

BRANDESTON VILLAGE HALL MANAGEMENT COMMITTEE MEETING

Minutes for meeting on Monday 19th November 2018

Present: Sue Thurlow, Cara Duffy, Terry Robinson, Kathy Churchill, Michael Cousens, Ruth Garrett, Mary Ketley

Apologies: Jane Mitchell, Claire Burgess, Jan Baldwin, Les Cullen

Sue reported that Les was unwell and currently in Norwich Hospital as a result of suffering a heart attack; she had received a letter of resignation by email from him. All present fully understood his reasons for the resignation and wished him well for a speedy recovery.

Minutes of last meeting – 17th September 2018

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

Treasurers Report – supplied by Jane in her absence

Report to cover second/third quarters of 2018:

- The bank account has been reconciled at 30 September. For some reason I cannot reconcile for 31 October there being a difference of £0.90 – I will investigate this further. There is a balance in the current account of £18073.08, and in the Improvements and Maintenance account £23042.67, giving us cash assets of £41115.75. The tennis account retains £3389.25.
- The only notable items of expenditure are: Eastern Fire £506.96, Aon Insurance £2007.44, residual cost to us of zip wire £4980 and East Sfk Pest Control £350.
- Notable items of income include £200 from whist club, £307 from table tennis and of course the income from fundraising which will be detailed in Darryl's report.

Other points of interest:

- ❖ Forthcoming expenditure of resurfacing drive, invoice not yet received.
- ❖ I feel we could charge more than £12 for a bottle of wine at events. The cost per bottle to us is £6 but this is discounted by Adnams. A nominal increase to £13 could be considered as it is rare to be able to buy wine for less than this elsewhere.
- ❖ Was the work on the globe lights approved following the last meeting? I have not received any invoice in respect of this.
- ❖ Extraordinary payments were made to Tim Randall and Aaron Nobbs in line with committee agreement.
- ❖ The committee for the tennis court has rather disintegrated for a variety of personal reasons and needs to be reinvigorated. I would welcome any suggestions as to interested parties.

Before the year end I will circulate projected financial outcomes to the hall committee.

Jane Mitchell

Treasurer

The members present discussed an increase to the price of wine sold at fundraising events but felt that it should remain the same for the present i.e to be sold at £12 per bottle.

Sue reported that Karren Piper was happy to take over the role of Treasurer from Jane in the new year and it was agreed she should take over this role from 1st January 2019.

Maintenance Report

Terry confirmed that the new driveway had been completed and that an invoice would be presented shortly, all members were very impressed with the look of the new drive.

Aaron had not yet started the approved work on the globe lights in the hall, but this would be carried out before Christmas.

Rospa Report

The Rospa inspection had gone well, a couple of items had been pointed out; Terry will fix the leg of the bench and extra bark would be needed in the swings area. This would be ordered in the spring.

The wording was agreed for the zip wire sign which would be A4 size.

Les had obtained a new picnic table to go near the zip wire and Terry would organise slabs to go underneath. Mary volunteered her husband David if help were needed. **ALL ACTION TERRY**

Hall bookings Report

Hall cleaning; Cara reported that obviously with Karren taking up the role of BVH Treasurer and a new job she was now unable to continue to carry out the cleaning. Apparently Karren's daughter Sophie was interested in the position, she had assisted Karren on several occasions in the past. In principle the committee thought that she should be given the chance, but that she should be aware of a couple of issues as she is only 16 years old. These were:

1. Proper briefing in the use of any chemicals needed in her cleaning duties.
2. The committee were not concerned about her being in the hall on her own but thought that Karren should be asked whether notification was necessary if there were an event or class going on in the main hall where non village people were likely to be present.
3. There should be a job description discussed with her and a review after three months.

Cara said that she would talk to Karren about item 2 above and would brief Sophie directly.

ACTION CD

Cara also reported that a massive deep clean had taken place especially in the kitchen. The kitchen had been thoroughly cleaned, any opened packets had been disposed of and all foodstuffs had been put in airtight plastic boxes. An annual deep clean is done by a professional cleaning company, but Cara will organise a bi-annual clean of all the kitchen including the oven/hob together with the toilets. So far she has received two quotes at £1200 & £1575 respectively, she will obtain a third. **ACTION CD**

There were also a couple of other maintenance issues including the boiler being due for a service.

ACTION TR

Sue suggested that we make a decision on the cleaning quotes by email so that the work can be carried out by Christmas.

Fundraising Report

The amounts raised for the Horkey and the quiz were added to the yearly total (see table attached).

The issue of obtaining a card machine still needs to be resolved. Cara will speak to the bank, it was pointed out that there must be sufficient mobile coverage for the device to work.

Charity Commission Document

The fair copy draft will be available for approval at the next meeting on Monday 21st January.

| <u>Event</u> | <u>Amount raised</u> | <u>Accumulative Total</u> |
|----------------------|-----------------------------|----------------------------------|
| 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 |
| Harvest Horkey | 300.57 | 7156.72 |
| Village Quiz | 514.94 | <u>£ 7671.66</u> |

Village Defibrillator

A letter had been received from the Parish Council in response to the question of installing a defibrillator at the hall. Whilst the PC are not against the idea, it was felt that it was very expensive. Sue wondered how many times had the Wickham Market one been used ? Terry proposed a vote of thanks to the PC for investigating the costs etc.

It was then suggested that perhaps the village hall could host a first aid course, Michael said that he would find out the details and costs.

ACTION MC

AOB

Sue reported that Alison & Colin Molyneux have a large map of when the Austin Estate was sold, and were happy to give to the village hall to display; Sue said she would collect and arrange for it to be put up.

ACTION ST&TR

Cara suggested that the noticeboard should be tidied and that notices should be laminated, and perhaps a larger board was needed?

ACTION CD&TR

Sue said that Richard had been looking into the cost of repairing the marquee, she will chase him.

ACTION ST

Bouncy castle insurance; Claire had been looking into this but was absent so could not report. Bring forward for the next meeting.

ACTION CB

Extra wall plaques; it was agreed that we should not sell any more of these at present as they were originally to raise monies for the building of the hall.

The WW1 weekend of commemoration had cost £165, the Church had paid £40 towards this with the Village Hall paying for the rest.

The bank would need new details from Karren when she becomes the treasurer.

Concern was raised about the lack of volunteers on the tennis court committee, Ruth suggested a club evening. Kathy suggested that Jane may want to organise this when she gets back for the spring, Kathy and Ruth offered their assistance.

DATE OF NEXT MEETING MONDAY 21ST JANUARY 2019

7.30PM MEETING ROOM