

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

**Minutes for meeting on 9<sup>th</sup> April 2018**

**Present: Sue Thurlow, Claire Burgess, Terry Robinson, Jan Baldwin, Kathy Churchill, Michael Cousens, Les Cullen, Mary Ketley**

**Apologies: Jane Mitchell, Cara Duffy**

Sue welcomed Mary Ketley to the Committee.

The Declaration of Trust needed to be read and all members of the committee need to sign, it was agreed that Sue would send a copy out to all and that the form would be signed at the next meeting.

### **Minutes of last meeting – 5<sup>th</sup> February 2018**

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

### **Treasurers Report**

#### **Report to cover first quarter of 2018:**

We start the year in the rather enviable position of having returned a profit of £6229.28 for 2017. As ever of course there is work to be done this year to allow us to meet our costs and hopefully return further profit to enable continued investment in the fabric and facilities of the hall.

- The bank account has been reconciled at 31 March, with a balance carried forward in the current account of £19981.24, and in the Improvements and Maintenance account £23960.03, giving us cash assets of £43941.27 The tennis account retains £3673.25.
- The only notable item of expenditure since our last meeting is £834.04 for oil.
- There are no notable items of income.

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

- ❖ Demand received for payment from ExtraEnergy for electricity for 2017 – their incompetence shows no bounds – there is no money owed and I made this clear to them.
- ❖ It has been agreed that we will proceed to purchase a zip wire from existing funds. Final quotations will shortly be considered.
- ❖ The issue of storage is ongoing and may incur additional costs later in the year.

**There are no other matters to report for the period.**

**Jane Mitchell**  
**Treasurer**

**Maintenance Report – This is the copy circulated by Terry prior to the meeting, please see discussions after as to descisions made at meeting.**

#### 1 Trellis Above Playground Fencing

This was fitted by Michael and Terry on 25 March, to a design approved by Jeff Hogan. Cost of materials from Fram DIY (who agreed to a trade discount) was £59.12. The trellis is now ready for suitable climbing plants.

#### 2 Storage

If it is decided to proceed with a wooden shed in the Hall grounds this could be located immediately adjacent to the car park between the fenced playground area and the north boundary. This would facilitate vehicle access to the entry doors without the need to construct a driveway, and it would be almost indiscernible from the adjacent properties in The Street. (Nonetheless, consultation with Donna and Mark, and with Frances and Jeff, would appropriately take place before proceeding.) Informal consultation with the District Council indicates that planning permission will not be required provided the volume of the shed is less than 200 cubic metres – and the shed envisaged would have a volume of under 20 cubic metres. Estimated cost including a base is around £1,500 and if this solution is agreed in principle a detailed proposal can be prepared for Committee approval.

### 3 Projector

The projector remote control is becoming increasingly unreliable making it difficult on occasions to turn on or adjust the projector. This fault needs attention as any further deterioration could prevent a film or camera club event from taking place. I arranged for a local AV specialist, TM Services, to take a look and their proposed solution is to install a cable between the remote control, located inside the AV cabinet, and the projector. (There are sockets for such a connection.) This would bypass the infra red link which is probably the cause of the problem. Their quote for this is £14 for the cable + £250 labour (as two operatives would be required for safety reasons) amounting to £316.80 including VAT. They also suggested installing a high definition fibre optic cable at the same time, at an additional cost for the cable of £275 + VAT = £330. This would allow for the future replacement of the projector by a high definition model without the need for further cabling. The cost of this work if agreed would appropriately be met from the Maintenance and Repairs account.

### 4 Front Door Lock

Concern has been expressed about the number of door keys in circulation and fairly widespread knowledge of the key box code. It is therefore suggested that we change the barrel in the front door lock and issue new keys to certain Committee members and other appropriate persons only: perhaps Sue, Cara and Karen Piper, + Terry and Darryl (as they live close to the Hall) and one for the box. At the same time we could again change the key box code. Cost of a new barrel (including fitting) and 6 keys would probably be around £100.

### 5 Driveway

The drive is in poor condition, exacerbated by the recent severe weather. Last year's patches seem to be holding but there are now at least another dozen small to medium potholes. The paved apron in front of the main entrance is also in poor condition, with severe cracks and subsidence to one of the slabs, creating a tripping hazard. Should we consider a comprehensive resurfacing this year? This would cost several thousand pounds but would appropriately be met from the Maintenance and Repairs account.

### 6 Zipwire

Four potential suppliers visited on 6 or 7 March and were met by Sue, Terry and (for most of the suppliers) Jane. All of them were requested in writing to submit final best price quotations before Easter but to date not all have responded. The quotations and a comparison will be circulated nearer to the Committee meeting on 9 April.

### **Discussions as result of items in the report;**

- Jane had suggested climbing hydrangea to cover the fence behind Jeff Hogan. , it was decided that an email would be sent with this suggestion. **ACTION ST**

- Removal of items stored at Rose Farm; Sue had been told that the agents are planning to apply to have the footpath moved, so therefore the sale of the property would be delayed by this procedure. Therefore although a solution has to be found it is not an urgent issue. Les produced details of a shipping container which could, if allowed, be sited at Bridge Farm, it would cost approx. £1600. However it was pointed out that any items required for events would still have to be transferred to a vehicle and driven to the hall. The details of the other option ie shed are as above in Terrys report and would cost almost the same amount, but the shipping container would be bigger.
  
- All members of the committee felt that a new projector was the best solution to existing problems together with installing the HD cable also. Terry felt that someone from the camera club should attend a demonstration of the equipment. **ACTION TR**
  
- It was decided not to change the key but to only change the code, and that any keys held by persons who did not need them should be returned. Code **ACTION TR/CD**  
 Email to current keyholders **ACTION ST**
  
- All agreed that the driveway was in a poor condition, Sue commented that when the hall was built there hadn't been much money left for the drive surface. It was agreed to carry this forward to the next meeting when the treasurer was present.
  
- There were now three companies in the running for the zipwire as ERJB had dropped out. Discussion followed regarding the type of posts used by each company, and the width of the rubber matting underneath the wire. It was agreed to just choose between Action Play and NGF, and that a visit to Hacheston and Langley Green to look at both companies installations should be undertaken by some committee members, and then a final decision be made. **ACTION TR/JM/CB**
  
- **PLEASE SEE COPY OF ORIGINAL COSTINGS ON LAST PAGE.**

### **Fundraising report**

Darryl submitted his report , commenting that numbers for the planned Paella evening had been disappointing and that The Queen had stepped in to host the evening only to be thwarted by the very bad weather; therefore it had been decided not to ask the pub for a share of the profits. Meanwhile the Passion talks had again been very well received this year, and

continued to raise regular amounts. The last talk for the season would be held on 26 April, and he already has enough speakers for 2019 and promises for 2020!

*Open Gardens* - Jan presented the proposed poster and guide for the event and said that there would be 19 gardens taking part. There would also be an art exhibition at the Chapel organised by Chantelle. Sue suggested inviting the Brandeston art group to take part. An email has been sent out to all garden participants regarding signage for their gardens (safety warnings etc) and Jan has offered to make these. Entrance will be £5 per adult and they will be given a programme which will show how many persons in their group.

Donations of cakes are needed for tea and cakes in the village hall, ploughmans' will be available for lunch. Kathy suggested asking the local Riding for the Disabled to provide a couple of a carriages to transport visitors to the furthest gardens should they need it. Sally Bakers husband is going to print off programmes at his work. Kathy also offered publicity in her local publication, and there will hopefully be coverage by local radio. All agreed that the arrangements for the event so far sounded very well organised.

*Fete* - Darryl will chair a meeting at the end of April regarding the fete.

The Dunwich Dynamo is at the end of July and a planning meeting needs to be organised.

**ACTION ST/JM**

The 'year in the life of' Brandeston film is progressing well but always needs new photos/pics big or small, it is currently being edited but the cut off date is not till late September; Dale from The Leas has very helpful in this process.

## **2<sup>nd</sup> Quarter List**

- Report for PC AGM **ACTION ST**
- Re-arrange spring clean of kitchen **ACTION ST/CB**
- Re-arrange high level clean **ACTION TR/CD**

## **AOB**

Claire reported that she and Terry had met up with Timothy Randall regarding the provision of a new Health & Safety policy; Tim has agreed to write it and is awaiting some information from Cara. Sue said that she was very grateful to Tim, as this was a big job for him to take on and that we must recognise his work.

Les said that he would repair the missing tile on the roof when the weather improved.

Sue produced an email that she had received from The Charity Commission regarding the safe guarding in charities. Mary offered to take on this job. **ACTION MK**

**DATE OF NEXT MEETING MONDAY 25<sup>TH</sup> JUNE AT THE VILLAGE HALL AT 7.30PM**

**BRANDESTON VILLAGE HALL**

**EVENTS 2018**

<b>Date</b>	<b>Event</b>	<b>Organiser</b>	<b>Status/ outcome</b>
6 January	Wassailing Evening	Sue	✓
25 January	People with A Passion Talk - Lucy Oswald	Darryl	✓
22 February	People with A Passion Talk – Terry Robinson	Darryl	✓
22 March	People with A Passion Talk – Steve Western	Darryl	✓
<del>2 March</del>	<del>Wine Quiz at The Queen</del>	<del>The Queen</del>	<del>✓</del>
<del>3 March</del>	<del>Paella Night</del>	<del>Cara/Darryl</del>	<del>✓</del>
1 April	Easter Walk and Egg Hunt	Sue/Jane	✓
20 April	Suffolk Ink Festival	Cara	✓
26 April	People with A Passion Talk – Martin and Kathy Churchill	Darryl	✓
26 May	Eastern Angles	Mary Baker	✓
9 and 10 June 2018	Brandeston's Hidden Gardens	Sally Baker with Mary B, Jan, Ruth	✓
23 June	Fete	Darryl	✗
28 July	Dunwich Dynamo	Jane/Cara/Sue	?
14 Oct	Horkey	Sue/Jane/Cara	✗
27 Oct	Quiz Night	Paul Baker	✓

✓ - Planned and under control

? – Some issues and not fully under control

✘ - No plan at this stage

## **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



**BRANDESTON VILLAGE HALL**  
**FUND RAISING UPDATE YEAR 2018 as at 9 APRIL**

<b><u>Event</u></b>	<b><u>Amount raised</u></b>	<b><u>Accumulative Total</u></b>
Passion Talk 1	£ 139.44	£ 139.44
Wassailing	£ 161.00	£ 300.44
Passion Talk 2	£ 143.52	£ 443.96
Easter Egg Breakfast	£ 287.90	£ 731.86
Passion Talk 3	£ 219.46	£ 951.32
INK Eve (est)	£ 320.00	£ 1271.32
Passion Talk 4	£ 144.00	£ 1415.32