

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

### **Minutes for meeting on Monday 29<sup>th</sup> January**

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

**Apologies:** Mary Ketley, Sue Fisher, Ruth Garratt.

### **The minutes dated 27<sup>th</sup> Nov 23:**

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:**

#### **Key audit;**

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

#### **Bike Rack:**

All agreed that a five-bike rack would be preferred but need to confirm if funding to cover costs. PB suggested that we might be able to use the 100+ account to pay for it so we can claim back the VAT

**Action: KC to send weblink of prices**

#### **Notice for the playground:**

TR will organise a sign to go up in the playground which will have TimR's tel number as the first point of contact in case of any problems or faulty equipment.

**Action: TR to buy and erect sign**

#### **Risk assessments:**

TimR confirmed that the Fire Assessment has now been completed. He will put a copy of this in a folder that will be kept in the cupboard in the foyer as well as keeping a copy himself.

He will review of all the other policies and update as required.

He has also reviewed the pop-up pub and has sent his report to Darryl which contains certain points to action.

TimR explained that the main issue we need to address is food hygiene as several of the regular village events – pop-up pub, coffee morning, village lunch, film club – do involve serving food. He explained that all of the volunteers who are involved with preparing food do need to have completed their food hygiene certificates. This can be completed online so TimR is to check to make sure this is the case and is prepared to offer 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.**

#### **New BBQ:**

TR confirmed that this has been purchased - £1450 excl VAT – and is currently stored in his garage. It measures 6ftx2ft so we need to find a place to store it onsite. All agreed that we

don't want it in the foyer so perhaps need to consider a metal lockable container outside.

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

### **Financial Report:**

AB reported that we currently have:

£20,800 in the General Account

£13,335 in the Maintenance Account.

We need to pay the balance for the solar panels – approx. £10,000 and to transfer £3000 to the Maintenance Account for depreciation. All agreed that due to the expense of the solar panels this year we would not increase this figure, but it would be reviewed again next year.

AB provided the committee with a profit/loss sheet.

She reported that we have alcohol stocks of £960 after the New Year Eve's party which is higher than usual. CB has agreed to take a large volume of this to an event organised by INK and have it on sale or return which will reduce this.

Fixed Assets now need to include the solar panels and batteries.

Fixtures and fittings seemed low.

**Action:** AB to ask Richard who audits the accounts about the fixed assets and Fixtures and fittings.

PB asked about the fete income as this should have been split equally between the hall and the church.

**Action:** AB and PB to go through the fete income and expenditures to make sure all is correct.

### **Maintenance Report:**

TR reported that there has been no change to the situation with Utility Aid as we need to wait until the current contract expires. This will be the 30<sup>th</sup> Sept 2024. After this we can accurately calculate the total electricity used and therefore the amount we have been charged over and above the rate we should have been on. There is a possibility that if they do not pay us the compensation owed, we will have to pursue this through the small claims court.

We currently have an extra grey bin which is supposed to be used for trade waste. We are charged £86 a quarter but it is not used so all agreed that we should cancel it. TR has spoken to the council, and they will allow us to keep the bin just in case it is needed in the future – we just need to call them and they will charge for a one-off collection.

**Action:** TR to cancel the extra grey bin collection.

TR reported that we have approx. 12 cans of partly used paint in the storeroom that we need to dispose of. TimR advised that he knows of a company who will collect it.

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

PB asked if, after all the rain, we need to have the ditches around the playing field cleared to help with drainage. Andy is already booked to cut the hedges, clear the dead cherry and trim the horse chestnut tree so the ditches should be cleared after this.

**Action:** MC to ask Daniel Norman if he is able to help with this.

KC asked about the stain up the wall in the corner of the meeting room. CD advised that this is steam damage from the urns and we need to touch up the paintwork.

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

### **Solar Panels:**

MC reported that they are all installed, and all agreed that Aaron has done a very neat job.

They have been generating electricity since the 25<sup>th</sup> Jan and should allow us to reduce our energy consumption by 75%. We can log in to the system to keep track of the figures and Aaron has offered training.

Action: TR to organise training for AB, MC, TR and CD.

KC has been in touch with the insurance company to let them know we have solar panels installed. They need to know the total cost of the panels as well and how much it would cost to replace and dispose of them.

Action: KC to contact Aaron for this and to report back to the insurers to make sure we are covered.

### **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 and MC advised that he heard back today confirming that his application has been successful. The remaining £750 needs to be covered and originally it was agreed that the PCC would pay £300 and the hall £450. PB suggested that the PCC might be able to cover the full amount as the defibrillator would be a village asset.

Action: PB to ask the PCC if they would fund the total amount of £750 and also the £50 annual maintenance fee.

Aaron has kindly offered to instal it FOC and it will be situated in the covered shelter to the front.

KC advised that our insurance policy covers defibrillators at no extra cost.

### **Electric Charging Points:**

MC advised that there are no grants available at the moment, so all agreed not to pursue this further.

### **Hall bookings;**

CR updated the committee.

Whist – this has now come to an end. CD to ask Martin about the whist tables as if not required we will sell them.

Toddlers – although we thought it was stopping, they are now carrying on and so will still require storage for the toys in the cupboard. They have promised to have a spring clean and clear out of old and tired toys.

Coffee morning – Eve is finishing at the end of March, so a new volunteer is needed to cover the rota. Currently Mary Baker and MC cover three of the four Thursdays.

CD also reported that David the cleaner will now be cleaning the hall weekly on Thursday mornings, so we just need to be careful if there is a large weekend booking.

### **Village Hall website:**

KC reported that she met Jess and they have now agreed the design but need to write the copy and populate the site. She still needs quality photos and is asking Darryl for the drone shots of the Christmas lights and needs to discuss the booking section with CD.

Action: KC to meet with CD.

### **Calendar of Events:**

Debrief: New Years Eve Party

This was not as well supported as hoped and made a loss but hopefully CD will be able to sell on some of the alcohol purchased at the INK event. It was suggested that this might be better if it was held every other year.

**Village Fete: 22<sup>nd</sup> June**

Following the announcement that a date for the fete has been fixed for 22<sup>nd</sup> June and it would be held at the village hall, Mark Cunningham from the Brandeston Queen wrote to MK and offered the pub garden as a potential venue. There were questions as to whether he holds a licence, if we would be insured and if he was offering the whole of the pub, including use of the facilities. All agreed the hall and playing field worked well and whilst the pub is officially not open that it would be preferable for the fete to remain at the hall.

Action: MC to write to Mark Cunningham expressing our concerns and advising that this year the fete will remain at the hall.

**AOB:**

MC advised that we are due to hold an AGM. The 25<sup>th</sup> March was suggested and that we hold a short committee meeting prior to the AGM. TR advised that he would be away and also that MK would not be back.

**NOTE: After the meeting MK was consulted and as Chair she would like to be there for the AGM so it was agreed with MC, CD and KC that we still have a meeting on the 25<sup>th</sup> but then have the AGM in April when the majority of the committee are present.**

**DATE OF NEXT MEETING – Monday 25<sup>th</sup> March 7.30pm**