

BRANDESTON VILLAGE HALL MANAGEMENT COMMITTEE MEETING

Minutes for meeting on Monday 27th February 2023

Present: Mary Ketley, Michael Cousens, Jan Baldwin, Paul Baker, Kathy Churchill, Ruth Garratt, Cara Duffy and Sue Fisher.

Apologies: Katie Tassell, Karren Piper, Sandra Roberts and Terry Robinson.

Welcome:

Mary welcomed the committee, with especial welcome to new member, Sue Fisher.

The minutes dated 12 Jan 23: All signed off as accurate.

Matters arising from the minutes:

Village Hall Sign: CD had met with Michael Ashwell of Ashwells Signs and it was agreed that the sign should be erected on the gate pillar to the right as you enter. There is a light there so it will be lit up but we need to cut back the hedge for better visibility. CD is awaiting a quote but once agreed we can proceed.

KC mentioned that visibility on leaving the hall is sometimes compromised by the rubbish bins to the right which block the view.

Action: CD to ask Donna and Mark if they can leave their bins to the other side of their driveway.

Hall Inventory: this has taken place with lots of rubbish cleared from the loft space and the cupboards in the meeting room and the kitchen. Some of the excess crockery was taken to the charity shop and the rubbish was taken to the tip.

We do need to do a stock take and CD will organise a date – JB, MK and SF agreed to help.

Action: CD to arrange a date for a stock take.

Quiz Night: this was cancelled as the pop-up pub was scheduled for the day before. This has been rescheduled and will now be a Race Night – see Calendar of Events.

Treasurer: we need to find a replacement for KP.

Action: MK to mention this at the AGM and to put out a village email.

Financial Report:

KP confirmed via text the status of the accounts:

Maintenance account £13,335.98

Current account £17,745.01 – this includes the compensation for the electricity of £2282.

Accounts surplus for 2022 is £558.80 but this is the unaudited figure - this reflects increase in running costs as the ball raised £1189.15 and NYE £1125.45 so without these we would have made a £2k loss.

Maintenance Report:

TR reported to MK – TR confirmed that we had been paid £2282 from Utility Aid but we are still in dispute as to whether we will get more to cover the next 18 months.

MK has sent them a Trustees Letter concerning the breach of contract and if not resolved we may have to take them to court.

Solar Panels:

MC still requires a recent bank statement and Electricity bill so that he can complete the application. He also requires the application to be signed by two people who do not sit on the VHall Committee who can verify that we are acting in the village's best interests. Agreed to ask Darryl Morgan and Helen Fletcher as they were attending the meeting later.

The most competitive price for the panels and installation is Fusion 8 based in Hove – they are quoting £9-10K for 12 panels including installation. These have a 25 year guarantee. Batteries are £4000 each and have a 10 year guarantee.

Closest quote was Greenscape - £14750 for 15 panels.

The grant from Suffolk county Council will cover up to 50% of the costs up to a maximum of £5000.

There are concerns that we will not be successful as we have too much money but all agreed that it needs to be clear on our application the Maintenance account is already ringfenced for ongoing improvements.

Action: KP/CD to send Michael the bank statements and electricity bill.

MC to ask Darryl and Helen to sign the forms.

Village Hall website:

KC confirmed that she and JBradley are planning to meet to move this forward. KC needs to contact key people who will be responsible for offering input to key pages such as the Village Hall, booking, the Church, the PCC etc.

Action: KC to contact these parties and also request photos to populate the site.

Playground sub-committee:

No report from KT but MK to follow up.

Action: MK to talk to KT

Alcohol Licence: CD has applied for the licence which will cover the hall for 1 year for any event selling alcohol. She is in contact with Darryl to ensure the next pop-up is covered.

MK wants to check that the pop-up is covered by our current insurance policy.

CD has applied for a card reader.

Action: MK to check insurance.

Calendar of Events:

Race night – 22nd April.

This has been confirmed and Elaine has agreed to help organise the event along with Wendy, SF and JB. The game costs £50 and then they will sell tickets and have a pay bar. To be decided re bring your own hamper or to offer people the option to buy a hamper which the team will put together.

Max 70 tickets.

Coronation Party: 6th May.

This will be run in conjunction with the church. The idea is to have an afternoon celebration on the playing field with bunting, afternoon tea, pay bar etc.

Once details and timings of the Coronation are released, we will be able to confirm our plans for this events.

Dunwich Dynamo: 1st July

PB confirmed that Brandeston Hall have confirmed that we can use the carpark to hold the event. This will allow cyclists to come off the road via a one-way system so it very safe. We will need access to lighting, water, electricity and toilets. Need to check this.

Action: PB to ask the school what they are able to provide and report back as we may need to hire in portaloos. Once agreed CD to let the cyclists know so that they plan their route accordingly.

Medieval Miracles: 18th May

Eastern Angles are on tour with their new show and have a booked a night at the Hall. We need to circulate details of tickets.

Pop-up Pub:

Darryl and Helen joined the meeting to give a report of how the pop-up is going.

Darryl reported that so far the two pop-up events have been a success with approx. 120 people coming to the first one and 70 to the second. He is happy with the organisation and there are teams for set-up, take down, serving, clearing and cooking with very little waste.

Helen commented that she feels it filled a much needed gap for a community event where people can come together in an informal setting. They are hoping to expand the team so it is not reliant on the same people and Darryl commented that it would not be able to run without the help of all the volunteers. They are hoping to keep numbers up by doing posters, the village email and putting in the Parish magazine.

So far they have made an overall profit £237.05 but this is artificially low as they over ordered on the wine last month, but this means that they will not need to buy any for the March event.

The figures below show that each event has been a great success and making a healthy return.

Jan: Income: £1491.75 Costs: £714.70 Profit: £ 782.05

Feb: Income: £845.50 Costs: £509.93 Profit: £ 335.57

They plan to review in April.

Darryl asked about the card reader and licence. CD confirmed that both are in hand.

CD also confirmed that storage has now been sorted as shelving is going up in the stock room for the children's playgroup toys and the large cupboard in the ladies will now be just used for the pop-up pub. This will have a padlock for security.

All agreed that it was a huge success and offered their thanks for Darryl, Helen and their team for all the hard work thus far.

Stock Cupboard: MC and JB did a stock take and the stock list has been updated. The form which organisers of events selling items from the stock cupboard must complete each time has also been updated but it was noted that it still needed to have the cost price on there so we can easily see the profit. CD asked if MC had asked Fram Wine Shop re supplying us as we could set up an account and any purchases could then be invoiced and paid directly from the Village Hall account. All agreed this would be a much simpler system.

Action: MC to contact Fram Wine Shop re setting up an account and to also update the form.

Defibrillator: MK had received an email from Donna Johnston who is the driving force behind acquiring a defibrillator for the Village Hall. She has already received £200 from the PCC and has applied for a grant to help cover costs. It will be positioned in the shelter to the side of the hall and is in a locked case with a password protected system – this is given to the person needing access after calling 121.

It needs hard wiring and Aaron has kindly offered to install it free of charge.

Donna will be the official guardian and will be responsible for regular inspections.

It has a 5 year lifespan.

RG has a friend who is a first responder who might be happy to run a training session for anyone in the village, in particular people who run regular events.

All agreed that it was fantastic to have someone take the initiative in this project.

Action: RG to check if a training event can be arranged.

Bulb Planting Scheme: MK has been made aware of East Suffolk in Bloom who are offering Village Halls and communities free spring bulbs. All agreed that we should apply for 1000 and arrange a bulb planting party in the autumn.

Action: MK to apply for bulbs.

AOB:

JB confirmed that the Open Garden event is not going ahead but proposed that we still hold the art exhibition that was going to take place in the Chapel. We could perhaps combine this with an exhibition of arts/crafts of items made during lockdown. RG said that the church are also thinking of hosting an event to display all the hidden treasures of the church that are only usually displayed on special occasions. Agreed that it would be lovely to make a day of this and to combine all three with teas in the hall. KC offered to help.

Action: JB to form a committee and to liaise with the church re a suitable date.

KC informed the committee of a new planning application in Kettleburgh for a Care Farm and possible farm shop and café. There was to be a meeting the following day to discuss the plans. No-one else was aware of this. KC offered to forward the details to the committee and also Darryl to circulate. (Note: the application has temporarily been withdrawn due to an access issue but is likely to be put in again).

DATE OF NEXT MEETING – Monday 3rd April 7.30pm