

BRANDESTON VILLAGE HALL MANAGEMENT COMMITTEE MEETING

Minutes for meeting on Monday 1st November 2021.

Present: Sue Thurlow, Terry Robinson, Paul Baker, Kathy Churchill, Mary Ketley, Michael Cousens, Ruth Garratt, Cara Duffy, Karren Piper, Sandra Roberts and Jan Baldwin

Apologies: Katie Tassell

Welcome:

ST welcomed everyone to the meeting and officially welcomed Katie (in her absence) to the committee

The minutes dated 9th August:

All signed off as accurate.

Financial Report:

The accounts stand as follows:

Maintenance Account £11,275.08

Village Hall Account £14,783.27

Tennis £3109.31

KP confirmed that she has received the recent statement and that we are only being charged the 1.6% fee and that the recent transactions are all correct.

TR advised that there is still an outstanding bill from the plumber Ashley to come in for work on the kitchen and the instalment of the water softener. He thinks this will be approx. £2000.

ST confirmed that she has applied for rate relief for 2022/23.

Maintenance Report:

Prior to the meeting, TR sent the committee details of the most recent ROSPA report which was carried out in September. He advised that this report was more thorough than previous reports and that due to the age of the equipment – in some cases over 20 years – there is more work to be carried out than normal.

1 Exposed timber below junior and infant swings: TR confirmed that this has now been fixed.

2 Bark chippings: TR confirmed that in his opinion we need at least a lorry load to top up the existing bark and to make the areas beneath the swings safe. He wants to get a quote for installing plastic matting under the swings as this may be more cost effective and will last longer. In the past a load of bark has cost £800.

3 Flaps between towers and chain bridge: This is showing signs of age and TR thinks we may need to get professional advice on this.

In the last 5 years the Village Hall Committee has spent over £15,000 on the playground so far, and with more expense to come she and TR met with Rachel Summers (Chair of the Parish Council) to discuss how the playground should be funded. Rachel is to take this up with the Parish Council at their next meeting to see if they can cover some of the costs moving forward. ST also spoke to Lydia Freeman (District Councillor for Framlingham Ward) re the possibility of obtaining a grant for replacement of the bark.

JB asked if, instead of plastic matting, we could source a more environmentally friendly option.

KP advised that the old Children's Committee, who raised the initial funds for the playground, still has some money in the bank account that was set up.

ST said she will send an email round asking for volunteers to set up a new committee.

ACTION: ST to report back on any decisions made by the Parish Council or Lydia re funding for the playground. She will also send a village email asking any young families to step forward and be part of the new Children's Committee.

ACTION: KP to check the balance of the Children's Committee bank account.

ACTION: TR to check eco-friendly options for playground matting and get advice from the installers of the Zipwire as to what they recommend.

TR confirmed that we have now swapped to Scottish Power (from 1st October) for our electricity as Octopus do not deal with businesses, only private homes. We are on a fixed rate contract for 3 years at 17.9p per KWH and 27.8p standing charge.

TR advised that the problems with the central heating and the broken pump are nearly sorted as Ashley is to replace it later this week.

TR advised that the Brick BBQ need rebuilding. MC offered to do this as he is a competent bricklayer and would be happy to help.

ACTION: MC to rebuild the BBQ

The water bill has increased but TR is waiting for the October bill from WAVE to come in before he can query this.

ACTION: KP to let TR know when the bill arrives.

TR said that the new audio-visual equipment is working well but is complicated so he is happy to help hall users set it up if required.

Fundraising:

ST reported that the Horkey made a profit of £179 and that charging £5 a head worked well as they could offer everyone a glass of wine. The profit was mainly due to the raffle on the night.

KP confirmed that she and KC would still be organising a disco, but this has been moved to March.

ST confirmed that DM already has 4 Passion Talks lined up to start in early 2022 and that the Christmas trip to Bury St Edmunds is also going ahead.

Sadly, the panto is not going ahead – oh yes it is etc etc etc!

The Covid Sub-committee:

CD, MK and MC met via Zoom on the 21st October to discuss the new guidelines from Suffolk Acre. Minutes from this meeting are as follows:

We are keeping up to date on the shifting landscape of the virus and are conscious of the current number of infections, hospitalisations and deaths, and also both government guidance and ACRE guidance. The conditions of hire have been amended and updated (a copy is available to any committee member who wishes to see them). These continue to take account of all the measures we put in place after the last risk assessment, including the need to keep accurate records of attendance and the hirer's responsibilities for cleaning.

It is not currently mandatory that people wear masks, but we are conscious that it is advisory, particularly in larger groups and enclosed spaces. We do have an upper limit on numbers in the hall (60) and we have kept the one in/one out signage for the corridors and toilets.

Further, we have a limit of four people (the same people at any given event) in the kitchen. The need for ventilation and the use of hand sanitiser, together with advisability of social distancing, remains.

We feel there is no need for a new risk assessment at the present time.

We are agreed that we can update the signage for the hall to continue to encourage the use of masks and we will keep a close eye on developments and in particular government and ACRE guidelines.

CD advised that since their meeting, she and MK had a telephone conversation and, guided by Suffolk Acre and the fact that cases are rising, they have now set the maximum limit to 50 instead of 60 - this is 50% of the usual maximum seated capacity. CD advised that the hirer agreement has been updated with this new restriction on max numbers to 50. MC was not involved in this decision. CD confirmed that they will continue to review this situation and will react to any change in the Suffolk Acre guidelines and may need to meet again before the next meeting.

ST read out an extract from the EADT which clearly demonstrated how relevant these measures are as Ipswich has been identified as a UK hotspot and cases are higher than they were this time a year ago, including the number of people in hospital and the number of deaths.

ST advised that the Village Lunch is set to start again this week but they have limited it to 6 per table, people should wear masks until seated and it will be waitress service. The number for the lunch is usually 35+ but ST is aware they will have to limit the Christmas Lunch as per the new guidelines of 50.

SR mentioned the Christmas Fair as this is always a popular event. Ideas to mitigate too many people bunching up inside the hall included a one-way system and to have pop-up gazebos outside serving the food. PB will take these suggestions to the next Church meeting.

ACTION: Sub-committee to meet and report back on the agreed limit of people seated in the hall..

Village Hall website:

MC is to lead this project and KC, CD and JB are happy to be part of the committee.

Everyone is in agreement that the website needs to be updated and are in favour of starting again with a new design and layout, and hopefully an online booking system. Darryl would also like to be involved and the first step is to meet with him to discuss our options.

KC advised that Rachel Summers had been in touch as she would like to liaise with the committee about modernising / updating the Parish Council tab & navigation to include contacts, agendas, minutes & documents etc. KC told Rachel that the website committee will be in touch once they have a plan in place.

CD said that Dennington has a new website and that we should look at this as an example of how it might work.

ACTION: MC to get a date for the website committee to meet with Darryl.

ACTION: KC to talk to Vashti who is the booking manager at Dennington to see who did the website and to keep Rachel updated re progress.

Mirrors:

CD advised that Openreach have told her that the mirrors on the telegraph post opposite the hall must be taken down as they are an obstruction. She has asked Aaron to take them down and asked whether we need to replace them. Several members said the mirrors are useful so it has been decided that once they are down, we will see if they can be relocated on the same side as the hall instead.

AOB:

JB asked whether, with the new rule of 50, that the regular clubs such as Film club should only take bookings in advance in case they fill up. CD said she will make sure they are aware and advise them to make it clear that pre-booking is advised as you may be turned away on the night.

ACTION: CD to let regular groups and all hirers know that the max is 50

TR pointed out that one of the large curtains has ripped at the top. CD confirmed that she has already spoken to Bidy Butler re this and all of the curtains, as several are showing signs of wear. She has agreed with Bidy to do the repairs after Christmas.

ST confirmed that she will purchase a Christmas tree for the green from Walnes and that the village hall tree will be put up in time for the Christmas Fair.

ST asked KP to make sure we have the Financial Report ready for the next meeting as the AGM is in February.

ST advised that CD has been approached by Jess who is keen to join the committee. All in favour of having an extra member.

ACTION: CD to contact Jess and let her know the date of the next meeting.

ST also confirmed that she will be stepping down as chair and from the committee as well so we all need to think about a replacement before the AGM as this has to be announced.

ACTION: ALL to think about whether they would like to be chair!

DATE OF NEXT MEETING – Monday 24th January