

BRANDESTON VILLAGE HALL MANAGEMENT COMMITTEE MEETING

Minutes for meeting on Monday 3rd July 2023

Present: Mary Ketley, Michael Cousens, Paul Baker, Kathy Churchill, Terry Robinson, Cara Duffy, Sue Fisher and Andrea Bays.

Apologies: Ruth Garratt, Katie Tassell and Jan Baldwin

The minutes dated 22nd May 23:

All signed off as accurate.

Chair's Welcome:

Mary advised that Katie has now stepped down from the committee as she is struggling to commit to the time required due to a busy family life. She advised that she will still recommend that the school takes on the Children's Playground as one of its charities.

Matters arising from the minutes:

Alcohol Licence:

This is now being processed. MK/KC managed to find a cheaper alternative to the EADT for the statutory notice, bringing the price down from £700 to £400.

MK also suggested that we should book a fire check for the hall as part of the Fire Risk Assessment. This was not a requirement for the licence, but it is recommended.

TR has contacted Flame Skill and they charge £395 plus VAT.

Action: TR to contact Fred Mugleston for advice re this as he used to be an inspector.

CD advised that the risk assessment policy also needs to be updated and she has been sent advice from Tim Randall and there is a government website which also list their recommendations.

Action: CD to circulate the email from Tim and committee members to look at gov website.

Hearing Loop:

TR has spoken to Mark Jacklin who installed the film projector. Old hearing aids work fine with the hearing loop but newer ones connect using Bluetooth and this is not possible as we don't have the technology.

Key audit;

CD now has a Key registry.

Tennis Box:

MK confirmed she will purchase a box and remove the old one.

Solar Panels:

MC met with TR and Aaron Nobbs and confirmed that if we get panels, we should also get a battery to store the energy. MC is going to resubmit the information for our grant application.

Action: MC to follow up the application.

Bank Signatories:

Andrea is now a signatory for the hall accounts.

Patio Step:

This is now fixed – thank you to TR and David

Charity Commission:

PB apologised for not replying to MK with his contact details. Once she has updated the website she will pass on the new log in to CD.

Action: MK to send CD the password and login.

Hall Insurance:

KC advised that this has been renewed but that there are new conditions that we need to make sure we follow:

We need to have a full Electrical Installation Condition Report (EICR) done every three years, so we need to schedule this in for May 2026.

If we have any work done at the hall using outside contractors we need to advise the insurers.

Financial Report:

AB advised that there is £2500-3000 in the 100+ account which is BVH funds.

Otherwise, all accounts are up to date.

Maintenance Report:

TR reported that Utility Aid have only paid compensation up until end of Nov 22 and are refusing to offer us anything further until our contract ends at the end of 2024.

He estimated that we should be owed £3000 compensation. MK has compiled a strongly worded letter to Utility Aid advising them that if we are not offered compensation, we will sue them. All agreed that we should send this letter to keep the pressure up.

The boiler is now due a service, so we need to book Ashley Foulger to do this.

Action: CD to chase Ashley and book in a service.

Solar Panels:

MC advised that we are still waiting to hear re the grant. Aaron is now qualified to install the panels so all agreed that they should meet to discuss our options and costs.

Action: MC and TR to meet Aaron

Village Hall website:

KC has received several photographs and some requested copy for the website. She has also contacted the school re their content and images.

Action: KC to progress the website and chase outstanding copy.

Playground sub-committee:

We need to recruit a new committee member who will take on the responsibility of looking after the playground and zipwire and to arrange the ROSPA inspection every year.

Calendar of Events:

Dunwich Dynamo: 1st July

MC had sent a report of the event:

DUNWICH DYNAMO 2023 REPORT.

1. This year's Dynamo was a success on almost all levels apart from the numbers of cyclists who dropped in. Judged by the number of cups used for hot drinks this year that was about 240 representing a 66% drop in comparison with those thought to have attended in 2019.

2. The main difference between 2019 and this year was the location namely the school.

Although there were signs warning cyclists 100x in advance and at the car park entrance itself, several cyclists were observed to cycle past and enter via the main gate and then come

back. The vast majority perhaps 90% simply cycled past. In 2019 Scott Farm could not be missed and created an almost party atmosphere that may have encouraged stopping.

3. Some of those who did stop complained of half hour queues and £7.00 sausages at the Needham Lakes stop and said that they would have cycled past that stop had they known what we were providing and that there were no queues. There is a further stop at Gosbeck less than 10 miles from us which now appears to be a regular feature.

4. The Dynamo organisation is deliberately loose. There is no centrally organised information centre which can be accessed by cyclists giving them information about potential stopping off points and their relative merits. There is not even an up-to-date route map. This situation is unlikely to improve in the 12 months.

5. The costs of this year's event included Makro Wholesale £529.51, Revetts Sausage rolls £124.80.

School charge for cleaning toilets etc £100.00.

Total. £754.31.

We have also undertaken to pay Victor for the hire of his generator and to pay for costs of diesel. It is not known how much was taken in total but not enough to cover the costs.

6. The contributions by the villagers by way of macaroni cheese, brownies, flapjacks etc was astounding but much was left almost untouched. Most of the unused rolls and flapjacks and brownies have been donated to the Samaritans. Nevertheless it was truly heartbreaking to see so much excellent food donated by the village to help the village hall not being used for the purpose intended.

7. The school were welcoming and at one stage suggested that some pupils might like to act as helpers. In the end that did not happen. The only flaw was that no-one at school knew where the exterior light switches were to be found which meant that we were even more reliant on Aaron for setting up the electrics on Saturday afternoon. The inability to turn on the lights at the rear of the changing rooms did give rise to some potential hazard but fortunately no problems have been reported.

8. The Dynamo has in the past proved to be both a pleasurable experience and significant income producer (approx. £1500.00 in 2019?). However, we need to decide whether or not we can remedy a situation that is largely out of our hands and if not whether to withdraw our support. As this has been very much a village event it is suggested that all those in any way involved in this year's event should be consulted.

MC advised that he going to personally thank all those who helped at the event.

Art Celebration: 29th July

All in hand but we just need to check if the chapel is covered by the church insurance.

Action: PB to check this.

The Church committee have agreed to run the café at the event – hopefully a pop-up on the terrace of the village hall.

Village Fete: 16th September

MK to contact all those involved last year to see if they would be willing to help again this year. She is also to book a Fete meeting the w/c 17th July to start the ball rolling and to make sure all jobs are covered.

Action: MK to arrange fete meeting.

AOB:

MK advised that Donna had sent in a progress report for the installation of a defibrillator. The PCC have donated £200, and she has raised £1000 in total so far. There is to be a £50 yearly

maintenance fee which we hope the PCC will cover.

Action: MK to circulate the report.

Action: PB to ask the PCC if they will cover the £50 annual fee

Katherine Wallace has asked to borrow the bowling game we use at the fete – all happy with this.

Action: PB to contact her as he has the game.

Recruitment: we need two new members so everyone to think of people who might be interested and to send out a village email.

AB asked if Steve Williams will still audit the accounts now that he has left the village.

Action: PB to ask if he is willing to do this.

PB advised that Brian is no longer able to maintain the patio garden and we need another person to help Nick. MK said she would be happy to take this on.

CD advised that the cherry tree in the car park is dead. And so we need to remove it. TR suggested we ask Andy to do this when he does the hedge trimming in the autumn and to also prune the other cherry.

Action: TR to ask Andy.

DATE OF NEXT MEETING – Monday 18th September 7.30pm