

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

### **Minutes for meeting on Thurs 25<sup>th</sup> March 2021**

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, Mary Ketley, Karren Piper, Michael Cousens

**Apologies:** Ruth Garratt, Jan Baldwin, Sandra Roberts

### **Agenda:**

#### **Welcome:**

ST welcomed everyone to the meeting and confirmed that Jan Baldwin has agreed to be a new committee member.

#### **The minutes dated 10<sup>th</sup> Dec:**

Jane asked for the following amendment to be made to the minutes: *Jane asked for the financial implications of closure of the hall this year and following discussion these were estimated at a loss in the order of £1400 for every month closed. This estimate was taken from 2019 when the hall was fully open.* This was agreed by ST and KC has updated the minutes to include this.

KC suggested that to avoid amendments/errors etc being posted to the village website that only signed off minutes will now be forwarded to Darryl. After each meeting KC will send the minutes to the committee asking them to sign them off by a certain date. Once this has happened, she will then send them to Darryl to be posted to the village website. All agreed with this new procedure.

#### **Financial Report:**

KP reported that having missed out on large fund-raising events such as the fete, Dunwich Dynamo etc and also the usual group bookings, we need to be careful with spending this year. Our biggest expense agreed last year but will be paid in 2021 was the kitchen refurbishment and we also paid out for the floor to be resurfaced, hall decoration etc. but overall our running costs were as expected. The cleaning bill was higher as we booked a new company to give the hall a deep clean, but we got a refund of £646 for the electricity. Also, we currently have 2/3 tank of heating oil due to the hall being closed.

TR offered to keep an eye on oil prices in case it makes sense to top up when the price is low. ST clarified that the income for 2020 – without including the grant – was £2434 whilst the expenses were £14,247.

ST then asked whether we should book a Deep Clean for the Hall prior to opening or organise a working party. KC asked when it was last cleaned and CD confirmed the hall had 2 cleans last year, with a deep clean in March 2020. The company we use can do everything, including the curtains and chairs etc but it was decided to check prices for deep cleaning the main hall, kitchen and meeting room and then to get a breakdown of extras so we can decide. Overall, it was agreed we should book this in before the hall reopens.

ST was happy to write the annual report for the hall and attach the financial statement to be circulated to the village. KP agreed to send the signed copies to ST.

At the time of the meeting the halls financial position is:

Maintenance Account £14,324.72

Village Hall Account £15,700.05

Tennis £3109.31

TR confirmed that the majority of the kitchen costs had been paid apart from a small bill to the plumber, lighting costs and some decorating. He also agreed to keep an eye on the exterior as this will need doing in 2-3 years' time and will investigate BT packages.

ST also checked with the committee to make sure members were happy to stand for another year. This was agreed but we are still one member short so need to recruit another member this year.

**Action:** TR to keep an eye on oil prices, the exterior woodwork and BT packages for the phone/internet line.

**Action:** All to try to recruit another member of the committee.

### **Re-opening the Hall:**

MC confirmed that he and the other members of the sub-committee had spoken and read the updated advice from ACRE. On the 29<sup>th</sup> March the tennis court could reopen and then on the 12<sup>th</sup> April outdoor serving of food and alcohol was allowed. On the 17<sup>th</sup> May the hall could open for coffee mornings, cinema club etc but this would be subject to rule of 6 and social distancing. From the 21<sup>st</sup> June all restrictions are to be lifted. The sub-team discussed the possibility of having a BBQ on 17<sup>th</sup> May to celebrate the lifting of the restrictions. The risk assessments have been done but there will be a need to update these to ensure compliance in terms of cleaning between hirers and the use of separate entrance/exit doorways. The local elections are to take place on the 7<sup>th</sup> May so this will have to be done by then. CD and MC have agreed to meet before this to formulate a strategy and update the risk assessment, and TR and MC to meet to look at the playground.

ST said that The Plant Sale at the pub has already been booked for the 22<sup>nd</sup> May and that we could help out with cakes or hold a BBQ in the evening. KC thought it would be better to spread the events out as people might prefer to have two dates in their diary after so long with nothing. MK and CD agreed with this. ST suggested the 29<sup>th</sup> May as a date for the BBQ instead and said that she had spoken with Chris McArthur re the fete and thought that this might be held later in the summer. KP said it would have to be early July or mid Sept as otherwise you risk people being away. MK suggested a big celebration in June. After discussion and debate as to best way forward it was agreed to the following:

29<sup>th</sup> May – outdoor event, maybe takeaway breakfast or afternoon tea – this is subject to rule of 30 but it was agreed people could spread out on the playing field.

26<sup>th</sup> June – BBQ to celebrate the lifting of restrictions.

10<sup>th</sup> July – possible date for the fete. PB would need to discuss this further with the church so only provisional at this stage.

The regular coffee mornings were also discussed as these could start up again from the 17<sup>th</sup> May. CD to talk to Sue Etheridge and Eve Crane to see how they felt about running these.

**Action:** TR to open tennis court and ask the pub if we could borrow their BBQ

**Action:** PB to talk to the church re a date for the fete

**Action:** CD to speak to Sue and Eve re coffee mornings.

### **Kitchen Refurbishment:**

TR confirmed that the kitchen refurbishment by Ideal Catering was complete and that Paul Morgan was booked in on the 26<sup>th</sup> to finish the decoration. He was pleased with the work carried out and said that they were a good company to deal with. It will be ready for the elections on the 7<sup>th</sup> May. The only additional expense was £400 to repressurise the central heating system.

### **Playground:**

Prior to the meeting the issue of the bins by the playground being used for nappies and dog poo was raised. PB confirmed that he has now put notices up by the bins politely asking people to take this sort of rubbish home with them. He also said he would take on the responsibility of emptying these bins and monitoring this situation.

TR does not think the playground needs more bark at the moment but will give the area a rake to make sure it is evenly distributed.

### **Brandeston Hall:**

Martin Myers-Allen contacted ST offering to be the point of contact between Framlingham College Prep School and the village as he wants to make sure there is a continuing involvement between the two. CD mentioned the fireworks in November and the fact that the village should be made aware that they are invited.

### **100+Club:**

PB confirmed that all money is in from cheques and cash and that the standing orders will drop in at the end of the month. New villagers have been invited and joined and he will send over final numbers once in.

**Action:** PB to confirm final numbers.

### **Tree Planting:**

The Woodland Trust scheme is now closed so too late this year. ST said that Mary Mitson-Woods was exploring a different scheme to try and get some oak trees for an avenue along Mill Lane. She said she thought there were a few available so KC to contact her to see if we could get some to go along the footpath at Brook Farm.

### **AOB:**

KP advised the committee that Sophie would be off to University in September so we would need to get a new cleaner.

MC asked if we had ever considered having solar panels on the hall. ST said this was raised when the government scheme was first introduced but it was decided against as too expensive. MC said prices have come down so he will look into this and report back.

ST said that the Morgans were keen to arrange the Brandeston Olympics in August this year

if it is Covid safe.

KP said that we still have deposit paid on the disco that was postponed. She will look at a new date for September.

KC asked if we wanted to arrange a litter pick again. This was agreed so she is to contact East Suffolk CC to see if their scheme is operating and get one booked.

**DATE OF NEXT MEETING – Monday 26<sup>th</sup> April**