

BRANDESTON VILLAGE HALL MANAGEMENT AGM 2022

Meeting held on the 6th March 2023

Present:

Chair: Mary Ketley

Secretary: Kathy Churchill

Treasurer: Karren Piper

Together with all other members of the committee - Michael Cousens, Terry Robinson, Paul Baker, Ruth Garratt and Cara Duffy, plus 20 residents of Brandeston.

Apologies: Sandra Roberts, Katie Tassell, Jan Baldwin, Sue Fisher and Lydia Freeman

Minutes of the 2021 AGM:

These were signed as being as true record.

Matters Arising from the Last Minutes:

None were raised.

Chairman's Report: Mary Ketley

This has been my first year as Chair and I am still on a steep learning curve. I abandoned Brandeston for New Zealand at the beginning of May until late July, but Michael Cousens (in the newly created position as vice chair) held the fort admirably.

Firstly, I would like to say a big thank you to all who commit time, hard work and support - often on a regular basis and not always obvious ways. The committee itself, of course, but also individuals in the village, for example:

1. Paul, who cuts the grass around the Hall and organises the 100 plus club, and so much more.

2. Brandeston Hall School - for regularly cutting the playing field

3. Regular commitments:

- Coffee morning on Thursdays – Eve Crane
- Village lunches - Sue Thurlow
- Film club opened again - Chris McArthur, Roz McKenzie, Steve Western and Michael Cousens
- Village newsletter and event emails – Darryl Morgan
- Table Tennis - Ruth
- Art club - Nick Hayward
- Camera Club, now disbanded (and they donated their remaining funds to the village Hall)

4. Big weekend to celebrate the Jubilee:

- Eve Crane - Tea party

- Pat and Darryl Morgan - Jubilee Games
- Kathy & Martin Churchill - Jubilee Ball
- All with much support and practical help from many others - not least Aaron and Lucy Nobbs for the use of the marquee!

5. Plant sale in June in with Church

6. Fete in September, which included a Dog Show for the first time this year. Thanks to a host of workers from planning through setting up, working, taking down.

7. Fish and chip supper/bingo - 1st October (subsidised by way of a grant) - Paul as caller, and others on the working Party (Wendy, Jess, Elaine, Sue) made it a success.

8. Horkey - 15th October with Church

9. NYE - excellent, and a good example of letting people form a working party and run with their ideas! The working party was made up of villagers and a couple of committee members and lots of hard work from many, particularly for the clean up!

10. Pop Up Pub - Churchill Arms opened on 20th January 2023, organised by Helen Fletcher and Pat and Darryl Morgan with, again, a host of volunteers to set up, staff the bar, work in the kitchen and clean up! It will run as a mostly monthly event.

All by villagers for villagers...

As always, all of these events depend on the hard work and goodwill of villagers to make them such a success - sometimes organised by a small sub-committee of members and other villagers, sometimes just by villagers and sometimes in conjunction with the Church, BUT always village orientated.

This year we have organised a new notice board for village hall activities, have recently undertaken a full inventory and are reviewing the hall policies.

Committee:

We like to run with a committee of 12 members and have regular meetings, eih the minutes being circulated in the village email and also posted on the website.

At these meetings, decisions are made on fund raising, maintenance, events and matters brought to our attention by the village, always with the good of the village in mind. We work closely with the Church, for example joint fundraisers and support where we can: food bank, plant sale, fete etc.

We are currently working on new website to be launched later this year.

COMMITTEE MEMBERS

MARY KETLEY - CHAIR
 MICHAEL COUSENS - VICE CHAIR
 KATHY CHURCHILL - SECRETARY
 KARREN PIPER - TREASURER
 TERRY ROBINSON - HALL MAINTENANCE
 CARA DUFFY - BOOKINGS

JAN BALDWIN
SANDRA ROBERTS
KATIE TASSELL - CHILDREN'S PLAYGROUND MANAGEMENT
RUTH GARRETT - REPRESENTING CHURCH
PAUL BAKER - REPRESENTING CHURCH AND PARISH COUNCIL
SUE FISHER - NEW MEMBER (on NYE working party and got the taste for it!)

We have recently said goodbye to Jess Bradley and would like to thank her for her hard work on the maintenance of the outside of the hall, the NYE working party and website - which she will continue to work on with Kathy.

We also say goodbye to Karren Piper, our Treasurer, with thanks again for all her hard work in looking after our finances.

This means we currently have a vacancy for Treasurer - if anyone in meeting thinks they would like to take over role, Karren is here this evening to discuss. If not, we will be putting out a plea via the weekly email. Lots of support available to talk through the role and continuing support.

Financial Report: Karren Piper

Covering the period 1st Jan – 31st Dec 2022.

The bank account has been reconciled for this period and the accounts have been audited – see attached.

The total income for 2022 was £15,528.08

The total expenditure for 2022 was £14,908.88

Depreciation £60.40

Surplus for the year is therefore £558.80

After COVID, this has been our first full year and it has been good to see the regular events bringing in just under £3,500 and the hiring of the hall bringing in £4,390.50.

The bank accounts for the year end are as follows:

Current Account £20,106.97

Maintenance Account £10,545.08

The Tennis account has now been closed, with the balance of £3,109.31 being transferred to the Maintenance Account and all on-goings costs for the court will be paid out of this.

Every year, we transfer £3000 from the Current Account to the Maintenance Account to protect us from depreciation. Now that the tennis court is included, the committee will review this amount to make sure it is sufficient.

Maintenance Report: Terry Robinson

Terry stated that we have a very fine village hall, one we should all be proud of:

- With new kitchen installation, and painting, general condition good - special thanks to Jess Bradley for external painting.

- £3,000 per annum set aside to maintain Hall “as built” – realistic but reviewed annually, will include tennis court in future reviews.
- Playground is well maintained, with the zip wire and swings all in good condition. A separate subcommittee has now been formed to fundraise specifically for the ongoing maintenance costs of the playground.
- Improvements to heating system and controls to cut oil consumption as aware of the huge price increases.
Energy costs now c. £6,000 pa - £200pm oil + £300 pm electricity
- We are currently in dispute with our energy broker Utility Aid about electricity charges:

UA found us a 3-year deal (from Oct 2021 to Oct 2024) with Scottish Power at 17.9 p/kwh but failed to implement it.

Instead, we are now using EDF at 35.6 p/kwh to Dec '22 and now 56.8 p/kwh which is a marked difference to the deal we should have been on.

UA have accepted responsibility for their failure to implement the Scottish Power contract and have stated that we will not be out of pocket in consequence.

Compensation paid by UA for the period up to 30 Nov 2022 is £2,095.

Compensation for the next two years up to Oct '24 should be £4,000 or more. This is being pursued but may only be settled when this three-year period is up.

- Project to fit solar panels to reduce electricity use is being explored by the committee, headed by Michael Cousens – his report to follow.

Nick Hayward asked about security at the hall.

Cara Duffy explained that we are looking at secure storage inside the hall.

David Russell asked if we should have an alarm system fitted as a deterrent. There followed a discussion about the possibility of having CCTV installed or a Ringdoor Bell. Mary agreed to add this to the agenda for the next committee meeting.

Solar Panels: Michael Cousens

The Village Hall has been estimated by Groundwork, a partner of Suffolk Climate Change Partnership to cause 9.5 tonnes of carbon dioxide pollution every year. In an attempt to reduce consumption of both oil and electricity, the Village Hall Committee has recently arranged for:

- 1) the installation of an up-to-date NEST thermostat to control the consumption of oil and
- 2) to explore installing solar panels on the roof to reduce the consumption of electricity.

Both solutions will hopefully reduce our total energy consumption by at least 30%.

The preferred supplier of the solar panels is Fusion 8 based in Hove – they need 4 weeks' notice to order and fit the panels.

We have applied to Suffolk Council for a 50% grant to help pay with the upfront costs of solar panels - estimated to be about £10,000.

Even with the government price cap in place until April 2023, our present energy costs are significantly higher than last year. If there is no price cap after April all our energy costs are likely to increase further.

The installation of 12 solar panels on the roof of the hall will not only help save many tonnes of carbon dioxide - equivalent to planting 991 trees - but also thousands of pounds in the future (£45,818 according to Fusion 8) thereby helping secure the future of the village hall as a community asset.

David Russell asked if we could have more than 12 panels?

MC said that there is room for 44 but we have been advised that for our consumption 12 is enough. We don't use that much electricity during the day so would also need to buy a battery to store the electricity for use in the evenings or when there is a spike. A battery costs £4000 and has a 5 year guarantee.

Paul Baker asked if the cost of the batteries outweighs the savings made on the solar power.

Cara Duffy asked if we need a battery but instead have more panels as suggested earlier.

Mary Ketley raised the point that we are not just switching to solar to save money – it is also a switch to using a greener energy. We have a social responsibility to the village to make sure we invest in a cleaner, greener future.

Brendan Baker said that electricity costs are set to come down this year. He supports switching to solar but has reservations about the batteries. If a battery only lasts 5-8 years then this is not environmentally friendly as they cannot be recycled. If not properly disposed of, they can release toxic chemicals and heavy metals into the environment.

Ivor Day asked where we would store the battery?

Michael agreed and will look into the battery in more detail to see whether they are necessary.

Sally Baker offered her support of solar energy.

Darryl Morgan asked if we should send out details to the village to gauge levels of support.

Michael agreed to do this.

Playground Report: Katie Tassell – read by Mary in her absence.

Playground equipment is still ok. We will need more bark in due course.

Fundraising events:

Easter Family Bingo - end of March and if goes well, consider every 2 months.

Sing for Your Supper - May/ June. (Just waiting for confirmation from pianist)

Kids Activity Day - Summer 2023 - tennis, football, cricket camp style. BBQ

Liaison with Brandeston School: BVH playground will be adopted as one of their charities for Academic Year 23/24

Grant application: Struggling to fit the criteria for grants with lots of emails sent out and no response. The main issue with applications is they require proof of bank account and last month's accounts. BVH account looks too healthy and therefore why would they give a full or even part grant to something that we could pay for out of those funds. Separate account needed?

Village Defibrillator: Donna Johnston – read by Mary in her absence.

I am coordinating fundraising for a Brandeston Community Defibrillator. Brandeston Parish Council has kindly donated £200 towards the project, and I have applied to the East Suffolk Council 'Enabling Communities Budget' for further funding.

I need permission to place the defibrillator on the external wall at the rear of the hall under the covered area. It will be housed in a locked steel cabinet which needs hard wiring, the defib itself does not need power as it is battery operated.

The cabinet needs power because it has a thermostatically controlled heater and if it drops below a certain temperature the heater kicks in to prevent the pads from freezing, and a sensor LED light which will operate once the door is opened and motion is detected.

Aaron Knobbs has agreed to install the cabinet for free and I will be Guardian of the device, carrying out routine visual inspections to ensure it remains fully operational.

Protocol being, in the event of a person collapsing, you call 999 for an ambulance and start CPR. Our cabinet will be registered with the Ambulance Service who will have its location logged. They will direct the 999 caller to the Village Hall and give them the code for the cabinet.

The device will be fully automated, once the pads are in place it will check for heart activity and determine if a shock is needed or not. The device is safe as it checks the heart rhythm and will only shock if it's needed. You cannot shock someone accidentally.

With regard to training, The UK Resuscitation Council Guidelines state that there is no requirement to be trained, but once we know exactly which defib we have it will come with operating instructions which I will circulate, and we can ascertain then if further CPR training for the village is required.

In the event of a person collapsing the non-trained person can use the defib as the step-by-step voice talks the user through the process of what to do. The models I am looking at assist with CPR and provides prompts for the rate and depth of compressions.

As Guardian I will be responsible for the ongoing maintenance of the defib, but in general terms the universal electrodes and batteries last up to 5 years and the defib model I have been looking at comes with pads that are suitable for both adults and children, so you do not need different sets.

I have been working with and taking advice from the Defibrillator Team based at the East of England Ambulance Service NHS Trust.

Darryl Morgan said that this had been raised before and the suggestion to have a defibrillator was rejected by the PCC in 2015 and 2018 but he was in agreement that it would be good have one in the village.

Brendan Baker said that Marion Rendall was in a position to be able to help set up training if required and Mary Ketley said that Ruth Garrett has also offered to help as a friend of hers is a first responder. Mary will put Donna in touch with both of these people.

Hire of the Hall: Cara Duffy

Cara reported that it has been a good year for hall bookings.

We continue to have a busy schedule of regular events: film club, pop-up pub, whist, toddlers etc and also have regular bookings for children's parties.

There are also four wedding bookings this year which will bring in £700 for each one.

We look at our pricing every year to make sure we are competitive and, although we had planned to increase rates, have decided to leave them the same for another year.

Due to Covid, we have lost a few regular bookings, so there is still capacity if anyone knows of anyone who is interested.

Plans for 2023: Mary Ketley

As you have just heard, this year we will be investigating switching to solar power, have a new Playground sub-group and hope to install a defibrillator.

The Churchill Arms will continue (next one 21st April) and on back of which we have decided to apply for an annual drinks licence.

We will have a new website which will showcase the hall as a venue as well as being a source of information for all villagers.

Future fundraisers for the year ahead include:

An evening at The Races - 22nd April

Dunwich Dynamo - will need a lot of help! 1/2 July

Plant Sale/Cake sale in June

Coronation tea (and stronger stuff) party - with the Church

Fete in September - with Church

Sadly, no Open Gardens - but hope next year!

A Hidden Treasures weekend to celebrate all the creatives in the village - the church, the chapel and the village hall to be included in this. Planning already underway.

Bulb Planting - a grant from East Suffolk Council free bulbs

Darryl Morgan asked if the old website domain would be retained and if the archive photos would be kept. Kathy replied that we may keep the domain, but the new website would have a new look and feel. It would include all aspects of village life and there would be a gallery for events. If we can set up an archive section, then old photos will be able to be kept.

Mary Ketley thanked everyone for coming and reinforced that anyone is welcome to get in touch with any questions or issues that they would like to raise with the committee.

Wine