

BRANDESTON VILLAGE HALL MANAGEMENT COMMITTEE MEETING

Minutes for meeting on Monday 23rd September

Present: Mary Ketley, Michael Cousens, Kathy Churchill, Jan Baldwin, Terry Robinson (TR), Tim Randell (TimR), Marian Randell, Sue Fisher and Connie Grimwood

Apologies: Ruth Garratt, Andrea Bays and Cara Duffy

The minutes dated 15th July

All signed off as accurate.

Chair's Welcome:

Mary welcomed the committee to the meeting.

Matters arising from the last minutes:

Curtains:

Discussed whether blinds on the smaller windows would be better than curtains. We also need to have the large ones mended and to get a quote for fireproofing them.

Action: KC to put this on the agenda for next meeting.

BBQ Storage & Showers:

The BBQ is being stored in the disabled toilet. There is room to create a permanent storage space without effecting accessibility of the toilet but in order to do this we would have to take out the shower. We also need to remove the trolley that is currently being stored in there. MK advised that a cover would be approx. £156 incl tax. TR was against storing the BBQ outside over winter. Discussion as to whether we needed to keep the shower in the disabled toilet. KC thought it was important to have this facility, even though it is rarely used. TimR advised it was not a legal requirement but agreed it was good to be able to offer this. CG wondered if we could get rid of the shower in the ladies and use this space. TR wondered if the hallway by the toilets would work. Committee voted 6 to 2 to keep the shower in the disabled toilet but all agreed the hallway would work if we removed the hostess trollies.

H&S regulations say the showers need to be run on a weekly basis so this needs to be adhered to.

Action: MK to ask Sue Thurlow and the pop-up pub team if we can remove the hostess trollies.

Action: CD to check whether the cleaner would run the shower once a week.

Defibrillator Training:

MC confirmed that RG had arranged training, and this took place at one of the village lunches. 14 people had attended, and the trainer and her helper had also gone through CPR training. There was interest in general First Aid training so MC to follow this up and try to book it for a Tues or Thurs evening.

Action: MC to look into First Aid training.

Charity Commission:

MK advised all up to date.

Noticeboards:

MR confirmed that the PCC are happy for us to use half of the noticeboard by the road. MC confirmed he had added a poster with future events to the noticeboard by the shelter. SF

commented that the signs by the doors need updating re where to find the keys.

Action: TR to get Nick Ashwell to do the new signs.

Financial Report:

In AB's absence, MK read out the report.

Community Balance: £19,817.72

Community Maintenance Balance: £6,782.26

Pending receipts: £240.50

Pending payments: £130

We still owe Chapel Account £172.00 in respect of Art show 2023 - No bank details available.

Action: AB to follow this up with Helen and Karren

Other Summer Income:

Insurance refund received 20th Aug: £131.86

Donation from Table Tennis Club: £329

Holiday Club: £100

Pop Up Pub Profit: July £546.30 and August £529

Electricity Usage:

This is a comparison from last year to show that the solar panels are reducing our electricity costs quite significantly.

24th June - 21st July 2023: Units 510 = £322.09

1st July to 31st July 2024: Units 190 = £133.06

25th July to 23rd August 2023: Units 385 = £247

1st Aug to 31st Aug 2024: Unit 58 = £54.56

Grants:

MK has been looking at grants to help with the cost of resurfacing the carpark and the maintenance of the play area. She has applied to the Enabling Community Budget for money towards the play area. Paul Baker had mentioned to her that the PCC have £1500 set aside for the play area, plus there is a similar amount in the 100 + account. TR advised that the cost to replace the bark has increased and could be as much as £15k. KC asked if rubber bark might be cheaper. MK advised that the ROSPA inspection is due in Oct so once we know how much bark is needed, we can look at costs.

Action: TimR to get quotes for different types of bark including rubber or recycled material. MR to ask the PCC to confirm if the £3k is available.

Maintenance Report:

TR reported that overall, the hall is in good shape.

The folding doors to the meeting room need checking on spring 2025.

The boiler and heating needs servicing.

Action: CD to arrange this before the next meeting.

The roller blinds to the kitchen don't shut properly.

Action: TR will ask the company who fitted them to come and fix it – approx. £150-200 costs.

Electricity supplier – in Nov we can switch from EDF to a new supplier.

Action: TR/MC/MK/AB to meet to look at options and report back.

The driveway and carpark are now quite rough in places. Wayne Cook can do repairs to the driveway and has quoted £1000. All agreed to go ahead.

Action: TR to book Wayne and also to ask him to quote for the slabs by the doorway.

Fire equipment in the hall – an extractor fan needs fitting in the kitchen, the emergency lights need replacing and the outside lights need fixing.

Action: TR to sort this out.

The storage trailer at Brook Farm needs new doors – TR has a quote for £170 for a pair of garden doors that he is happy to fit. Agreed to go ahead.

Action; TR to fix doors, MK to ask David to help.

Health & Safety Report:

TimR advised that all in order. He keeps an eye on the accident book and nothing to report. MK asked if hirers of the hall were aware of the accident book and where the medical kit is kept. TimR also said that they should be aware of the fire procedures.

Action: TimR to check the hire agreement with CD to make sure that this is included.

Solar Panels:

MC reported that he has been looking at export tariffs to see which companies are offering the best rate. At the time of the meeting the hall had exported 1860KW which should equate to approx £90 revenue but up until now EDF have refused to recognise our certificate of compliance. They have now accepted this but cannot quote a tariff as the hall does not have an official postcode! We cannot get a postcode as we do not have a letterbox – chicken and egg!

Action: MC to buy a post box and ask Royal Mail to assign the hall with a postcode.

Action: Separate meeting to look at best tariffs – see above.

Hall Bookings:

CD sent her apologies.

Village Hall website:

Still in progress.

Action: KC to meet with CD.

Calendar of Events:

Horkey: All booked, JB helped with the poster, tickets confirmed at £7.50. TR can help set up and SF to take down but everyone else away. MK suggests that next year this is organised by a sub-committee that is not necessarily village hall committee members.

Prosecco & Pudding: 30th Nov

CG has booked the date with CD and MC confirmed he will run the bar. Ticket price agreed at £10 a head to include a glass on arrival and pudding! CG to run the event and will ask for puddings to be donated – MR offered a trifle. Also need to offer a gluten-free option. KC offered to help set up.

Fundraising ideas:

Burns Night – 25th Jan.

Quiz Night – Feb

Bulb planting: MK has applied, and they will be ready to collect in Oct.

Action: MK/KC set a date for November and tie in with a litter pick.

AOB:

SF – she received a complaint about a broken glass found by the play area after an event. JB suggested using plastic glasses for outside events. She has 100 which she is willing to donate to the pop-up pub.

MC – Jeff has asked if the tree in the playground can be pollarded as overshadowing his garden.

Action: MC to ask Malcolm to cut it back.

TR noticed that the fridge is not working properly as the door is not closing and water is accumulating in the bottom. As it is a potential H&S risk all agreed we should replace it. Approx costs are £350-£650 for a Bosch.

Action: TR to check for the best price – AO suggested – and order it.

KC advised that the bike rack is ready and will drop off at the shelter.

CG asked if the ditches around the field had been cleared and if the playing field could be cut more often as it is too long to play football and difficult for the children. She asked re completing her food hygiene level 1 course.

Action: MC to ask Daniel re the ditches, MK to ask Paul Baker re the playing field, and TimR to send the link to the course.

MK confirmed that we have been given discretionary rate relief.

She had an email from Darryl and Helen re the following:

New fridge: already covered.

Terrace: needs weeding as had complaints at the pop-up that it looked untidy. JB confirmed that since then she has weeded and sprayed the terrace.

Lighting: could they have better lighting on the terrace. The festoons look pretty but not very bright.

Action: TR to talk to Darryl re the lighting and report back as to what is required. This would be for next year as the pop-up will now be inside.

Tea towels: Could we buy some more as not enough. All agreed.

Action: MK to buy tea towels.

Notice: No H&S notice on the cooker.

Action: TimR to provide one.

Cleaner: can we make sure he comes after the pop-up pub evening.

Action: CD to book this with him to make sure this happens every month.

DATE OF NEXT MEETING – Monday 18th November 7.30pm