

BRANDESTON VILLAGE HALL MANAGEMENT COMMITTEE MEETING

Minutes for meeting on 19th July 2017

Present: Sue Thurlow, Jane Mitchell, Claire Burgess, Cara Duffy, Kathy Churchill, Les Cullen, Terry Robinson, Sally Western, Sally Baker

Apologies: Jan Baldwin

Minutes of last meeting – 16th May 2017

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

Treasurer's Report

Report to cover 22 March 2017 — 30 June 2017:

- The bank account has been reconciled at 30 June, with a balance carried forward of £16071.94. The 'Improvements and Maintenance' account balance is 25817.61 and the tennis account £3548.25.
- Scottish Widows account is now closed and the balance of £23178.54 has been transferred to the improvements and maintenance account.
- Notable expenditure for the period: £462.60 to Eastern Fire Ltd for inspection of the fire/emergency lighting system and subsequent necessary repairs; £275 to APC Building for driveway repairs and £2114.82 to AON for insurance renewal (an increase of 2.25% over 2016). The old cups and saucers are still awaiting sale and at best could raise £100 — my personal opinion is that we now effectively write these off as an asset and donate them to someone of our choice, I welcome the committee's opinion.
- Notable income include the fundraising efforts from Passion Talk 3 (£139.57), Passion Talk 4 (£155.87), and the Easter Walk (£353.24), and Eastern Angles performance (£301.51) and of course the fete (£2696.21 —£100 tbc) a magnificent result detailed in Darryl's report. In addition donations of £100 was received from the Whist Club and the coffee morning has donated £200 of its takings for the year so far.
- As stated earlier the tennis court account stands at £3548.25 at period end. Funds were added to by the silent auction which raised £490. Further to more investigation, it has been decided not to invest in the weed barrier at this stage, but to instigate a more aggressive programme of chemical weed control. The situation will be reviewed at the end of the year.

Other points of interest:

- ❖ Fundraising— in terms of money in the bank, at this point we are £175 up on last year. The reason that this figure is different from that in Darryl's report is because we are counting different things — my figures include overall contributions such as events, donations, grants etc. The fact that the contribution from events is about £1075 better than last year is very good news.
- ❖ It is not necessarily helpful to make too many comparisons with last year at this stage as it is only the year on year comparison that will be significant, however income is £1800 up and expenditure £400 down, so signs are good.
- ❖ Electricity — we are now committed to EDF until October 2018 as it transpires that the broker who negotiated the contract with EDF for us have the ability to renew the contract without reference to us. This is very irritating but evidently one of the pitfalls of the current system. I will ensure that notice is given to the broker to ensure this does not happen next year. ❖ In terms of ExtraEnergy, I received a demand for £682.24 by letter on 22 June. There was no reference to meter readings or any breakdown of costs, which I rang and requested before any payment was made. They tried to take the money by Direct Debit on 30 May, but our bank refused. They promised me a written breakdown of the bill but to date I have received nothing. I suspect that we will have to make payment at some stage.
- ❖ We now have internet banking established which should assist myself and Cara in responding promptly to any issues that occur. Paul Baker and Frank Eyles have been removed as signatories on our account and Claire Burgess and Cara added, although this will take 30 days to conclude, as all parties have to be contacted by the bank and agree to the changes.

Jane Mitchell, Treasurer. 19 July 2017

Other points raised as a result of this report:

Jane had received a bequest to the village hall from the estate of Eileen Potter, a former resident of the village, in the form of a cheque to the value of £118.00. Sue will write a letter of thanks for the bequest.

It was agreed that the old china would now be donated to the hospice, and Cara will give to them, along with the old trollies. **ACTION CD**

Jane advised that Brian Smurdon is unable to continue with weed control on the playing field and she felt that the cost of regular treatments should be paid for from hall funds. Jane will find out the cost of this, Terry said it should include the playground area. **ACTION JM**

Sue was concerned that the Fundraising section on the Treasurers report did not reflect the huge success of the fete and wanted it to be noted how pleased she was with the event and funds raised.

Concerns were expressed about the outstanding amount owed to Extra Energy; Jane has been in touch with them asking for a detailed breakdown of the amount owed. Sally Baker suggested setting a time limit of six weeks and then paying as we would not want this bill to be passed to a debt collector. Jane will write to them and state an intention to pay but will still request a detailed statement.

ACTION JM

Kathy Churchill asked whether the war memorial in the churchyard would come under the Village Hall insurance policy, it was agreed that our policy only covers the hall. Kathy reported that the Parish Council had discussed repair of the war memorial and the possible purchase on behalf of the village as it does not belong to the Church. Sue pointed out that it was not under the responsibility of the Village Hall Committee and that we were not allowed to make a donation to another trust. Kathy said that the Church will apply for grants. The general opinion was that whilst as villagers all would naturally support any fund raising venture to preserve the war memorial, it was not the responsibility of the hall committee to organise such an event.

Village events/Fundraising

Sue wished to thank Darryl and the pub again for the tremendous effort and organisation of the village fete in June. It had been a great success.

A card was also signed for Sue Scott to thank her for allowing the use of her facilities and farm entrance for the Dynamo.

Garden Part Rose Farm Cottage

Desserts and salads were offered from various committee members and a team was organised for the erecting of tents/marquees.

Harvest Horkey 14 October

Jane said needed volunteer(s) to provide entertainment for this event; small sketch or similar.

Horse Racing Evening 28 October

Sally Baker said that her and Jan were considering an Ascot theme.

ACTION SB/JB

Bonfire Party 4 November

Jane reported that Eileen had agreed to have this event held at her farm. Tickets would be sold for this event but it would be a social NOT a fundraising event, with the sale of tickets covering a short firework display at the end. Food would be provided.

ACTION JM

Autumn Dance 25 November

Kathy Churchill agreed to look at organising this event.

ACTION KC

Open Gaerdens 2018

Sally Baker reported that the open garden event would be held on the 9th and 10th June next year, and that she had already had some volunteers.

Maintenance

Terry reported that the high level clean needed to be moved to another date in order to have the necessary equipment available. Will need to recruit extra volunteers when the date has been agreed.

ACTION TR & CD

Jane reported that the grass cutting on the playing field, organised by Paul Baker, had been done twice and appeared to be getting back into sync.

Report from Playground Sub-Committee

Terry referred to documents recently emailed to committee members regarding quotations and details from two suppliers for the new swings, these were Action Play and Playdale.

Discussion followed and Action Play was favoured mainly because of their swift response, being a local company and the provision of an extra swing in the quote. The Action Play plan had also allowed some extra space in the area.

Terry said cost would therefore be £5538.00 plus VAT and the extra cost of removing posts and existing swings. The Committee agreed to accept the quotation from Action Play, and Terry advised that because of this swift acceptance the new swings would, hopefully, be installed in mid-September.

Sue suggested that Terry approach Dean to see if he would consider sponsoring the playground and a plaque could be installed to that effect.

ACTION TR

At this point it was noted that the PC had recently advised us of the amount due to village hall funds from the 100+ club. This is expected to be £1656.35. This amount could therefore be added to the two grants that Sue had managed to secure.

Additional Storage

Terry reported that it had become apparent that planning permission would probably be required if the additional storage was to be built onto the side of the hall facing the road, ie where the bench and bike storage is. Jane felt that we should not automatically disregard this idea, or any, just because of needing planning permission. The second option, Terry felt, was to consider erecting a 'summerhouse' style shed outside at the end of the patio on the right hand side (if facing back field). This would need an electricity supply and possibly some heating. It was agreed that Terry would contact Joe Blackmore at Suffolk Coastal to discuss these two options and report back to the Committee.

ACTION TR

The need to tidy and sort existing storage was discussed; it was felt that the large number of boxes in the boiler cupboard that belong to the Parish Council should be re-housed and that Mary Mitson-Woods would be approached re this.

Kitchen Equipment Update

The need for a new oven, at some point in the future, was discussed again as Terry had sourced a Smeg oven in John Lewis as a possible replacement; it would cost £1400 and provide the same number of rings as the one currently in situ. Jane felt that we should look at sourcing a commercial use oven possibly with a gas hob, to be run from a Calor gas bottle outside. The Committee also talked about the possibility of a second oven next to the door into the hallway but it was felt that this was not a safe option.

The provision of a commercial oven will be put on the next meetings' agenda, and Jane will investigate and report.

ACTION JM

Other Actions 4th quarter

- The first aid box supplies need to be checked and the accident book need to be located.

ACTION CB

- Audit of pans

ACTION JM/CB

It was agreed that the PAT testing had been done and that boiler was due to be serviced in August/September.

AOB

Cara suggested that we do not allow the new dining tables and chairs to ever be used for events away from the hall, this was agreed and Cara will inform Darryl.

ACTION CD

Sue advised all that the newspaper article about Peter Arbon had been framed and it was decided to put this up in the hall; it was felt that there could be some more old photos or pieces about other long term residents and that these could be framed and all put together, possibly in the foyer. Sally Weston will research this.

ACTION SW

Kathy Churchill suggested that another row of named plaques could be planned inside the hall and sold in order to raise more funds for the hall, especially as the village have some new residents. It was agreed that this would be placed on the next agenda.

Date of Next Meeting

The next meeting will be held on Wednesday 20th September 2017 at the village hall.

BRANDESTON VILLAGE HALL

EVENTS 2017

Date	Event	Event Code	Organiser	Status
23 February	People with A Passion – Core! What a Scorchers!		Darryl	✓
18 March	Curry night		Cara	✓
23 March	People with A Passion Talk – Mahler’s Resurrection		Darryl	✓
15 April	Easter Walk/Egg Hunt/Breakfast	2017/01	Sue/Jane	✓
24 April	People with A Passion Talk – Children’s First Aid		Darryl	✓
29 April	Eastern Angles	2017/03	Mary Baker	✓
17 June	Fete	2017/05	Darryl/Paul Baker	✓
8 July	Dulwich to Dunwich Dynamo – Cyclist Feeding Station		Sue/ Jane	✓
23 July	Garden Party – Rose Farm Cottage	2017/07	Mary M-W	✓
August	Walk treasure hunt and possible opening of new swings.			✗
16 Sept	Quiz	2017/09	Mary; Paul	✓
October	People with A Passion Talk		Darryl	✗
1 October	Applefest	2017/11	Sue	✓
14 October	Harvest Horkey	2017/13	Cara/Jane/Sue	✓
28 October	Video Horse Racing	2017/17	Jan / Sally B	
4 Nov	Bonfire Party		Sue/Jane	✓
November	People With A Passion Talk		Darryl	✗
25 Nov	Autumn Dance	2017/15		✓
December	Switching on of Christmas lights and BBQ	2017/20	Terry/Darryl +	
December	People with A Passion Talk - but depends on how many other events are on		Darryl	✗

December	Shopping Trip - To be decided	2017/19	Pat	✗
9 and 10 June 2018	Brandeston's Hidden Gardens		Sally Baker with Mary B, Jan, Ruth	✓

BRANDESTON VILLAGE HALL
FUND RAISING UPDATE YEAR 2017 @ JULY

<u>Event</u>	<u>Amount raised</u>	<u>Accumulative Total</u>
Wassailing Night	£175	
Spring Passion Talks	£570 (all)	£ 745
Curry Night	£689	£1434
Easter Egg Hunt	£367	£1801
Eastern Angles	£310	£2111
Fete	£2686	£4797
Dunwich Dynamo	£641	£5438

