

## **BRANDESTON VILLAGE HALL MANAGEMENT COMMITTEE MEETING**

### **Minutes for meeting on Monday 24<sup>th</sup> January 2022**

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

**Apologies:** Katie Tassell

#### **Welcome:**

ST welcomed everyone to the meeting and officially welcomed Jess to the committee

**The minutes dated 1<sup>st</sup> Nov:** All signed off as accurate.

#### **Financial Report:**

The accounts stand as follows:

Maintenance Account £11,275.08

Village Hall Account £14,771

Tennis £3109.31

KP confirmed that the accounts had been audited. There was a deficit this year of approx. £16,657 due to the cost of the kitchen refurbishment. This looks worse than it is as the £10,000 grant was paid in 2020 so included in the accounts for that year. Income from the reduced hirings + fund raising events + donations from the Brandeston clubs was £6009.95. If you exclude the costs for the kitchen of £15,601, the actual cost of running the hall in 2021 was £7,006. However, our reserves have diminished so we really need to put on some events in 2022 to try and build up funds again. It should be noted that we are still in a very good place financially despite the pandemic and loss of revenue due to the cancellation of regular classes and events.

#### **Maintenance Report:**

**Electricity:** At the last meeting Terry confirmed that we had switched our electricity to Scottish Power via the broker Utility Aid - a fixed rate contract for 3 years at 17.9p per KWH and 27.8p standing charge. However, since the meeting Utility Aid have admitted that this did not happen and that we are still with EDF – 51p per KWH and £2.50 standing charge. This is a significant increase as EDF have just put us onto the higher rate. TR is going to take this up with Utility Aid as we do have it in writing that the switch had taken place.

#### **Plumbing:**

There are jobs left to do which TR had asked Ashly Foulger to look at:

1. Minor leak in the pump room
2. New valve required on the boiler
3. Installation of NEST – a remote control mechanism that will allow TR/CD to adjust the heating remotely as and when required. This device should make the heating more efficient and therefore save us money.
4. Low loss header – this should improve heating system efficiency.

There is a fault on the new dishwasher, but Scott Robinson is sending a repair technician to look at this as it is still covered by the warranty.

### **Playground:**

As previously noted, the bark under the junior swings is too low and we were looking into obtaining a grant to rectify and to make this safer. ST reported that we had been successful and had secured a grant from the Framlingham, Wickham Market & Villages Community Partnership fund of £1245 to cover this. We were advised that matting (our original plan) is not the best option, and we are better off digging out the area and adding more bark. As the grant was specific ST is to contact them and see if we can transfer the funds towards the repairs to the Junior and Toddler Swings that was on the ROSPA report. We have a quote of £1260 to fix these so ST to ask if we can have all of the funding for this. This was agreed and the grant paid following this meeting in early Feb.

ST also reported that she has applied for a grant of £850 via Lydia Freeman (District Councillor for Framlingham Ward) to cover the cost of replacing all the bark. If we are successful, it will be delivered by a local company so we will need volunteers to spread it. ST contacted Rachel Summers – Chair of the BPC – to see if they could help with the cost of running the playground. For the 2022-23 precept, ST advised that the Parish Council have ring-fenced £500 to be used towards ongoing repairs to the playground.

ST reported that previously Rachel had also been keen to help set up a Children's Committee, but she is now stepping down as Chair leaving Katie Tassell to progress. This will need to be promoted to the village to see if there are any volunteers. JB wondered if the Toddlers Group could be asked to help

**ACTION: TR to contact Utility Aid re electricity charges.**

**ACTION: TR to make sure the dishwasher is fixed**

**ACTION ST: To check if we can transfer the grant and put it towards the repairs of the swings and to chase up the grant for the bark.**

### **AGM and new Chair:**

The date of the AGM has been set for 28<sup>th</sup> Feb at 8pm.

ST will do a yearly report and KP will do the financial report for 2021.

We need to advise the village of the date via email and JB offered to do flyers – both MC and MK offered to help deliver these.

ST is stepping down and Mary Ketley has been voted in as the new chair with Michael Cousens as the Vice-chair.

**ACTION: JB to design flyers to advertise the AGM**

### **Fundraising:**

CD is looking into Jazz in the Village who have been in touch re running an event. She will check ticket price and possible dates and advise back.

KP confirmed that she and KC would still be organising a disco, but this has been moved to Halloween – Sat 29<sup>th</sup> Oct.

KC confirmed that the Jubilee Ball has been costed to include funds for the hall and will advise once tickets are sold and all costs worked out.

CD confirmed that the Passion Talks have been cancelled for this year at the moment.

MC asked re the Fete, and it was agreed that September worked well – PB confirmed that the church were also happy with it being later– and that also means that the Plant & Cake Stall can take place in May again as this was popular. ST happy to run the Cake Stall and JB also offered to help.

### **Hall Bookings:**

CD advised that last year the hall took £2,029 from parties and the regular Pilates class.

There is definitely scope for more regular classes as we have lost yoga and Glow.

CD would like to look at our fees to make sure we are comparable with other local halls and may want to increase our weekend fee as this is a little low. Some halls also charge for use of the kitchen so this might be something to explore.

Villagers currently get 33% discount if they hire the hall – CD wanted to change this to 20% for 2022. This was voted on and unanimously agreed.

**ACTION: CD to research booking fees and report back. She will also update the discount for villagers to 20%.**

### **The Covid Sub-committee:**

CD, MK and MC met on the day of the meeting. Restrictions are lifting all the time now but following guidance from Suffolk Acre would still like to encourage all users to wear a mask and social distance where possible. CD will also encourage all hirers to ask guests to do a LFT before attending an event.

### **Village Hall website:**

MC confirmed that the prices and contact details on the existing website have been updated.

MC, KC, CD and JB met to discuss the website and work out the functionality of the site.

Primarily it will be a Village Hall website with an online booking system but will also have sections to cover village life, the church, parish council a calendar of events, wedding venue, photo gallery etc.

Dennington is a good example of a new website and KC advised that they paid approx. £1000 to have this set up. We would need to provide all copy and start gathering a portfolio of lovely images. Jess B advised that her brother is a website designer, and she thinks he would be happy to quote for the job and would be cheaper.

**ACTION: Jess B to ask her brother to quote for designed a new website similar to Dennington**

### **AOB:**

MC asked that flyers be posted in the bus shelter and notice board of any events to help reach people who do not use email.

CD advised that Bidy is in the process of repairing the curtains

MK asked who would have access to NEST – currently CD and Eve Crane as they can adjust according to what is on in the hall.

PB reported that the Christmas Fair raised £1700 for the Church and passed on thanks to everyone for their help.

MC came to the Christmas Dinner and wanted to say how much he enjoyed it and to pass on his congratulations to the team for such a great event.

ST confirmed that we have rate relief through to 2024 confirmed. She also proposed that we write a note of thanks to the school for their continued help in maintaining the playing field.

**ACTION: KC to send a card to Matthew Egan the new head.**

ST asked for a volunteer to take over the ‘booze cupboard’ – MC agreed to take on this role.

MK needs to review all the policies for the hall and these updated ones need to go on the website.

**ACTION:** MK to review policies and send to KC who will put them on the website.

**DATE OF NEXT MEETING – Monday 28<sup>th</sup> February AGM**