

BRANDESTON VILLAGE HALL MANAGEMENT COMMITTEE MEETING

Minutes for meeting on Monday 4th July 2022

Present: Michael Cousens, Terry Robinson, Paul Baker, Kathy Churchill, Ruth Garratt, Cara Duffy, Karren Piper, Jess Bradley and Sandra Roberts.

Apologies: Mary Ketley, Jan Baldwin and Katie Tassell

Welcome:

Michael welcomed the committee and, as Vice Chair, hosted the meeting.

The minutes dated 3rd May: All signed off as accurate.

MC raised the point of the flagpole - at the last meeting it was agreed to be discussed this evening but subsequently, in time for the Jubilee weekend in the village, a pole was erected next to the playground. MC now wanted to know the committee's thoughts about whether it can stay there or needs to be removed. MC has spoken to Donna and Mark, and they are very happy to have a flagpole at the hall.

CD asked who would be responsible for the pole and whether it should be by the playground.

MC explained that it was just put there temporarily but we now need to make a decision.

CD and SR were concerned about the etiquette of flying flags and that it was important for us to get this right.

It was voted to take the flagpole down just in case it is an accident risk for children playing and that it needed to be re-erected in a safe location. The committee took a look outside at various locations and decided it would be sited next to the shelter at the end of the building.

Action: TR to get a quote for erecting the pole on the corner of the hall next to the shelter.

Action: SR to look into the etiquette of flying flags in a public space.

Village Sign: this was also raised last meeting. It was discussed that we could have a wooden sign erected – similar to house signs designed by Ashwells – but this would need to be on the hall side of the road. Would this be visible enough? Best place is opposite as easy to see.

Action: CD to ask Aaron if anything can be done.

Financial Report:

Karren reported that on that date – 4th July -the point accounts stood at £32,263.76.

This is a healthy balance due to recent fundraising efforts:

Jubilee Ball £1300

Jubilee Games £413

Jubilee Teas £66

Plant Sale £450

A grant of £700 was used against the expenses of the whole Jubilee Weekend so in total this made £2479.

KP commented that although the balance was healthy, we need to be careful of spending as the outside of the hall needs attention.

Maintenance Report:

Playground:

TR reported that Suffolk Norse have now replaced the bark under the swings but more bark is now needed to top up the whole area. We already have a grant of £850 to put towards the cost of this. The superior quality bark as used by Norse will last longer than the standard bar we have used in the past but to cover the whole area the cost comes to approx. £1365 – so more than the grant allocated.

We could use standard quality bark for £824 but this will rot quickly and will not be of the same style and quality as that already used by Suffolk Norse.

KP explained that we still have money in the Children's Committee Account that needs to be used so we can shut the account.

It was agreed to therefore use this money to put towards the grant and buy the higher quality bark.

Action: KP to shut the Children's committee account and transfer the money to the Brandeston Village Hall account with the specific aim of using this to purchase new, high grade bark for the play area.

Carpark:

There are two potholes that need sorting before the winter. TR has a quote to patch this for £1580 or to do the whole of the carpark for £10,400 – which seems very expensive.

CD has recently had her drive fixed and will ask her contractors to also quote for patching the potholes. We could then wait to see if prices come down before doing the whole area.

KC asked if we had asked Wayne for a quote as he runs Resinator who specialise in driveways.

CD also asked if we can get rid of the slabs near the entrance when we re-do the carpark.

Action: CD to ask A Wright & Sons for a quote so we can compare prices.

Exterior of the hall:

KP had mentioned that this needs sorting before the winter.

JBradley asked if we could do the work ourselves. She is a qualified painter and decorator and would be happy to take a look to see if she can help.

Action: Jess and TR to meet at the hall to assess the work required and report back.

Solar Energy:

Previous to the meeting MC had sent round a detailed account of his findings regarding solar energy as below:

SOLAR COMPARISONS

As indicated previously it appears that most solar installers are so busy that they will not even bother to quote online. Only one of the quotes below is based on a proper survey, that of Greenscape a local firm. Unfortunately they have quoted for a much bigger system than we require involving 44 panels. I have asked them to requote but no response as yet.

A company called Groundworks have provided an energy audit which suggests that a solar panel system involving 8 panels could be obtained for about £7000. This may be optimistic and is probably too small for our requirements. They have calculated that we at present produce a total of 9.5 tons of carbon dioxide every year from use of oil and electricity.

According to Terrys Report we use about 18KW of electricity per day or 6570kw per annum. Our likely requirement would therefore be in the region of 12-18 panels. These have gone up in price since the last quote 1 year ago.

As the product is a long term investment some of those who have quoted have calculated the investment return over a period of 20/25 years. Although such forecasts need to be treated

with caution there is no doubt that the long term benefit to the village in terms of cost and saving of carbon dioxide will be significant.

Some of the quotes do not include VAT. It is likely that a 5% VAT charge will have to be added.

1.FUSION 8 who are based in Hove.

A 12 panel system producing 4.62kw including an 3.6w inverter and a 5.2kw battery .
Total £9118.22 including VAT. 12 year warranty

2.CONTACT SOLAR who are based in Preston.

18 panel system producing 6.59kwp.Includes a 16 Amp inverter £2776.00 and 5.12 kw battery £3238.10 . Total price £13,495.00 .No VAT. 10 year guarantee..

The same company quoted in 2021 for£10,995.00 No VAT.(Inverter £1,150. Battery 2,285..71.) ROI 25 years £97,928.12.

3.RENEWABLE SOLUTIONS .based in Wigan.

A 14 panel system expected to generate 5028kw hours per annum including 3.6 kw inverter and 2.4kw battery (no details of individual costs.)£10,033.89/No VAT.

5 year guarantee. Electricity savings over 25 years £31,439.00

4 . GREENSCAPE.Based in Ipswich.

44 panel system producing 15.5 KW and including inverter£1808.40 and battery £ 7,792.00.

Total with VAT at 20% .£28048.54. 10 year warranty.

ROI after 20 years £67,774.00

Based on his findings it was agreed that MC should initially apply for a grant to put towards the costs of installing solar panels. Based on the outcome of this we will then apply for the system that is deemed the most efficient, effective and within budget.

ACTION: MC to apply for grants to have solar panels installed at the hall.

Insulation:

By installing a hanging ceiling we could reduce our heating costs but this would be such a small saving compared to the cost of having it installed that it was not worth considering.

Village Hall website:

KC and JBradley met to discuss the site map of the new website. The main pages have now been agreed and we now need to contact the relevant people to help with writing the copy for their section:

Village Hall - CD

The Church – Mary Baker and Chris McArthur

Parish Council – Catherine the BPC secretary

The Queen – pub website and Harriet

What's on – will depend on when launched

Memorial – Paul Baker

Village Life – info from the old site

Village Magazine – JB

Brandeston School

Gallery – Darryl for photos

Contacts

ACTION: KC and JB to contact the relevant people to ask them to write copy for their relevant page.

Action: KC to start to gather images.

Wine Stocks:

MC has done a stock check of the wine currently held at the hall.

PB asked if we could have a price list printed so that when events need to use the wine they know how much to charge. This came up at a recent film night and also when Eastern Angles put on an event.

Action: MC to write a price list so anyone running an event knows how much to charge.

Garden furniture:

CD out that some of the tables are looking a little precarious and might need replacing.

TR explained that over the Jubilee weekend the tables all got moved and some of the older tables are in the wrong place.

Action: TR to rearrange the tables so that the best ones are on the patio. After the winter we may need to buy replacements.

Jubilee Weekend:

KC reported that after a busy weekend in the hall various issues have been raised. Darryl has put together a report:

- How many marquees does the hall own (it should be three)?
- Are all the parts there?

PB – we have two complete marquees and one gazebo

- There isn't a hundred of crockery and other things in the hall. We were at least 15 dinner plates short.

SR – will organise a full crockery and crockery inventory to make sure of numbers and then we may need to top up accordingly.

- There needs to be a paper towel dispenser in the kitchen to dry hands after washing. Use of a cloth towel is not good practice and a food safety risk.

CD – she is no longer having tea towels for people to use. All hirers will be advised to bring their own. TR will look at the space and see if we can get a paper towel dispenser fitted.

- The BBQ needs to be repaired.

TR – the gas BBQ is no longer working properly so this will be scrapped.

- A decent, stand alone credit card reader is needed. There are several available at £150 (plus VAT) that work off Wi-Fi and mobile (don't worry about 3G or 4G as the amount of data being exchanged is minimal). Michael kindly donated an old mobile but it's too slow and unreliable. The hall also needs to buy a cheap smartphone to work with the existing card machine. One third of the bar takings at the Games was by card.

CD – will look at using the App Sum up for future events. This will work on any phone and is linked to the hall account so we can get rid of the old hall mobile. From now on anyone needing to take money at events will just need to install the App. She will make sure this is working in time for the fete.

- What is in the loft apart from the black cloths that we used to drape the podium and the bunting?
SR – will check the loft space as part of her stock check.
- The small urn may need replacing as the lid doesn't fit and the tap leaks.
TR – will very happily replace the small urn.
- Consider buying champagne flutes. Free hire seems to have disappeared after covid.
We do not need flutes on a regular basis so not at the moment.

Fundraising:

Bingo and Fish & Chip Supper – booked for 17th September.

Event to start at 7pm - fish and chips followed by bingo in the hall at 8pm

Tickets limited to 80 people. Cash bar.

JBradley has the bingo machine and PB offered to be the caller.

Agreed to charge £5 a ticket to cover the bingo prizes. Other costs covered by the Covid start-up fund of £700

ACTION: JB Put out a village notice, buy bingo cards and felt tips.

Village Fete:

Date has prov been set for the 3 Sept so we now need to gather a committee to run the event – hopefully of people in the village. MC is happy to set up an initial meeting at the pub.

Action: MC to get Darryl to send out a village email re a meeting at the pub on 20th July for those interested in being involved.

Dunwich Dynamo:

Brandeston Hall school were unable to host the event this year as they have residentials and it was too late to set up the event elsewhere. MC is keen to keep this on the schedule as it has been a successful fundraising event in the past. The date is already set for 15 July 2023 so we need a planning meeting with the school in January.

Action: PB to set up a meeting with the head in January to start the planning process.

Pantomime:

This is booked for 18 Dec – Wind in the Willows matinee performance.

Tennis Court:

Running well at the moment so let it run over the summer.

All agreed to take down the notice re kicking balls.

Action: TR to take down the sign, CD to arrange weed spraying in the autumn.

Playground:

KT reported via KC that a new committee is now in place and she had applied for any relevant grants.

AOB:

MC has printed off a list of up-to-date contact for the notice board and will also post any details of up-coming events there.

PB – we need more laminating pouches. Agreed to buy A4 size. Also noted some dog fouling

has been happening on the playground. Agreed that Darryl should put out a notice asking folk to be vigilant and always clear up after their dogs.

DATE OF NEXT MEETING – Monday 12th September 7.30pm