

BRANDESTON VILLAGE HALL MANAGEMENT COMMITTEE MEETING

Minutes for meeting on Monday 25th March

Present: Michael Cousens, Paul Baker, Kathy Churchill, Jan Baldwin, Andrea Bays and Connie Grimwood

Apologies: Mary Ketley, Sue Fisher, Ruth Garratt, Terry Robinson (TR), Tim Randell (TimR) and Cara

The minutes dated 29th Jan 24:

All signed off as accurate.

Chair's Welcome:

Michael welcomed the committee and chaired the meeting in absence of Mary.

Matters arising from the minutes:

Bike Rack:

KC had circulated options for a bike rack and all agreed on the more robust option - <https://www.broxap.com/sheffield-cycle-rack.html> - £213 for 4 hoops. Agreed that we need to be careful with our spending so MC to look at grants and PB suggested that the PCC might have some money available as well. All agreed that we would like to have the bike rack in place for the summer.

Action: MC and PB to explore these options and report back.

Risk assessments:

TimR was unable to attend the meeting but reported the following:

"I am now doing the fire inspections monthly and keeping a record in the fire log.

Eastern Fire will be checking the alarm in late April.

All call points need to have a fire action notice affixed and suitable fire instructions should be provided for persons using the hall. We need to check when the curtains were fireproofed - these need doing every 5 years.

I am doing monthly checks of the play area.

Re food hygiene, everyone who provides food or prepares food in the hall for events needs to be registered so that I can provide training. Once we have done this, we will be able to register the hall with the Environmental Health."

Action: CD to send TimR a list of the event organisers so he can get a full list of the volunteers involved. Once he is satisfied that all have the correct certification he will register the hall. CD to check if the curtains have been fireproofed.

TimR to supply notices for the call points and talk to CD re hirers having the correct instructions.

AGM:

Although a date was set last meeting, as Mary and Terry were unable to make this, other dates have now been suggested. The most preferred date for the AGM is now Monday 29th April. The calendar looks free so PB to check with Rachel, the chair of the PCC and KC to check with Mary. If this date suits we will book the hall and also send out a village notice. AB will do the Financial Report, MC will do the Solar Panel report and also talk about the defibrillator. KC suggested that we ask Darryl or Helen if they would like to talk about the Pop-up pub.

Action: Date of the AGM to be checked and confirmed.

New BBQ:

Action: agreed to put storage on the agenda for the next meeting.

Tins of paints:

Action: TimR to get a quote for having the paint tins removed.

Stain in the meeting room:

Action: check if we have any spare blue paint and repaint this corner.

Key audit;

CD now has a key registry. Action: CD to circulate the key holders list.

Financial Report:

AB reported that we currently have:

£15,723 in the General Account

£6,782 in the Maintenance Account.

AB confirmed that the accounts have now been audited for year end 31/12/23 and total income was slightly more than 2022 but this was in the main due to the profits made by the Pop-up pub. Expenditure was very similar as the solar panels will fall in this year's accounts. She also pointed out that the fee for cleaning the hall has increased and is now quite a considerable expense and suggested that we double check this with Cara and just make sure we are paying the going rate. All agreed this was sensible.

AB reported that we have a well-stocked booze cupboard at the moment so this is reporting as an expense at the moment but will hopefully be depleted at the next fund-raising event.

MC offered to do a full stock take as two opened bottles had been discovered. It was also suggested that we get a better lock for the cupboard – all agreed.

Action: AB to talk to Cara re cleaning fee and to check other rates for cleaners.

Action: MC to do a stock take and purchase a robust lock with a key.

Maintenance Report:

TR was absent from the meeting but reported that the ditches appear to have been cleared although he hasn't seen an invoice yet. PB wasn't sure if just the hedges have been cut. If the ditches still need doing then MC thought Daniel Norman might be able to help.

Action: MC to check and ask Daniel Norman and to get a quote.

Solar Panels:

MC reported that the panels have generated £330 profit in just 7 weeks which is very encouraging. He will have full report for the AGM.

KC has been in touch with the insurance company and advised them of all the details of the solar panels so they are now covered under our policy. A new insurance schedule has been issued and checked by KC and MK.

Action: MC to give a full report of the energy generated and profit to the hall for the AGM – which will be 3 months from the date installed.

Defibrillator:

MC confirmed that the full £750 for the defibrillator was generously provided by the PCC.

This was matched by the council and the defibrillator has now been purchased and delivered to the hall. It was originally agreed to site it in the shelter to the front of the hall as easily accessible and visible. Darryl emailed asking whether the gate post would be a better location as it has an electricity source. The committee discussed the options and the gate post was generally agreed to be a better location, but unfortunately the defibrillator and the outercasing

is quite large and so will not fit on the post. After taking a look outside at other possible locations, all agreed that the shelter is the best place, especially as it has lighting there as well. MC confirmed that Aaron can fit it on Weds 3rd April. Once fitted it needs to be set up and registered with the ambulance services.

Action: MC to register the defibrillator and also ask Darryl to send out an email advising the village that it is now in place.

Village Hall website:

KC reported that she and Jess are in the process of writing the website. Jan has some images which she will forward to KC and KC has also taken some.

KC was unable to meet with CD before she went away but they have agreed to get together in the second half of April

Action: KC to meet with CD.

Calendar of Events:

Village Fete: 22nd June

The first meeting to discuss the fete is booked for 15th April and the second meeting is on 13th May. It will be held at the village hall and the Pop-up pub will run the bar on the Friday and Sat nights.

No other fund raisers have been booked but various ideas were discussed – quiz night, strawberry tea, Halloween disco, race night etc – as aware that we do need to keep our funds topped up. The committee agreed to have a think and come back with ideas for the next meeting.

AOB:

MC asked about the Dunwich Dynamo but all agreed that we should give it a miss this year as other villages have set up larger stations, especially the one at Needham Lakes, which meant not so many people stopped.

DATE OF NEXT MEETING – Monday 29th April 7pm (AGM to follow at 7.30pm)