

BRANDESTON VILLAGE HALL MANAGEMENT COMMITTEE MEETING

Minutes for meeting on Tues 18th Aug 2020

This meeting was called during lockdown due to the Covid-19 pandemic and was therefore held via the online platform ZOOM as we were unable to meet in person.

Present: Sue Thurlow, Terry Robinson, Cara Duffy, Sandra Roberts, Paul Baker, Kathy Churchill, Jane Mitchell, Mary Ketley, Karren Piper,

Apologies: Ruth Garratt and Michael Cousens

Agenda:

The minutes dated 30th July:

JM raised the query as to whether the committee had signed off the spend of up to £20K on the kitchen refurbishment as this was not in the minutes. To clarify, ST asked the committee if they agreed re this spend.

KP said she was not happy to release this large amount of funds in the current economic climate. She asked whether it would make more sense to split the project into two sections as had been discussed previously.

SR acknowledged that the committee did in theory agree to this spend but on reflection she would like to give it more thought. She felt that others might feel this was a large sum of money to be spending during the current circumstances.

MK said that she did not think that £20K was an unreasonable amount to spend on a comprehensive kitchen refurbishment. She felt that now is the right time to go ahead due to the hall still being closed and that we have already secured £10K grant from the government to put towards the overall cost.

ST pointed out that even if we send £20,000 on the kitchen refurbishment we will still have a balance of £27,925 in the bank and that our accounts are in a good shape. This is exactly the sort of project we should spending the money on.

TR raised three points: 1 – we did talk about splitting the job but agreed to do it all together as splitting might make it more expensive in the long run. 2 – the kitchen is currently unsafe. The extractor fan is not working, which is a potential fire risk, and the position of the cooker means users are in danger of burning themselves as they lean across the hatch. 3 – we have secured the £10K grant and had agreed to put this towards the cost, so the refurb would only cost up to £10K.

KC said that in theory she was happy to spend this much but only as long as it was justified and that we were all 100% happy with the quote which we were discussing later.

ST said that we should vote once we had heard from TR re the findings of the kitchen refurbishment sub-committee.

Kitchen Refurbishment:

TR confirmed that on the 13th Aug he had met with Clean Air to go through their quote and tweak it so that they could submit a revised quote.

This quote came in just prior to the committee meeting and everyone confirmed that they had seen it but not really had time to go through the details. TR explained that Clean Air were

able to manufacture their own stainless steel units, so the quote was now lower - £14920 + VAT = £17904.12 - excluding any electrical work (to be undertaken by Aaron Nobbs), roof work and final painting of walls etc.

TR confirmed that he and ST would visit a Clean Air kitchen in Braintree and that he had received a good reference. TR did not query their financial standing.

KP said that she had spoken to their director Ricky Kett about the liquidation -

'A director went from the fabrication side of the business, now liquidated, and outstanding Creditors were taken on which explains the increase in Creditors. He was not willing to share his latest accounts to November 2019 with me. I advised that these had not appeared on Companies House and that I needed to satisfy the committee before a possible order was made. I was not satisfied that we should agree the payment terms as laid out previously; 25% order, 25% start on site, a further 25% completion and then last 25% 30 days after completion. A company that is proud of their business should be transparent, I do not feel happy financially with CASI.'

ST said we all needed time to look at this new quote in more detail and to assess this new information.

JM agreed with this but raised the point that in the future any sub-committees that are set up should be clear about their expectations and boundaries.

ST asked, that even if Clean Air are not the right company for the job, that in principle the committee is happy with spending up to £20K on the kitchen – ie £10K from the grant and up to £10K from village hall funds.

It was voted on with 7 in favour of this proposal and 2 against (SR and KP)

Action - The sub-committee to get together to go through the quote and make a decision as whether it is worth progressing with Clean Air

Update – from ST – *'The sub-committee met this afternoon and following the concerns expressed at the meeting last evening have decided not to go with Clean Air Systems. Terry will be writing to them today, not setting out our real concerns, but just saying that we wish to go with the Howdens units and that their latest quote is well outside our agreed budget. We have also decided that we will contact the other 2 companies – Fishers and Ideal Catering – to asks them to re-quote on our latest design layout. It was also agreed to contact a local builder as had been suggested at the June meeting. Owen Wright of Wright & Wythe of Ipswich will be asked to submit their quote. Both Cara and Terry have experience of working with this builder.'*

TR also confirmed that he now had a quote of £1000 for a new water softener, including installation. He will include this in any future reports on quotes for the refurbishment.

Re-opening the Hall:

MK confirmed that the sub-committee had met and that all users of the hall had been sent a questionnaire to assess how they feel about us re-opening the hall and the procedures that need to be in place. They had also drawn up a Risk Assessment, based on guidance from Suffolk Acre, that outlines areas of risk and actions needed to mitigate these risks.

CD confirmed that they had only had 1 questionnaire returned so far so at this point were unable to make a decision and the hall should remain closed. There has been a query for a

new class and the play group have expressed an interest in re-starting but more work needs to be done before the hall can be re-opened.

JM said she was very impressed and thinks that this a big step forward.

Action – MK, MK and CD to get back to the committee once more questionnaires received.

Action – KC to advise the hall insurers that we would not be reopening to ensure our cover remains valid.

Update – Insurers have been advised and to comply we need to fulfil the following conditions:

(1) carry out internal and external inspections of the buildings at least every seven days and

a) maintain a weekly log of such inspections – Terry has now set this up

b) immediately repair, or arrange to repair, any defects found i) in the buildings, including removal of graffiti, ii) in any existing security or alarm or fire protection installations.

(2) remove all waste either within or outside the buildings, from the Premises.

(3) securely lock all external doors, close and secure all windows.

Tennis court:

JM confirmed that the sign is now up.

Action – ST to liaise with Cambridge Courts re them coming in September to do the spot repairs where the surface has broken leaving small holes and to do the fence tensioning.

Quoted £100 for this.

AOB:

ST has now put a village email out asking if anyone would be interested in keeping the garden weeded.

ST confirmed that the left over wine is all sold but we also have 50 cans of Adnams so she will also sell this. The fruit juices will be donated to a food bank.

KC advised she has spoken with Martin Chapman and he would be happy to loan the hall one of his paintings. She will progress this.

DATE OF NEXT MEETING – TBA