

BRANDESTON VILLAGE HALL MANAGEMENT COMMITTEE MEETING

Minutes for meeting on Monday 21st January 2019

Present: Sue Thurlow, Karren Piper, Terry Robinson, Claire Burgess, Kathy Churchill, Michael Cousens, Ruth Garrett

Apologies: Jane Mitchell, Mary Ketley

Minutes of last meeting – 19th November 2018

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

Treasurers Report

Sue said that Jane would submit her report after the meeting.

Maintenance Report

- **Boiler :** Terry explained that the boiler was due its annual service but that there had been a problem with it just before Christmas, and that Nick Grimwood had thankfully attended to it on Christmas eve. Terry subsequently discussed with Nick about a check over of the whole system and Nick had suggested a “power flush”. Terry asked permission from the committee to obtain two quotes for this procedure to include an overhaul of the system, he would approach Ashley Fulcher & Nick Grimwood.
- Cara suggested that we think about installing a water softener considering the hard water, Kathy asked re the bleeding of the radiators. Terry will also enquire about the provision of a water softener. **ACTION TR**
- **Floor damage:** Terry reported that there had been some damage to the floor after the panto as a result of the theatre company securing wires to the floor with sticky tape; when this was

removed some of the varnish had come off in a couple of places. Terry said that the floor had last been sanded in 2015 at a cost of £525 plus VAT and that to sand it too regularly would be detrimental to the floor. It was agreed to leave it at the moment and bring forward for next year. Karren also asked that the castors on the sofa be replaced as these were causing some damage to the floor also.

ACTION TR

- **Lighting:** It was noted that the work to the lighting had still not been carried out by Aaron, Cara agreed to chase.

ACTION CD

- **New tables:** Sue said that the new tables purchased to be put by the zip wire were still at Les' house and asked if Terry could organise collection, Michael offered to help with this.

- **ACTION TR/MC**

- Some slabs would need to be put down on the ground under the table, Cara offered to ask Richard Martin if he would do this.

ACTION CD

Hall bookings Report

Cara thanked Karren for all her hard work cleaning the hall. She welcomed Sophie and said that Sophie was currently on a three week trial.

Cara had obtained the three quotes required for the spring clean of the hall:

1 st Action	£1575 plus VAT
Shirley Shelley	£1260 plus VAT
Clean Pro	£1200 plus VAT

Cara favoured Clean pro. Karren asked if this included the curtains as the bottom edge of the long curtains are very grubby. Cara confirmed that the quotes did not include this but said that she thought that Mary Baker may have organised this at some point though not sure when.

Sue said that she would call Mary and check when this had been carried out, and that perhaps the cost of cleaning could be met from the 100+ club monies that were due?

ACTION ST

Cara will organise the clean for the February half term.

ACTION CD

Claire reported that she had spoken to the insurance company regarding the cover for hirers bringing in their own equipment eg bouncy castle. The hirer or the company that the equipment comes from is responsible for the insurance for these items, not the hall. The hire forms therefore need to be altered in order to reflect this so that the hirer is aware and signs to agree this. She would ask Mary Ketley to oversee this.

ACTION CB/CD/MK

Fundraising Report

- Cara had contacted Vernon, the chef regarding the March curry night and was awaiting a regarding a suitable date. **ACTION CD**
- Re the 2019 fete Ruth said that the church had suggested the 22nd June but some of the committee thought that the 15th would be better especially for the plant stall. Sue would call to try to finalise the date. **ACTION ST**
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- Sue read out Darryls' report which listed forthcoming events and mentioned that £105 had been raised so far from the sale of the village dvd. He had also expressed his wish to 'stand down' from the organisation of the fete this year. Sue said that Darryl had worked tirelessly organising the fete for the last few years and that we needed to find someone else to head the organisation of the volunteers. Michael offered to help but was not sure what is involved, Sue suggested that he talk to Darryl. **ACTION MC**
- Ruth said that she would talk to Chris McArthur, Sue wondered if Martin Churchill would be able to step into the role but Kathy said that he had some new commitments at the school.
- Ruth suggested a cream tea in a village garden, Sue said that this could be proceeded by a village walk. The date would need to fit in around other village events. **ACTION ST**
- Since there was nothing planned for September Karren suggested an autumn walk followed by a lunch in the hall.
- The date for the Horkey was set as a lunch this year, on Sunday 13 October.
- The Christmas shopping trip needed to be organised but the church Christmas fayre is already planned for 7th December.
- Kathy said that the wine club had five bottles of red wine leftover so did the village hall want to purchase it from them? Sue suggested that she email Jane. **ACTION KC**

Charity Commission Document

Mary was unable to attend the meeting and so will present her report upon her return.

Terry said that he was happy to consult with Tim regarding the safeguarding policies. Karren said that some of the cleaning products should be kept in a locked box in the storage room and that one of these could be found online quite easily. **ACTION CD&TR**

It was agreed that all the above be included under Marys remit.

Sue asked Karren what the up to date situation was on taking over from Jane and the financial management, Karren replied that she, understandably, had not yet been able to meet with Jane for the handover. **ACTION JM**

Banking business was discussed at this point; Karren and Cara will go to Barclays in Framlingham to sort out signatories. **ACTION KP&CD**

The option of a card reader was raised again for taking payments especially at functions at the village hall and at the Dynamo. Concerns were raised as to whether there would be the 4G required at these venues for the system to work. Cara will talk to bank again and Kathy will ask Martin if the signal is strong enough at the farm.

ACTION CD&KC

100+Club

Sue reported that Paul Baker was still happy to run the club, but that the committee should all help with the delivery of the envelopes.

AGM – Monday 18th February

Ruth gave her apologies as she will be away for the AGM.

Sue said that the format will be the same with a Chairmans' and a Treasurers' report (the latter will come from Jane as covers the last year). Committee members would provide nibbles for afterwards.

All present confirmed that they were happy to stand again for another year. An announcement would be sent out regarding the time and date and also a request for new members. Kathy and Karren suggested a childrens sub- committee for helping plan events.

AOB

Tennis club – Kathy reported that the two year subs have now run out and a new person is needed to get the club functioning again. Kathy would get a subscriptions list from Jane and get a letter out about a permanent club night.

ACTION KC

First Aid training – Michael said that he had enquired at St Johns Ambulance for Suffolk but there were no trainers in the county. Ruth mentioned Kathy Crossland and Ruth will consult her re training.

ACTION RG

Michael commented that there are several other companies available but that they all charge a significant sum.

Michael voiced his dislike of the pantomime at the hall just before Christmas and was keen to organise a type of revue with people from the village, Sue suggested that he approach Pat Morgan, as she had organised something similar in the past.

ACTION

MC

Sue had received a letter from the Council regarding the village hall and the expiring of the exemption from business rates at the end of March this year; a case therefore needed to be made for this as we are classed as a charity and Sue would need a copy of Terrys ten year plan. Terry offered to help Sue.

ACTION ST&TR

Kathy commented on Sophie working at the hall on her own; Karren said that she had advised Sophie to lock the door and take the key out.

DATE OF NEXT MEETING

MONDAY 18 MARCH 2019 AT 7.30 PM

BRANDESTON VILLAGE HALL

EVENTS 2019

Date	Event	Organiser	Status/ outcome
24 January	People with A Passion Talk – Brendan Baker	Darryl	✓
28 February	People with A Passion Talk – Paddy Fielder	Darryl	✓
March	Vernon's Brandeston Curry Night	Darryl/Cara	✗
28 March	People with A Passion Talk – Liz Cobbold	Darryl	✓
21 April	Easter Walk and Egg Hunt	Sue	?
28 April PM	Suffolk Ink Festival	Cara	?
30 May	Eastern Angles	Mary Baker	✗
Summer	Walk and afternoon tea.	Pat/Sue	✗
15 or 21 June tbc	Fete		✗
13 July	Dunwich Dynamo	Sue	✗
8 September	Village walk and Lunch	Karren	✗
13 Oct	Horkey Lunch	Sue	✗
Nov	Quiz Night	Paul Baker	✗
14 December	Christmas Coach Trip – maybe Norwich	Pat	✗

- ✓ - Planned and under control
- ? – Some issues and not fully under control
- ✗ - No plan at this stage

BRANDESTON VILLAGE HALL

FUND RAISING UPDATE YEAR 2018 as at 21 January 2019

<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	7671.66
Passion Talk 5	127.22	7798.88
Cambridge shopping trip	239.00	8037.88
Panto	97.50	8135.38

Sale of Village film DVD's

105.00

8240.38