

BRANDESTON VILLAGE HALL MANAGEMENT COMMITTEE MEETING

Minutes for meeting on Monday 27th November 2023

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

Apologies: Cara Duffy, Ruth Garratt.

The minutes dated 18th Sept 23:

All signed off as accurate.

Chair's Welcome:

Mary welcomed everyone to the meeting included two new members, Connie Grimwood and Tim Randell.

Matters arising from the minutes:

Key audit;

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

Missing Bench:

PB reported that the BPC had also discussed this and a replacement would be approx. £240. A metal replacement was also offered as an option. The village hall has 3 benches, and all agreed that we would be happy to donate one to the village green but that it should be secured with concrete.

Dead Cherry Tree:

TR has been in touch with Andy who is booked to take this away when he is here to do the hedging. He will also trim the Horse Chestnut in the play area.

Boiler and Dishwasher:

TR confirmed that Ashely Foulger has serviced the boiler. TR has also topped up the salt in the dishwasher as it was not rinsing well. As the water is hard, he thinks we might need to descale the dishwasher. KC asked if we ever run a cleaning programme.

Action: KC to purchase a cleaning sachet

Bike Rack:

KC reported that they range in price from £80-240 depending on size and quality. All agreed that a five-bike rack would be preferred.

Action: KC to send weblink to a few options to be discussed at the next meeting.

Electric Charging Points:

MC has investigated and there is a new scheme in place called Plug in Suffolk. He has expressed an interest and is awaiting a response. There is no initial cost to the hall and the council will maintain it for 7 years. It will use our electricity and there are 3 rates that the customer is charged. We need to know if we get paid for this.

Action: MC to report back with more detail

Cafetieres and storage:

We need more 6-cup cafetieres

Action: CD to purchase

Regarding storage, Toddlers Group has been disbanded and so the storage room off the

kitchen is now available for our use. This will free up space for storage and so we may need to purchase some shelving to make the space more efficient.

Maintenance Report:

TR reported that ROSPA have done their inspection and there were 12 actions required. The minor ones have now been sorted but the Zip Wire needs adjusting as the wire needs more tension. Action Play & Leisure are due to visit so TR will ask them to quote for this.

The play area needs a general tidy and more bark. We need to arrange a work party in early spring and get quotes for more bark – possible grant for this?

TimR is to take over the monthly inspections of the play area. KC wondered if we should have a notice put up asking people to contact TimR if there are any problems.

EDF – TR reported that Utility Aid had been in contact querying their acceptance of our dispute which was logged in Jan 23. The dispute arose because they refused to honour compensation owed to us due to them changing our contract to a company with a higher rate. They originally accepted this dispute, so MK has now gone back to Utility Aid stressing this point.

Action: TR to ask Nick Ashwell to quote for the sign which will have TimR's mobile phone as the contact and get quotes for the bark.

Action: MK to see if any council grants available and then arrange a spring work party.

Solar Panels:

MC reported it is all ready to go. Aaron hopes to start work in the new year.

AB asked if we need to pay him a deposit to lock in the price and so he can order the parts.

We will need to make sure we have a contract in place to cover the guarantee and the insurers need to be informed.

Action: MC to contact Aaron re start date.

AB to check with Aaron re invoice and payment.

MK to check contract in place.

KC to inform the insurers.

Village Hall website:

KC reported not much progress since the last meeting due to the flooding.

Action: KC to meet with CD

Financial Report:

AB reported that we currently have £23,680 in the General Account, which includes the £5000 grant, and £13,335 in the Maintenance Account.

Up to 27 Nov the Hall made £8833.14 profit from all of the regular booking and fund-raising events.

We still have approx. £13,000 to pay for the solar panels and also need to transfer the agreed £3000 to the Maintenance Account for depreciation.

PB advised that we do have £2700 owed to us from the 100+ account and we also have a £1000 play space levy due, however this will mean we will have approx. £10,000 left so we do need to be careful.

Defibrillator:

MK and MC have both applied for funding for a £750 match funded grant from the council which is available for communities wishing to instal a defibrillator. It is on a first come first

served basis so waiting to hear back. It would be fitted outside and would need an electricity supply – Aaron originally offered to instal it FOC. The BPC have offered £300 towards costs so if the grant is successful this would mean the BVH would have to cover £500. Originally the local council were also offering £800 as they were keen for all halls to have this facility. We would still need to cover maintenance costs. CG asked re costs of new pads and if they offered training once installed. MC said we get a video to watch and RG has previously mentioned her friend who would be able to arrange training. If we get one then we would need to arrange training event for the village.

Action: MC to check if the local council are still offering the £800 and to see if he can get a cost for yearly maintenance.

Calendar of Events:

Debrief: Churchill Arms, Christmas Fair and New Years Eve Party.

Village Fete: 22nd June

MK confirmed that at the first meeting a new date of 22nd June was agreed. The next meeting is 1st April and then 13th May.

Future events: Race night, Quiz Night, Nobody's Wedding

AOB:

MK advised that she will be off to New Zealand from 8th Jan to the end of March.

TimR advised that with regards to the Risk Assessments the Fire extinguishers and fire lighting have all been checked and that he will carry out a full Fire Risk Assessment in the next two weeks. We do have a valid ICC Test that runs until 2026.

TR advised that the current BBQ is no longer fit for purpose. He has found an ex-display gas-fired model for £1800 incl VAT which would be ideal. We could use the 100+ money to purchase it and then claim the VAT back. It is a good offer and we need a new one in place for future events. KC/JB thought this was expensive, especially as we have spent a lot recently. JB asked if it would be cheaper to build a brick one. KC asked where it would be stored. TR said we could use the storage room off the kitchen now this was empty and that gas was more practical. Committee voted in favour to purchase the BBQ.

TR advised that the gutters needed clearing.

Christmas trees – TR has ordered one from Walnes to put on the Green. Committee agreed to purchase a second one to have in the hall.

MK advised that the bulbs have now been planted.

DATE OF NEXT MEETING – Monday 29th January 7.30pm