

BRANDESTON VILLAGE HALL MANAGEMENT COMMITTEE MEETING

Minutes for meeting on 9th July 2018

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

Apologies: Jane Mitchell

The Declaration of Trust was passed to all for signature.

Minutes of last meeting – 9th April 2018

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

Treasurers Report

As Jane was absent there was not a full treasurers report but Sue said that Jane had confirmed that the finances were in a good position.

Treasurers Role

Sue told the committee that Jane wished to stand down from her role in February before the AGM, having been treasurer for three years. Sue asked if anyone present was interested in the role, Michael said that he may be so Sue suggested that he talk to Jane and then he could see exactly what is involved.

ACTION MC

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

VH Committee Meeting Monday 9 July 2018 - Maintenance and Projects Report

1 Zip Wire

Installation is scheduled for the week commencing 16 July (with possibly some preparation work at the end of the previous week), therefore in time for the school holidays. The full cost is £6650 + VAT, £2500 via the Parish Council (£1000 grant + £1500 from 100+ Club, all VAT recoverable) leaving £4150 + VAT = £4980 from Hall funds. Shall we organise a fund raising opening event?

2 Storage

The trailer in the Scott's farmyard now has doors and a lock and contains the plastic chairs, wooden trestle tables, marquees and various fete signs and games. There is enough space for items to be accessed without removing other items. The new barbecue has been put in the Hall oil tank enclosure (it has a waterproof cover), also the gas bottle, so that it can be wheeled onto the field or patio as required.

3 Projector

The new projector has now been installed to a professional standard and feedback has been positive. Brightness, sharpness and colour authenticity are all significantly improved. It is planned to offer the old projector (including a spare bulb) for sale to other villages via Mary Mitson-Woods. Suggestions please for "offers in excess of".

4 Driveway

The one quote received so far (£12,200) is considered to be excessive and further quotes will be obtained. Ideally we should obtain quotes from contractors who can advise us on the most cost effective long lasting surface for the usage we incur (i.e. mainly cars and light vans but the occasional lorry to deliver oil etc.). This is not urgent but should preferably be completed before hard frosts do more damage.

5 Globe Lights

It is planned to replace the three bulbs that have failed completely and also to replace any that are dimmer than the others. This will have to be done from a scaffold tower, during the next high level clean. In view of the difficulty in replacing bulbs, we should perhaps consider modernising the lighting with dimmable led bulbs. These have a much longer life than the existing fluorescent bulbs and are now inexpensive, though a new control unit would probably be required. As a first step we could ask Aaron Nobbs to advise and quote.

6 Competitive Quotations

The current informal practice is that, for any item or project likely to cost more than £1000, at least three quotations are obtained. For lesser amounts, competitive quotations are not always obtained provided the price to be paid is judged to be reasonable and the supplier is considered to be reputable. (For branded items, price comparisons are obtained on line to ensure that the price to be paid is reasonable.)

Is the Committee happy for this informal practice to continue?

Discussions as a result of items above;

- Installation of **zipwire** due to start the day after meeting, Victor has prepared the ground for the contractors & all felt that a letter of thanks should be sent. **ACTION CB**
- Terry will organise two invoices as per his report.
- Zipwire should be ready by the 23rd; everyone felt that there should be an event celebrating the opening. A BBQ was suggested for the 25th July, everyone to bring their own food to BBQ and maybe a ribbon would be cut.
- **Storage** as reported all sorted in the trailer and all items put in there after the fete.
- **Projector** : Kathy said that she had found the new equipment easy to use, the film club were also very happy with it. Terry would speak with Mary Mitson-Woods regarding selling old projector to another village.
ACTION TR
- **Driveway**: One quote very expensive, Terry asked if anyone knew of a company who may be reasonable.
- **Globe Lights**: in a sorry state, some felt that they looked rather old fashioned, two options a) buy 12 identical bulbs to give consistency. OR b) change to LED and would need to replace the dimmer switch. Either way Aaron would be asked to give a quote. Cara felt that new shades would look better. **ACTION TR**

As a separate matter Sue asked if Aaron had raised an invoice for the connection of the new cooker, Terry hadn't seen one and would ask Aaron. **ACTION TR**

Cara asked if Terry could confirm whether the wire still exposed in the car park where the lighting posts had been were closed off, Terry expected that this had been done but would raise with Aaron and find out why junction box still left? **ACTION TR**

-Competitive Quotations : All present were happy for the current practice to continue, Sue suggested that copies/emails concerning quotes be copied in to the secretary as a way of safeguarding the system.

Hall bookings report

Cara reported that the hall hire amount for the year to date was just over 5000.00, so far on par with the previous year.

There had been one wedding reception held so far, one was still to come and there had already been a booking for next year. Cara added that the rates are competitive usually around 150.00 per day at the weekend.

The hall has also been approached by Lighthouse regarding the staging of a panto in the autumn.

Cara concluded by confirming that she is now able to access the bank accounts in order to check payments.

Insurance Claim

Claire reported on the current situation regarding the shattered window; discussions were as to whether to claim for the damage from the insurers OR to pay for it ourselves. It was felt that since our premium was likely to increase anyway, as a result of reporting the incident, then we may as well process a claim. Claire would continue this process with the insurance company.

ACTION CB

Open Garden report

Jan re-confirmed that the open garden weekend had raised an amazing 2200.00, this will be split between the church and the village hall.

Jan then said that initially there had been a slow start in getting residents to offer to open their gardens and that not many people attended the first meeting at the hall, but this had soon gathered pace. Should the event become a regular fundraiser there were some things to be learned with regard to advertising and supplying information to the parish mag, however the feedback during and after the weekend had been very complimentary and those that had kindly opened their gardens had enjoyed the experience. The food and refreshments at the hall, and at some of the open gardens had been very successful, together with the sale of some plants. The art exhibition was well attended and had made a contribution of 82.00 to the takings.

Brendan Baker had printed all of the programmes himself ; it was felt that a note of thanks should go to Brendan for his generosity from the committee.

ACTION

CB

It was agreed that the 'get together' at the hall afterwards for those taking part had been productive. There had been mixed views as to whether to hold this event on an annual or bi-annual basis in future, and whether to keep the gardens open until 5pm.

Fundraising report

Darryl had sent his report out prior to the meeting commenting on the huge success of the fete ; 2620.00 each to the Church and the Village Hall. Sue had already thanked the organisers but she felt that we should write to Darryl as he had worked so hard to produce this brilliant result.

ACTION CB

Upcoming events: **Dunwich Dynamo Saturday 28th July**: Jane organising, assisted by Sue & Cara. They will need several volunteers to help cook and man the refreshment stall throughout the night providing plenty of pasta bakes, sausage rolls and flapjacks. This had been great fun and a big success last year but it was felt that more money could be made as last year we ran out of pasta early on. Kathy suggested a fire pit providing warmth and light.

Harvest Horkey Saturday 13th October at the hall; it had been hoped to show the village film as the entertainment but Sue reported that Peter and his team had not received enough footage from the village during the year, and that the making of the film maybe under threat. This is a shame as The University of Suffolk had also been interested in the project too.

Quiz night Saturday 27th October , Paul and Mary Baker organising.

Jan reported that Sally Baker and herself were interested in organising a Burns Night but Cara said that unfortunately the hall was already booked for this by Cretingham.

Charity Commision Document

Mary told the committee that this had not been written yet but that she had spent some time investigating what was required and that it was, in parts, quite complicated.

The issue of 'Safeguarding' would need to cover property, monies taken and held, the hall and our reputation. We would also be required to show what we know about the regular hall users and their own safeguarding policy.

Mary suggested that the hall will need to have a file containing these policies, Sue said that she had some documents on child protection and that she would print them off for Mary.

ACTION ST

Mary concluded that policies do not have to be complex but need to be in place.

ACTION MK

Other actions

- Claire reported that the new H&S policies had not yet been started by Timothy Randall ; Cara has now provided the necessary documentation and will chase.
- Hedge cutting on playing field has been booked.
- Spring clean Terry will sort with Cara when the scaffold tower is available but now thinking that Saturday 18th August will be the likely date. Sue and a team will clean and tidy kitchen cupboards.

ACTION TR/CD

AOB

Cara commented that Paul Baker had been mowing the grass and working hard to maintain the playing field on his own and for some time ; he was doing this on a voluntary basis and paying for the petrol himself. All agreed that it was a kind and generous act and decided to buy him a gift in recognition of his efforts. **ACTION CD**

Cara requested a decision on the issue of borrowing equipment from the village hall ie tent & marquees; she reported that one had come back with some pegs missing. It was agreed to buy a new bag and some more pegs. **ACTION CD**

In light of recent events mentioned in the press, there was some concern as to what would our responsibilities be if a hirer were to have a bouncy castle; it was decided that the booking conditions given to a hirer to sign would now inform the hirer that this was their responsibility. Claire would also ring our insurers. **ACTION**

CD/CB

Sue mentioned that the village hall and church would be hosting a lunch on Remembrance Sunday.

Kathy drew attention to a previous discussion in the past regarding the provision of more brass plaques for purchase in the village hall, it was felt that the current line could be completed but not another one started. They would need to be sourced and costed, and would need a protective coating so that they did not require polishing. It was decided to approach Chantelle. **ACTION JB**

Terry mentioned that we were now able to try to sell the old projector, it was agreed that he would speak to Mary Mitson-Woods, and that we would suggest OIEO 100.00.

DATE OF NEXT MEETING MONDAY 17TH SEPTEMBER
7.30 PM MEETING ROOM

BRANDESTON VILLAGE HALL

FUND RAISING UPDATE YEAR 2018 as at 9 JULY

<u>Event</u>	<u>Amount raised</u>	<u>Accumulative Total</u>
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
Eastern Angles	320.00	1735.32
Open Gardens	1100.00	2835.32
Fete	2620.00	5455.32 **

** THIS TOTAL IS APPROX £700 UP ON THE SAME TIME LAST YEAR