new villagers was going to be continued, Kathy would ask the PC if they wish to continue sponsoring this. Cara said that she did not think that wine and cake should be purchased for them anymore. Sandra Arnold offered to take over the production of the welcome booklet. **ACTION KC**
- Sue added that she would be taking over the monitoring of the wine cupboard.

DATE OF NEXT MEETING
TUESDAY 7TH MAY 7.30PM MEETING ROOM

BRANDESTON VILLAGE HALL

EVENTS 2019

Date	Event	Organiser	Status/ outcome
24 January	People with A Passion Talk – Brendan Baker	Darryl	✓
28 February	People with A Passion Talk – Paddy Fielder	Darryl	✓
March	Vernon’s Brandeston Curry Night	Darryl/Cara	✗
28 March	People with A Passion Talk – Liz Cobbold	Darryl	✓
20 April	Easter Walk and Egg Hunt	Sue	
28 April PM	Suffolk Ink Festival	Cara	
30 May	Eastern Angles	Mary Baker	✗

Summer	Walk and afternoon tea.	Pat/Sue	✗
15 June	Fete		✗
13 July	Dunwich Dynamo	Jane/Sue/Cara	✗
8 September	Village walk and Lunch	Karren	x
13 Oct	Horkey Lunch	Sue	✗
Nov	Quiz Night	Paul Baker	✗
14 December	Christmas Coach Trip – maybe Norwich	Pat	✗

- ✓ - Planned and under control
- ? – Some issues and not fully under control
- ✗ - No plan at this stage

BRANDESTON VILLAGE HALL

FUND RAISING UPDATE YEAR 2018 as at 18 March 2019

<u>Event</u>	<u>Amount raised</u>	<u>Accumulative Total</u>
Passion Talk 1	153.37	153.37
Passion Talk 2	240.00	393.37