

BRANDESTON VILLAGE HALL MANAGEMENT COMMITTEE MEETING

Minutes for meeting on Tuesday 7th May 2019

**Present: Sue Thurlow, Karren Piper, Claire Burgess, Terry Robinson, Cara Duffy,
Paul Baker, Ruth Garrett, Mary Ketley, Jane Mitchell**

Apologies: Sandra Arnold, Kathy Churchill, Michael Cousens

Minutes of last meeting – 18th March 2019

In error Paul Baker had not been mentioned as present, and Ashley Foulger's name had been spelt incorrectly under the maintenance report, these were amended at the meeting. The minutes were then signed as a true record.

Update re decisions made since the last meeting

Claire reported that the only item discussed by email amongst the committee was whether to install a bbq area near the zip wire. The majority of the committee were not in favour of this due to both cost and safety.

Treasurer's report

Karren reported that since she had been awaiting the audit of the accounts, she did not have a specific report for this meeting.

However. she confirmed that the signatories for cheques were now ST, KP, CD & CB.

A debit card was being applied for and ST, KP & CD would be allowed to sign on this. Any purchases made online with this card will need to have a second verification, and it will be for purchases up to the value of £300.

Terry asked if contactless would be available by the Dunwich Dynamo event and it was felt that this would be the case.

Accounts 2018

Jane said that she was extremely grateful to Steve for balancing the accounts and signing them off, and reiterated that the points read at the last meeting in her absence were correct. Sue can now file the accounts with the Charity Commission.

Maintenance report

Terry reported the following:

Broadband – now working well at speed of 50mb/sec. He had posted the new codes in a couple of places in the hall.

Central heating overhaul – Ashleys' quote was £650 plus VAT and includes a boiler service; as the last one was only carried out last autumn it would be sensible to wait until this autumn to commence the work.

Outside windowsills - Gary Meadows had quoted a price of £331.00 and Terry was awaiting a commencement date.

Tables by zip wire- Wayne Cook had submitted a price of £250 plus VAT to excavate and prepare ready to lay the slabs for underneath the tables. There was some discussion as to whether it was worth having paving under the tables, but it was generally felt that this would improve ground/grass maintenance around the area. The slabs would be a sandstone colour.

Playground bark- This will be organised for August prior to the next ROSPA inspection in September. Sue said that she would try to apply for a grant to help with the cost of this.

ACTION ST/TR

Large window curtain rail- One of the brackets has broken and Terry therefore felt that the whole rail should be replaced. The rail needs to be strong and robust due to the weight of the curtains. It was felt that a new one should be professionally fitted. The committee thought that Barretts of Woodbridge should be approached. **ACTION TR**

Terry had also fixed one of the wheels on the goal posts and mentioned that one of the roll down shutters in kitchen was rather slow. It was agreed that this should be fixed. **ACTION TR**

Jane mentioned that she thought that there were various items in the kitchen that were suffering from 'wear and tear', Terry would look and compile a list. **ACTION TR**

Hall bookings report

Cara reported that bookings were slightly down compared to last year but that this was due to having had two wedding bookings by this time already. Sue asked Karren if she could provide an up to date spreadsheet for the next meeting in July.

ACTION KP

It was also pointed out that Kingfishers now have a Pilates and yoga studio, thus widening the range of activities available locally.

Fundraising report

Darryl had submitted a report together with a new list of forthcoming activities (see attached).

Sue commented that funds raised were slightly down as compared with the same time last year but that we did not hold the wassailing event this year and had held one less Passion Talk also. (New figures attached).

Everyone was pleased to see the curry night back on the list.

Next **Fete** meeting Wednesday 23 May, Mary Ketley was keen that flyers requesting help/items should be sent out in plenty of time.

Dynamo: A meeting was being held the following evening (8 May) organised by Jane.

Horkey lunch: Sue said that we needed to organise some form of entertainment. Karren suggested that it should be suitable for children as we were hoping that as it was a lunch this year families would attend. After some discussion it was thought that bingo and other games may be suitable and fun.

Quiz night: Paul Baker set the date for Saturday 26th October in the evening. He and Mary would organise.

Visiting Panto: Cara confirmed that this had already been booked for Friday 20th December.

Sue asked Claire to advise Darryl of the new dates, and Jan Baldwin of all events to be put in the church magazine.

ACTION CB

(These dates have been inserted into Darryl's events list at end of the minutes).

Charity Commission and risk assessment documents

Mary had completed the safeguarding policy, and said that committee members needed to read all six appendices and give her their comments. Sue felt that everyone should advise Mary by Friday 17th May, thus enabling her to complete the Charity Commission document stating that these policies were now in place. Once complete there should be a hard copy in the foyer to view and a copy on Brandeston net.

Jane said that the we needed to make sure that there is a process in place to make sure that we are enacting the policies. Mary suggested that this become a standard agenda action item at each meeting.

ACTION MK,ST,CB

AOB

Karren asked that we all have an up to date list of committee members' telephone numbers.

ACTION CB

Jane made a plea to return to cruet sets for catering as she hated the paper envelopes. It was felt that we should do this but that we ought to use up the current ones first. Karren said that she was concerned as at this meeting we had already agreed some expenditure and she wanted to keep an eye on costs.

Cara pointed out that the petanque hedging looked shabby and a mess. Paul said that he would make a start on pulling it out.

ACTION PB

Paul also commented that extra weeding was needed more regularly maybe twice a year to start.

Sue confirmed that she had successfully managed to get our rates secured as business rate again this year, ie zero. We would need to apply for this annually.

Also regarding a first aid course, she had spoken to Ruth's friend who had agreed to hold one this autumn for us in the village hall.

DATE OF NEXT MEETING TUESDAY 16TH JULY 2019

BRANDESTON VILLAGE HALL

EVENTS 2019

Date	Event	Organiser	Status/ outcome
24 January	People with A Passion Talk – Brendan Baker	Darryl	✓
28 February	People with A Passion Talk – Paddy Fielder	Darryl	✓
<i>24 March</i>	<i>Broadhurst Open Garden</i>	<i>All Saints</i>	
28 March	People with A Passion Talk – Liz Cobbold	Darryl	✓
21 April	Easter Walk and Egg Hunt	Sue	✓
27 April	Suffolk Ink Festival	Cara	✓
<i>May</i>	<i>Concert in All Saints</i>	<i>All Saints</i>	
30 May	Eastern Angles	Mary Baker	✓
8 June	Brandeston Curry Night	Darryl/Cara	✓
15 June	Brandeston Fete	Sue/Michael	✓
13 July	Dunwich Dynamo	Jane/Sue	✓
<i>July/August</i>	<i>Open Garden - Westons</i>	<i>All Saints</i>	
8 Sept	Autumn Walk & lunch	Karren	✗
<i>14 September</i>	<i>Church Bike Ride</i>	<i>All Saints</i>	
13 Oct	Horkey Lunch	Sue	✗
<i>19 Oct</i>	<i>Pudding Party – village hall</i>	<i>All Saints</i>	
26 October	Quiz Night	Paul Baker	✗
14 Dec	Christmas Coach Trip – maybe Norwich	Pat	✗
<i>7 December</i>	<i>Christmas Fair</i>	<i>All Saints</i>	
20 December	Christmas Panto	Mary Baker	✗

- ✓ - Planned and under control
- ? – Some issues and not fully under control
- ✗ - No plan at this stage

BRANDESTON VILLAGE HALL

FUND RAISING UPDATE YEAR 2018 as at 18 March 2019

<u>Event</u>	<u>Amount raised</u>	<u>Accumulative Total</u>
Passion Talk 1	153.37	153.37
Passion Talk 2	240.00	393.37
Passion Talk 3 (Wine)	123.88	517.25
Easter Egg walk	232.24	749.49
Ink Festival	277.47	1026.96