

BRANDESTON VILLAGE HALL MANAGEMENT COMMITTEE MEETING

Minutes for meeting on Monday 18th November

Present: Mary Ketley, Michael Cousens, Kathy Churchill, Andrea Bays, Cara Duffy, Terry Robinson (TR), Tim Randell (TimR), Ruth Garratt and Connie Grimwood

Apologies: Marian Randell, Sue Fisher and Jan Baldwin

The minutes dated 23rd Sept

All signed off as accurate.

Chair's Welcome:

Mary welcomed the committee to the meeting, the last of 2024.

Matters arising from the last minutes:

Curtains:

All agreed that the large curtains need to be taken down and either repaired or replaced, depending on their state. We also need to check the others and replace any missing hooks.

Action: AB/MK to take down the curtains and ask Bidy to take a look to see if repairable.

Action: TR to check the others and sort out any missing hooks.

Defibrillator Training:

RG has spoken to Cathy (the trainer) re coming back to do an evening session. Provisionally set the date for Thursday 9th or 16th Jan depending on her availability.

Action: RG to check dates and advise so that this can be booked and an email sent round.

Post Box

MC confirmed that a new post box has been put up by the doors.

Tree by the playground

Mc has booked Malcolm to come on Wednesday and he has agreed with Jeff re which branches need to be chopped.

Financial Report:

AB reported as follows:

Community Balance on 18/11/24: £20,839.68

Community Maintenance Balance on 18/11/14: £6,782.26

Approx £13k needs to go back to the Maintenance account to cover the payment for the solar panels.

We are still holding £172 for The Chapel which needs to be moved across to them once the new bank account has been set up.

The Horkey made £123.15 profit from the bar, and AB advised that she needs to ask Mary Baker re the ticket money as unsure if any profits from these are meant for the hall or the church. This was an issue last year as well as there was a profit of £300 that she has accounted for.

Action: MK to ask Mary Baker re this.

Income:

Hire of the Hall: £715

Pop up pub: proceeds from Sept £535 and Oct £460

Seasonal expenses:

Garden waste: £52.50

Hedge trimming: £280

Electricity Usage:

22nd Sept – 20th Oct: Units 209 - £144.32

Compared to Unit 373 units - £239 for the same period last year in 2023.

Grants:

MK confirmed that the PCC and the 100+ Club will give £1500 each towards the costs of the bark for the playground - £3000 in total, which is great news.

MK has applied to the Mid Suffolk Capital Grants for a further £3000.

TR advised that a lorry load will cost approx. £5-6K so we will need all of these funds.

TimR that the ROSPA inspection went well but they have advised that we do need a top=up of bark, especially underneath the equipment. He also said that other types of material – rubber, plastic etc are more expensive so we will stay with the bark.

Maintenance Report:

Report copied below from TR:

1. Large Curtains

On closer inspection I believe these can be professionally repaired. This would entail taking down the curtains, replacing the Rufflette tapes, then putting them up again. Such a course of action would allow for re-use of the curtain rail (including the opening and closing mechanism) which was replaced by Barretts at some expense fairly recently. Can anyone suggest a repairer?

Action: see item above

2. Roller Shutters

The larger shutter has been repaired and now closes completely, providing the necessary fire resistance; and both shutters have been checked. The repairers, Essex Industrial Doors, have noted that some washers may need replacement and have quoted £165 (including VAT) for this work.

All agreed no need to proceed with the washers but TR to keep any eye on them.

3. New Barbecue

If we retain the shower in the disabled toilet (requiring a weekly test of the water supply) the barbecue will need to be relocated. Ideally it should be stored indoors away from damp and condensation.

All agreed we need to keep the shower and CD confirmed that David (the cleaner) will run the shower every week.

MK advised that a cover for the BBQ is £160 which can be used in the summer when the BBQ can be kept on site but outside, chained to the railings.

For the winter it was agreed to store the BBQ in the lock up.

Action: KC to arrange collection of the BBQ and put it into storage. She will also deliver the

bike rack at the same time.

Also agreed that the trolley used at the pop-up cannot be stored in the disabled toilet. CG suggested we purchase a small shipping container which can be used for storage.

Action: CG to ask James for prices of containers.

CG also asked about the baby changer as this won't stay up.

Action: TR to take a look and advise the committee via email.

4. Car Park

Wayne Cook of Paragon Services is booked to repair the drive, at an inclusive price of £1,500 including surfacing of the broken slabs outside the main door.

5. Electrical Works

We await dates from Aaron Nobbs Electrical for the installation of an extractor fan in the kitchen and an external power socket on the patio, also the replacement of some emergency lights with defective batteries which cannot be replaced. The PIR detector by the main entry gates is now working but not the detector by the key box.

Action: MK to chase Aaron for a date.

6. Refrigeration

The fridge in the kitchen is now working satisfactorily, with no water accumulating inside, and does not require immediate replacement. The two freezers in the meeting room are also working satisfactorily.

7. Storage Trailer Doors

These have now been replaced by solid wood doors, at a price of £134 including delivery. Thanks to David Russell for help with the replacement work.

8. Cigarette Stubber Boxes

Both boxes have now been removed and disposed of.

KC asked why these had been removed. If people using the hall do smoke, then having a proper box is better than risking the possibility of stubs being thrown on the ground. Tim R looked up examples and they cost £23 so all agreed to purchase one.

Action: TR to buy a new box and put it up.

9. Central Heating

The boiler is booked in for a service and the other components of the heating system should also be checked.

10. Electricity Supply

It has been decided to switch from EDF to British Gas, effective from 1 December 2024 when the present EDF contract expires.

MC confirmed that we are now all set up with British Gas and that our Import tariff is 22p which is excellent. He is awaiting the contract for the Export tariff which should be issued soon as we have sorted the problem re not having a postcode due to not having a mailbox – see earlier item. MC believes the tariff will be approx. 15p.

With the expiry also of the 37month period when an advantageous Scottish Power contract would have been in force (1 October 2021 to 31 October 2024) it has now been possible to calculate precisely our losses resulting from the failure of the energy broker Utility Aid to implement this contract.

MC reported that our electricity charges for the 37month were £5656, but if we had been on the Scottish power contract, it would have only been £3056 – meaning we were £2600 worse off. However, we have already been paid £2442 by Utility Aid and so it was agreed that MK will now write to them to say that we are happy to accept this as full and final payment.

Action: MK to contact Utility Aid.

Storage:

MK had checked with TimR re the heating trollies, and he confirmed that it is OK from a H&S point of view to leave them in the corridor but they must not be used out there. Agreed to leave them where they are.

Health & Safety Report:

TimR advised that all in order, but he cannot find the Accident book. We do need to have one in the hall so he will purchase a new one. He has put a note on the cooker.

Action: TimR to buy a new accident book.

Playground and Maintenance:

It was agreed that the playing field should be cut on a regular basis.

Action: MK to talk to Paul Baker re the College cutting it on a regular basis.

Solar Panels:

MC reported that all going well and working smoothly.

As a point of interest MC noted that in the summer, 75% of the electricity used came from energy generated by the solar panels, and this dropped to 33% in the winter.

Village Questions:

We has a query from parishioner regarding the profitability of the pop-up pub as we have always reported any earnings from this profit. This is not technically correct as it does not take into account any costs incurred. All agreed that for the sake of accountability, AB will now amend the financial report to show the pop-up pub ‘proceeds’ rather than ‘profit’ to ensure there can be no confusion.

Hall Bookings:

CD advised all running well.

Village Hall website:

Still in progress. KC advised that she has spoken to CD but they still need to meet to go through the online booking system as this functionality of the website needs to run smoothly.

Action: KC to meet with CD.

Calendar of Events:

Bulb Planting: 24th Nov at 10am

MK/KC advised that this has been booked in. MK has the bulbs, and KC will arrange the litter pick equipment.

Action: MK to send out a village email with details.

Prosecco & Pudding: 30th Nov

CG advised that she has sold 30 tickets so far. Best price for prosecco is Lidl at £7.99 a bottle so she will purchase this. MC will run the bar. Puddings, including gluten free options have been promised by villagers so all in hand.

Ideas: Burns Night, Quiz

AOB:

AB thanked JB for weeding the terrace and taking on this responsibility and for decorating the hall so beautifully for the horkey.

CG asked MC if everything is OK with the defibrillator. He confirmed that he checks it every month and all fine. He also advised that you can replace the batteries and pads via Amazon.

MC advised that the dishwasher is now working properly as it has been cleaned and serviced.

KC asked if we still wanted to ask Martin Chapman re having one of his paintings up in the hall as he had previously offered the hall the loan of one. All agreed it would be lovely.

Action: KC to ask Martin.

MK advised that she had received an email from Darryl re some fund-raising ideas including a quiz and bangers and mash night to be added to our list. We also need to order the Christmas tree for the green.

Action: TR to contact Walnes re a tree.

CD asked about a date for the fete as be good to have this booked so we don't clash with other villages. We also need to avoid the last day of term at the College. Possible dates suggested – 14/15 June or 20th Sept.

Action: KC to add to the agenda for next meeting but the date will be decided by the fete sub-committee.

DATE OF NEXT MEETING – Monday 20th January 7.30pm