

BRANDESTON VILLAGE HALL MANAGEMENT COMMITTEE MEETING

Minutes for meeting on Mon 19th Oct 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, Paul Baker, Kathy Churchill, Jane Mitchell, Mary Ketley, Karren Piper, Michael Cousens

Apologies: Ruth Garratt

Not Present: Sandra Roberts

Agenda:

The minutes dated 18th Aug:

Signed off as a true record with no changes.

Financial Report:

KP reported that to date we have a total of £46,489.35 across all three accounts:

Maintenance Account £17,534.69

Tennis £3109.31

Village Hall Account £25,845.35

There are just a few outstanding payments to come out but otherwise they are up to date.

KP advised the committee that she is looking at ways of reducing the utility bills for the hall, such as electricity, waste and water, and is also sorting the phone charges.

ST confirmed that the hall is still zero rated and will continue to have discretionary rate relief until 31st March 2022.

Kitchen Refurbishment:

Before the meeting TR had sent the committee a full report from the Kitchen sub-committee regarding the current position of the kitchen refurbishment project – see attached.

Based on their finding TR proposed the following:

1. To proceed with their preferred company, Ideal Catering Solutions, who have quoted £14007 incl VAT subject to various checks.
2. To agree a payment plan with Ideal Catering Solutions because they have requested payment in advance of £6000
3. To appoint local contractors to do the other work required for the kitchen refurbishment.

Ashley Foulger – plumber to fit the water softener that will supply all taps bar one in the kitchen that will be used for drinking water.

Aaron Nobbs – electrician to disconnect and reconnect the cooker, reposition the sockets and fit the LED lighting.

Simon Collins – roof tiler to cut the hole in the roof for the extractor fan.

Based on their estimated quotes TR believes that the total cost for all the work they are required to do will not exceed £5000.

This means that in total the kitchen refurbishment will be just under £20,000 – the maximum amount agreed previously by the committee to spend on the project.

CD reported that she had spoken to two companies that have used Ideal Catering Solutions for large commercial projects – SE Barnes and Costa Coffee. They were both satisfied with the standard to work carried out, the quick resolutions of any problems and their reliability. ST confirmed to the committee that as well as the £10,000 gov grant that has been put aside for the project, we also have £2500 from the 100+ account that we can use so that we can claim back any VAT.

KP asked if the cost of redecorating the kitchen after the installation had been included and what the lead time was.

ST said this was not included but would be minimal so only a small cost and TR confirmed that Ideal Catering Solutions can start in November and have estimated it would take 3-4 weeks.

KP suggested Sophie can help with clearing out the cupboards etc next week as it is half term. CD/ST may liaise with Sophie but have agreed to have a good sort out before the work starts.

KC asked whether, with the new layout, the space between the cooker and the fridge door was sufficient.

JM confirmed that this had been considered and there are no concerns.

ST asked the committee to vote on whether they were now happy for the sub-committee to appoint Ideal Catering Solutions and to proceed with the refurbishment.

The vote was 9 in favour via Zoom and 1 in favour via phone to ST – so 10 in favour.

Action - The sub-committee to appoint Ideal Catering Solutions and report back with exact timeframe and payment schedule.

Update – KP has since investigated the financial status of Ideal Catering Solutions- please see attached.

Re-opening the Hall:

MK sent the minutes from the meeting of the Reopening sub-committee (13th Oct) to the hall committee. In this report it was stated that after consulting the updated Covid guidelines from ACRE they were in agreement that at this time, apart from the new Track and Trace procedure, nothing had really changed and therefore recommended that the hall remain closed.

JM informed the committee that she had been approached by several villagers recently asking why the hall is still shut as other halls locally have reopened. She feels we are ‘bucking the trend; and in response to these queries has contacted a number of neighbouring village halls/community centres to establish their experience. Her findings are as follows:

Wickham Market: OPEN since 1 September

Hasketon: OPEN

Easton: OPEN

Martlesham: OPEN

Bredfield: OPEN (They regard themselves as not totally shutting at as they established themselves as a supermarket delivery point and onward delivery/collection to villagers)

Otley: OPEN

Snape: OPEN

Campsea Ashe; OPEN

Kingfishers Cretingham: OPEN

Dennington: OPEN

Kettleburgh: CLOSED

Westleton: OPEN

Martlesham: OPEN

Waldringfield: OPEN

Hacheston: OPEN (comment: we are very much open!)

Grundisburgh: CLOSED

Framsden: CLOSED (under review as strong feeling by some that should be open)

Bealings: OPEN (every morning and close to covering costs but not there yet)

CD confirmed that she has been on contact with other halls and that no kitchens are open yet and that only one user is interested in possibly returning.

JM strongly believes that we should reopen the hall and that it is possible to function within the current guidelines. We can have the QR code for Track and Trace and can allow classes to resume with a max of 6.

MK thanked Jane for her findings and is very happy to meet with her and the sub-committee to discuss her findings in more detail.

Action – JM to send the committee a summary of her research and MK, MC and CD to investigate the points raised and report back to the committee.

Tennis court:

ST confirmed that the repairs to the fence and the court surface have now been carried out by Cambridge Courts.

Zip Wire:

The zipwire remains closed but TR confirmed that Action Play are due to come and do the repairs to the tension on Weds 21st Oct.

Tree Planting:

The Woodland Trust run a scheme every year where free trees are provided for schools and communities so we need to decide whether we would like to apply.

PB confirmed that this was raised at the Parish Council meeting and there were concerns over where to plant them, on-going maintenance, and whether they might hinder hedge cutting and ditch clearing around the field.

KP wondered if we could find any other sites around the village to plant the trees.

ST agreed to send out an email to the committee for further comments so we can discuss this in more detail at the next meeting.

Hall Garden:

We are delighted that Brian Smerdon has kindly agreed to take over the tending of the hall patio garden.

AOB:

None

DATE OF NEXT MEETING – TBA