

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

**Minutes for meeting on 5<sup>th</sup> February 2018**

**Present: Sue Thurlow, Jane Mitchell, Claire Burgess, Cara Duffy, Kathy Churchill, Michael Cousens, ,Ruth Garratt**

**Apologies: Jan Baldwin, Terry Robinson**

### **Minutes of last meeting – 12<sup>th</sup> December 2018**

These were agreed as being a true record and signed by the Chairman.

### **Treasurers Report**

Jane presented her report for the last quarter of 2017. This is attached on the following page.

She reported that she had received a quote from Richard Mitson-Woods for the weed killing at the village hall, this would be at a cost of £105 for three treatments over the forthcoming year. All agreed that this was reasonable and that we should go ahead.

Sue thanked Jane for all her hard work as Treasurer during the past year.

## **Treasurer's Report for Meeting 5 February 2018.**

### **Report to cover last quarter of 2017:**

- The bank account has been reconciled at 31 December, with a balance carried forward of £23147.74. The 'improvements and Maintenance' account balance is £24110.82, giving us cash assets of £47258.56. The tennis account retains £3648.25.
- It is my intention to add in to the annual accounts payments properly due in 2017 but which actually came out of the account in 2018 – notably the cooker purchase. This action reduces the asset sum to £42570.32. To my knowledge this is the highest level of cash assets the hall has recorded.
- Notable items of expenditure since our last meeting are limited to £731.54 for repairs to play equipment and £504.35 for crockery and glassware replacements following the audit.
- Notable income is limited to the final grant payment instalments in line with our expectations.

### **Other points of interest:**

- ❖ I have received a quotation from Richard Mitson-Woods for a regular programme of weedkill applications around the hall and playing areas. Three applications per annum will cost £105 with extra applications if required costed at £35. As this quotation is less than a third of the earlier one from Grass Solutions, I suggest we accept this quotation. Richard advises that although he will use the safest product available, absolute safety cannot be guaranteed, he will therefore put a notice on the play area when he treats closing it for the remainder of the day.

There are no other matters to report for the period.

### **2017 Annual Accounts:**

I have now completed the annual reports. These are not yet audited but are, in my view, unlikely to change.

### **Key Points:**

- Accounts show an operating profit of £ 6229.28, a reduction of exactly a third.
- Income is up by 18%, which equates to £ 4306. We obtained almost £ 3900 more grant this year; hire income was up 10%, just under £1000; events fundraising up 2% an additional £190 and the ever stoic coffee morning delivered 24% more income at a total of £1458.
- Expenditure rose by 51% to £21660.
  - Electricity up from £608 to £1629 largely due to fact we had to pay the long awaited ExtraEnergy invoice in amount of £682. Of this £420 is attributable to 2015 (raising 2015 usage to £1029) and £262 to 2016 (raising that usage to £870). 2017 remains at £947 which reflects rising costs – perhaps we should review our supplier options in the spring.
  - Oil costs up 30% to £1212
  - Cleaning staff costs up 29% to £1097, a result of wage increase and bonus to retiring cleaner.

- Equipment costs up massively from £204 last year to £10500 this. Largely attributed to the additional play equipment and the cooker, however grants were received of £8319.
- Repairs/maintenance down 41% - largely happenstance – we did wood chips, painting, potholes and playground fencing in 2016.
- Overall, a very satisfactory performance, and one that allows us to continue to fulfil our constitutional obligations to improve the hall and its facilities incrementally.

I will present and explain these points, and any others the committee feel are important at the forthcoming AGM.

Jane Mitchell, Treasurer.

5 February 2018

### **Hall bookings report**

Cara reported that there are currently £1900 worth of bookings already standing for 2018, this was the same as at this stage last year.

The hall hire rates are competitive but Cara is keen to try to increase the number of bookings for wedding hire specifically. She is looking at putting a new hire package together with the help of Jan Baldwin, and also presented info to the Committee on the Village Hall Wedding Company. Kathy agreed that she would help Cara investigate this. Once booked it is then up to the user to create their own look for the hall. **ACTION CD/JB/KC**

Sue said that at one stage we were worried as to who was booking the hall for wedding, but Cara said that either her or Mary Baker would vet the hirer.

Sue thanked Cara for her hard work, especially with regard to the increase in rental revenue over the last year.

### **Maintenance Report**

Due to his expected absence Terry had sent in his report, this is attached on the next page.

#### *Installation of Zip Wire*

With regard to the proposed zipwire quotations Terry had suggested meeting up on site with Action Play and Peak Playgrounds. Jane felt that we should be asking all the companies to meet as there was a big difference between costs and also their methods, she felt that then we would have a clearer picture as to who/ what method was most suitable. Kathy asked if anyone knew who had provided the similar facility at Hacheston, Sue wondered if maybe the County Council. Kathy said that it would be interesting to visit other similar facilities and offered to help Terry with this, Sue, Jane and Claire also offered. **ACTION TR/KC/ST/JM**

#### *Playground Trellis Fencing*

It was reported that Sue and Terry had met up with Jeff Hogan to discuss the installation of extra trellis panels to be fitted above the existing playground fence, details are covered in Terrys report.

Michael said that he would be happy to help Terry with the installation. **ACTION TR/MC**

Discussion followed regarding safe and suitable plants to plant on the trellis; Jane said that she would ask Lou for some suggestions. **ACTION JM**

The cleaning day has been arranged for Saturday 7 April, Terry, Les & Kevin would be doing the main clean. Sue suggested that the insides of the cupboards should be done by a different team on the same day. **ACTION TR**

## VH Committee Meeting 5 February 2018

### Maintenance and Projects Report

#### 1 Zip Wire

1.1 Quotations have been obtained from four mainly local suppliers, Action Play and Leisure (who supplied the new swings), FLP of Wisbech, Peak Playgrounds of Chesterfield and REJB of Hadleigh.

1.2 All potential suppliers have been contacted and appear to be competent to undertake the work. Notably they have all supplied equipment to local authorities, and can provide certificates of compliance with the regulations and guarantees including 15 years for the timber.

1.3 In all cases the launch and landing platforms would be constructed of timber, and the wire and moving part would be constructed of steel. The timber supports would be fitted with steel shoes to protect them from rot, except for FLP who consider shoes to be not only unnecessary but also potentially hazardous as they could cause the platforms to be less rigid. [We need to explore this point with the chosen supplier.]

1.4 In all cases the surface beneath the wire would have to be protected (as users need to return the moving part to the launch platform on foot) either with plastic matting allowing grass to grow through and be mown, or with bonded rubber mulch laid on the soil after the turf has been removed. This latter option would add about £1100 + VAT to the cost.

1.5 The quotations, in all cases for a 30 metre wire, are as follows:

Supplier	Surface Protection	Net Price	Price incl VAT
Action Play & Leisure	plastic matting	£7000	£8400

FLP Wisbech	plastic matting	£8595	£10314
	bonded rubber	£9705	£11646
Peak Playgrounds	plastic matting	£7400	£8880
REJB Hadleigh	bonded rubber	£9880	£11856

These figures exclude certain optional and avoidable charges. The wire could be a little longer or shorter than 30 metres without affecting the price.

1.6 We know from experience that these quotes are to some extent negotiable but it seems unlikely that we could get FLP and REJB to lower their quotes to a level similar to those of the other two potential suppliers. It is therefore **recommended** that we meet with Action Play and Peak Playgrounds on site (they are both keen to do this), discuss and agree options (e.g. type of surface protection, steel feet) and establish their best price. Sue and I could meet them for this purpose, as we did with Action Play and Leisure for the new swings.

1.7 A final recommendation can then be made to the Committee for approval.

## **2 Playground Trellis Fencing**

2.1 A meeting took place on 21 January between Jeff Hogan, and Sue and Terry representing the Committee, to discuss the length, height and type of trellis fencing, and suitable climbing plants.

2.2 Agreement was reached on these matters, subject to ratification by the Committee, as follows:

2.3 Square trellis with 15 cm (6 inch) mesh would be fitted above the existing fence on the north side of the playground, extending to a length of about 4 metres (13 feet) and to a height above ground of about 1.8 metres (6 feet) – the trellis itself would be 0.9 metres (3 feet) high. Cost of materials will be about £100 including VAT, and I can fit the trellis.

2.4 Climbing plants would then be planted, at modest cost.

2.5 The Committee are asked to approve the above proposals.

### **3 Car Park Lighting**

3.1 Aaron Nobbs has agreed to isolate the electrical supply to the illuminated car park bollards (both of which are broken) so that the cables can be severed and the bollards removed.

3.2 Two flexible plastic reflective posts have been purchased and will be installed after the illuminated bollards have been removed. [No foundations are needed – they are designed simply to be pushed into the ground.]

### **4 Risk Assessments**

4.1 Contact has been made with Tim Randall. He has agreed to help with the updating of the risk assessments carried out when the Hall was built (with which he was involved) and Claire and I will be meeting him shortly to progress this.

### **5 High Level Clean and Maintenance Work**

5.1 It will be difficult to move the Duffy's tower until the ground dries out. It is therefore suggested that the high level clean takes place on a Saturday in March – I am currently available (and the Hall appears to be free) on 3,10,17 and 24 March. If one of these dates can be agreed, with 3-4 Committee members participating, we can at last go ahead with this. [But if the ground is not drier in March we will have to reschedule]

5.2 In addition to cleaning the lighting globes and various inaccessible surfaces it is planned to replace the two failed bulbs, clean the projector filter and if possible remove the balloon string which is preventing one of the downdraft fans from rotating.

Terry

## Fund Raising Report

Darryl had submitted an up to date report to the meeting; the table of events is below. He felt that so far this year, planning was going well; the first planning meeting for the Fete will be in March/April.

**Extra events discussed and to be added are as follows:**

INK FESTIVAL FRIDAY 20<sup>TH</sup> APRIL - Details to go out to village      **ACTION CD**

DYNAMO CYCLING EVENT 28-29 JULY- Organisation      **ACTION ST/JM**

AUTUMN DANCE? – Needs a date & organisation      **ACTION KC**

APPLE FESTIVAL - Change of date as a clash with booking      **ACTION ST/CD**

POSSIBLE PUDDING PARTY ? 17 NOVEMBER ?

Unavoidably, the Open Gardens weekend does clash with the Kettleburgh Fete on the Saturday but our event will finish before theirs starts.

## EVENTS 2018

Date	Event	Organiser	Status
6 January	Wassailing Evening	Sue	✓
25 January	People with A Passion Talk - Lucy Oswald	Darryl	✓
	Autumn Dance – To be decided	Kathy/Wendy	✗
22 February	People with A Passion Talk – Terry Robinson	Darryl	✓
22 March	People with A Passion Talk – Steve Western	Darryl	✓
3 March	Paella Night	Cara/Darryl	✓
1 April	Easter Walk and Egg Hunt		✗
26 April	People with A Passion Talk – Martin and Kathy Churchill	Darryl	✓
26 May	Eastern Angles		?
9 and 10 June 2018	Brandeston's Hidden Gardens	Sally Baker with Mary B, Jan, Ruth	✓
23 June	Fete	Darryl	✗

✓ - Planned and under control

? – Some issues and not fully under control

✗ - No plan at this stage



### **100+ Club**

Paul Baker will be issuing the forms again for the coming year. There is approximately £700 in the kitty from the current year.

### **Forthcoming AGM Monday 12<sup>th</sup> February**

Jane and Sue will prepare their reports.

All on the Committee were happy to serve another year if nominated.

Sue, Jane and Claire will provide some nibbles.

### **Other items**

Bring forward for next meeting results of Fete meeting late March.

Update Charity Commission website with 2018 committee members.

Road side advertising boards needed, would Les be able to make some. **ACTION ST**

Steam Floor cleaner required by the hall cleaner, Cara said she could organise; may do as part of deal that Jane had seen when purchasing a carpet cleaner. **ACTION JM/CD**

Re "Film of the Year": lots of hard work going on, cameras popping up everywhere but need some personal projects to be recorded. **ACTION KC**

### **AOB**

Jane said that if anyone wanted a full set of Accounts emailed to them, this could be done, and confirmed that, as planned, another £3,000 will be set aside from the main account to the maintenance account as part of the plan to save for the future maintenance of the hall.

## **DATE OF NEXT MEETING**

**MONDAY 9 APRIL 2018 AT 7.30PM AT THE VILLAGE HALL**

