

BRANDESTON VILLAGE HALL MANAGEMENT COMMITTEE MEETING

Minutes for meeting on Monday 27th Jan

Present: Mary Ketley, Michael Cousens, Kathy Churchill, Andrea Bays, Cara Duffy, Terry Robinson (TR), Tim Randell (TimR), Marian Randell, Jan Baldwin, Ruth Garratt and Connie Grimwood

Apologies:, Sue Fisher

The minutes dated 18th Nov 24

All signed off as accurate.

Chair's Welcome:

Mary welcomed the committee to the meeting.

Matters arising from the last minutes:

Curtains:

The large curtains have been cleaned, repaired and rehung. The cost was £160 which was good value. Thanks to Andrea, Phil and David for sorting.

Horkey Tickets:

The events in 2020 and 23 were not seen as fundraisers, with the ticket price being used to cover all costs. However, there was a profit of £300 which was kept to be used for the 2024 event to pay for possible entertainment fees. There was no cost for the band in 2024 so rthwre is still a slush fund, For this year, agreed that the money should be used to sub the ticket price/pay for entertainment but from then on the profits should be accounted for and split between the hall and the church.

Action: Mary to confirm this with Paul Baker.

Painting from Martin Chapman:

Kathy reported that she has been in contact with Martin and visited him at his studio to view a selection of his paintings. Martin has very kindly offered to loan the hall one of his paintings. Due to the large scale of the paintings the best position might be either the meeting room, entrance hall or on the wall by the chair store cupboard. All agreed it would be best to see the painting in situ before making this final decision as Martin might also have a preference. We will also need to check with the insurance company to make sure it is covered.

Action: Kathy to liaise with Martin and, once the weather is better, bring a few of the paintings to the hall so we can choose.

Financial Report:

AB reported as follows:

Community Balance: £20,503.89

Maintenance Balance: £6,782.26

All of the solar panel payments came out of the Maintenance account so we need to transfer £3575.50 (the deposit for the solar panels) and £10,726.94 (balance for the solar panels) back from the Community account to make this correct.

Looking at our expenditure. MC commented that Love Energy have been in touch re quoting

for the water, oil and telephone line. WAVE currently charge us for the water and the oil is purchased via Framtrade.

Action: TR to check the oil prices and MC to get comparative prices for oil and water from Love Energy so we can check we are getting the best rate.

Income as of 31st Dec 2024:

Hire of the Hall and regular clubs: £7737

Fundraising events: £9349.72

Total income including donations: £17,186.72

Expenditure: £11,851.77

Surplus: £5334.95

We have made a profit but also need to be mindful of ongoing expenses and improvements so important to keep looking for ways to raise funds through events.

Grants:

MK that although she applied to the Mid Suffolk Capital Grants for £3000 she is yet to hear back. She is hoping to meet with Lance Langdon-Morris to try and get this signed off

Maintenance Report:

TR reported that everything is fine at the moment.

We have just taken delivery of 1500lt of oil.

Ashley is booked for 5th Feb to service the boiler and do a check so that we can have the OFTEC certificate issued.

The smart meter has helped with the efficiency of the heating system and has decreased our oil consumption by approx. 15%.

The solar panels are also proving their worth and 70% of the electricity used now comes directly from that generated by the panels.

The British Gas bills are calculated as estimates of usage but do seem too high

Action: TR and MC to discuss this and resolve.

The holes in the carpark will be filled with hot tar once the weather has improved.

Health & Safety Report:

Tim R confirmed that two cigarette stub boxes have been purchased – one for by the front entrance and one by the patio. TR kindly offered to empty these monthly.

Playground and Maintenance:

When we arrange for the bark to be delivered and spread we also need to clean the playground equipment. Various members offered pressure washers for this.

CD asked about the tennis court and whether we need to book Robert to spray off the weeds.

All agreed this was a good idea.

Action: CD to book Robert to spray. Tim R to organise a date for the bark to be delivered and for a work party to spread and help wash the equipment.

Solar Panels:

MC reported that all going well and working smoothly.

The export tariff has been confirmed at 15KW.

The bills from British Gas need to be sent directly to Andrea.
British Gas will issue is a Zero Carbon Certificate so we need to check if the hall is eligible.
Action: MC to check this and to also make sure bill address is correct.

Hall Bookings:

CD advised all running well.

It's a bit early for new enquiries but CD expected more to come in the spring.

Village Hall website:

KC and CD have a meeting planned to go through the booking platform for the new website.

Action: KC to meet with CD.

Fete 21st June:

MK confirmed that Darryl is happy to run the pop-up pub for two nights, so the set up Friday and the day of the fete. The church as also happy with the new date but we just need to check with Kettleburgh.

Action: KC to talk to Julie re the Kettleburgh Fete. MK to send round an email with the date for the first Fete meeting.

Calendar of Events:

Prosecco & Pudding: 30th Nov

CG confirmed that this event made £370 profit. It was a successful night but she found ticket sales hard and thought that next year we have more of a savoury offering.

All congratulated Connie on running her first event.

KC made the suggestion that if we have leftovers from an event, perhaps we can have a sale the next day to try and maximise profits.

Bingo Sat 22nd March:

We need to check the Bingo machine and see if possible to still use it. The date is just after the Friday pop-up so need to check with Darryl and Helen if we can leave the bar up and liaise re beer.

Agree it should be 7pm start and be £5 – people can bring their own snacks to share.

Action: TR to check bingo machine, MK to check with pop-up pub.

Ideas:

TR advised that the hall will be 20 years old this year so might be good to hold an event to celebrate. All agreed this was a great idea. Have it in July – maybe a garden party, strawberry tea. Details TBA.

AOB:

MR – as the representative from the PCC, Marian advised that 100+ lottery account cannot legally be run by the PCC. This needs to be changed to fall under the remit of the BVH so we need to arrange for this to be transferred. MK thought this was needed more discussion.

Action: MK to arrange a meeting with MR, Paul Baker and the PCC clerk to discuss.

CG – advised that the box on the tennis court for spare rackets empty and is broken so should be removed. All agreed and once gone we will advise the village that no equipment is no kept there.

Action: KC to send an email re the above once it has been removed.

CG – asked if we could have a bench positioned by the play area for parents watching their children. All agreed a good idea and KC wondered if James could look out for one from

Campsey Ashe auction.

Action: CG to ask James to look out for suitable benches.

AB – asked about the key register. CD confirmed that she had done this and agreed that I should have a copy for the insurance company. The list of numbers for people to call if there is a problem needs to be updated.

TR – asked whether the set £3000 that we transfer annually to the Maintenance account is still sufficient. All agree that in principal this was still OK but that we do need to review it annually and adjust – up or down – accordingly.

MC – advised that Malcolm had been booked to trim the branches that overhang Geoff's garden but that Geoff would prefer to have the whole tree pollarded. This would cost £500-800 so all agreed that this was not possible.

Action: MC to advise Geoff.

CD – wondered if we should have a higher interest savings account to maximise our funds. All agreed this made sense and ideally to keep it with Barclays.

Action: AB to look at Barclays best savings account.

MK – advised the committee that after 3 years as chair she will be stepping down at the AGM in March. She is happy to stay on the committee but would like to hand over the reins. MC said that he would be happy to stand as chair but only for a year.

Date for the AGM set for 31st March at 7.30pm, with a short committee meeting prior booked for 7pm.

Action: KC to ask Darryl to circulate this date.

DATE OF NEXT MEETING – Monday 3rd March 7.30pm