

BRANDESTON VILLAGE HALL MANAGEMENT COMMITTEE MEETING

Minutes for meeting on Thurs 30th July 2020

Present: Sue Thurlow, Terry Robinson, Cara Duffy, Sandra Roberts, Paul Baker, Michael Cousens, Kathy Churchill, Jane Mitchell, Mary Ketley, Karren Piper, Ruth Garratt

Apologies: None

Agenda:

The minutes dated 16th June were signed off with no amendments.

Financial report:

KP reported that we currently had:

£17,970 in the Maintenance Account – the cost of the recent work to the floor and the painting has already been paid out.

£26,541 in the Current Account – this includes the £10K grant.

£3,414 in the Tennis Account – this is now managed by the Hall Committee.

KP reported that she had investigated the oil consumption and could confirm that the higher figure was just due to how the bills were dated.

Update on the current refurbishment projects.

Re-sanding the floor:

TR confirmed that Hyde Flooring had now completed the full sanding of the floor (£2285) which has been paid out of the Maintenance Account. Everyone agreed that he had done a good job and that we would need to look at the floor again in about 5-6 years. TR also advised that for future hirers of the hall we need to ensure that no tape is used on the floor as this will have a detrimental effect on the surface.

Painting the interior of the hall:

SR confirmed that Rachel Mckoen Services had now completed the painting of the hall, meeting room, foyer and corridor.

The colours chosen by SR, KC and CD were as follows:

Woodwork (skirting boards/door surrounds) - China white

Meeting Room – Maritime teal

Main Hall / Hall ways – Turtle dove grey

Prior to the meeting it was also agreed by the committee to cover the extra cost for the painting due to Rachel slightly under-estimating the time it would take to complete the job and the amount of paint required. KP to pay the extra £436 (this makes the total cost £1685.54). Everyone agreed Rachel had done a good job and were happy with the new colour scheme.

KP asked if the paint was wipeable.

Action – SR to check if the paint is wipeable and advise Sophie for future cleaning.

Kitchen Refurbishment:

TR confirmed that the sub-committee, comprising Sue Thurlow, Cara Duffy, Jane Mitchell and Terry Robinson, met to discuss the project and prior to the meeting they sent over their findings and recommendations – see attached. Three companies were asked to quote and based on pricing and payment terms the sub-committee chose Clean Air, who are based in Braintree, as their preferred choice. Their quotation was therefore discussed in detail at this meeting.

They propose moving the cooker to the side wall opposite the hatch which will allow for an extractor fan to be put in place, moving the hand basin to where the fridge is currently located, to install new lighting, and to clad the walls with white UPVC which is hygienic and easy to wipe down. The design will incorporate quality domestic floor and wall units (of the type supplied by Howden's joinery), but with stainless steel work surfaces throughout and a stainless-steel wheeled unit replacing (and slightly larger than) the existing island unit. Total costs are estimated at £20,000.

MK suggested that instead of having the UPVC cladding (extra £1900) we could extend the stainless-steel at the back of the wall units to create a 6-inch splashback. This would also prevent any food debris dropping behind the units. As the hall is a registered charity, ST has been trying to see if there is any way we can avoid paying VAT.

Action – KC and TR to explore this further with various contacts to see if this is possible.

TR wanted to clarify that although Clean Air were the best company that quoted, they do not have good reviews on google, they made a significant loss in 2017-18 and have not yet provided satisfactory references or recommendations from previous clients.

It was agreed that before we proceed, we must explore this further and be satisfied with their financial standing and the references they provide.

Action – TR to follow this up with their sales rep and report back. He will also check to see if we can pay in staged payments.

KC suggested that if we were not happy, that we also get a quote from a local builder who might be able to install the kitchen as a cheaper rate.

TR also reported that he had looked into installing a water softener in the kitchen. At the moment we are waiting for Ashley Fulcher to quote for this.

Action – CD to chase Ashley

Re-opening the Hall:

Prior to the meeting ST circulated the current government guidelines as to what needs to be done in order for halls to reopen safely.

MC expressed concerns over how we would be able to reopen in accordance with these new regulations, especially with regard to cleaning the hall.

KP thought that this could be managed by spacing out classes to allow time to clean before each one, rotating the use of the chairs, and generally putting clear rules in place.

CD has been in touch with our regular hirers and at the moment they do not want to return. This is due to the new regulations and being worried about keeping clients safe, but also because the 2m rule means less people and the classes would not be viable.

JM agrees we need to be cautious but if we can support local people who do need a venue then we should be looking into a way of making this happen.

MK agreed that we should have a plan in place and be getting ready to reopen, or be in a position to react to any new government advice.

It was agreed that we should set up a plan for reopening and to look at how we could do this safely – ie do we need a thermal camera, do we need to alter the contract for hirers, etc and to contact some of the regular groups to see how they feel.

RG said that the Table Tennis group are keen to get going in September and would welcome advise on to how they could do this.

Action – MK, MK and CD to draw up a plan for reopening to present to the committee at the next meeting.

Tennis court:

JM confirmed that she now had the sign re not kicking balls up against the netting and would install this once Cambridge Courts had done their inspection. We agreed that the broken box for the extra racquets should be taken away as it was dangerous. For now it will not be replaced due to being a possible Covid risk.

Update since the meeting – Cambridge Courts visited on 12th August and met with ST.

This morning I met Glenn the man from Cambridge Courts. Three things:

- *He inspected the cracking on the west and south sides of the court but said that he could not repair them. He said that these small cracks are caused by the shrinking and expanding of the subsoil because of v. wet conditions in the spring followed by drought.*

- *He can repair the surface which has been broken by weed growth. I queried why this had happened as there is a weed membrane under the surface and he explained that the surface of the court has to be porous to let rain through so weeds can germinate from seed in these v. small gaps. He suggested we put a membrane down around the court covered with shingle which would suppress the weeds or have the weeds sprayed off more often.*

- *Regarding the tightening of the wire netting around the court - he can do this.*

The cost of repairing the holes in the surface and tightening the wire netting would be £100. He is in the area in September so can do it then. I said we would accept this quote and he will ring me when he is coming.

Action – ST to liaise with Cambridge Courts. All expenses will be covered by the Tennis Court Account.

KC confirmed that she had spoken to a few tennis regulars and that at the moment they were happy with no booking system. They rarely had a problem with the court being busy. They said they would support a tennis fundraiser. It was agreed to carry on with no membership fees but to keep an eye on this.

AOB:

CD wanted to offer thanks to PB for weeding the garden outside the hall but thinks we should see if there is anyone in the village who would like to take on this responsibility.

Action – CD to put something together to go in the next Parish Magazine.

KP asked that when a new discussion was started via email that we all reply to all using this thread. Anyone starting a new discussion must start a new thread. All agreed.

ST suggested that we use the leftover rose wine for the picnic and offer everyone a glass. A date for the picnic was agreed as Sunday 23rd August but sadly since the meeting this has now be cancelled as the government do not allow more than 30 people to gather in one place. The wine has now been offered at a good price to the village.

TR raised the issue of the footpath bridge being closed and suggested that we ask people to contact the Suffolk CC and also our MP to try and move this along. Again, since this was agreed we have heard that there is to be a bridge inspection in September so we will now wait to see what they find.

KC advised that Jan Baldwin was been in touch and would like to help with the Lockdown Exhibition, as and when we are able to fix a date for this.

DATE OF NEXT MEETING – Tues 18th Aug