

BRANDESTON VILLAGE HALL COMMITTEE MEETING

16th SEPTEMBER 2019 7.30

PRESENT; Sue Thurlow, Cara Duffy, Paul Baker, Mary Ketley, Karen Piper, Ruth Garrett, Michael Cousens, Terry Robinson, Kathy Churchill (apologies for 8pm arrival)

APOLOGIES; Claire Burgess,

Minutes of 30th July 2019 approved

FINANCIAL REPORT - Karen Piper

BT will only speak to the account holder, who is Jane. Karen will deal with changing the account holder. (Terry commented that BT may charge to change the name on the account)

The BT Package is £52.49pcm, which is for Broadband, telephone line and calls. Cara asked if we need a landline, but the consensus was yes, we do - for accidents if nothing else.

Karen will attempt to negotiate a new deal with BT when changing the named account holder. (Mary - try to put it into two separate names which may make life easier in future).

Film Club Account: Sue spoke to the new leaders, Susannah Roberts and Chris McArthur, as agreed at the last meeting (see emails re this.)

£250 to be transferred to them as agreed for their float. Their finances will be monitored and they will report back.

Paid deposit on the curtains.

Paid LampHouse £250 deposit for the Pantomime (Total will be £500).

The mid term deep clean for the kitchen and WC facilities cost £350.

The electrical checks for insurance purposes has been undertaken by Aaron Nobbs at a cost of £567

Paying invoices on line - the last few bills have been paid on-line. This is working well. Karen sorts it out, then Cara approves.

The debit card requires new forms to be signed - there were some problems but Karen has sorted this out.

BOOKINGS - Cara Duffy

£10,000 was raised through bookings in 2018. It looks to be nearer £7,500 to £8,000 this year. but this is on par with previous years. There are less bookings such as weddings and all day bookings for parties. One of the biggest rivals seems to be Dennington Village Hall, which is very smart, new kitchen, and a bar.

Their daily rate is £184 - ours is £150 BUT we have no bar and that does seem to be a big factor. There are other rival venues, such as Kingfishers. There is also Matspace in Framingham (Yoga) and Kingfishers have space to rent for classes. We do not want to threaten our current groups by putting up prices. Cara advises that we hold fire on any review of prices in the current climate. Rather, we need to concentrate on increasing bookings. Agreed.

MAINTENANCE AND REPAIRS - Terry Robinson

Curtain rail: deposit received by Barretts who will telephone when they are ready to install.

Kitchen wear and tear: the worktop over the boiler is tatty. The monthly check to drawers and cupboards reveals the kitchen trim is a bit battered but this was not really enough to bother with at this stage. Cara reiterated that the kitchen at Dennington is new, smart and this does make a difference. It was agreed that Sue and Cara would cast their eyes over the kitchen + hall in general and report back.

Barbecue - Terry was delighted with the decision to hire if and when needed, rather than purchase.

Bark in the play area - this was a real team effort. The bark was delivered, and lots of people turned out to spread it, which took just 40 minutes with everyone pitching in, then time for refreshments.

Plumbing and Central Heating: there were a few points, like the radiators need power flushing. This is being dealt with on Friday 27th. When the heating comes on, it can then be checked.

Electrical report by Aaron Nobbs: there were areas recommended for attention but we now have the three-year certificate.

Rollers on the kitchen hatch only drop by two thirds and this is a breach of fire regulations. Terry is trying to find someone to mend this. Aaron has tried but it is outside his area of expertise. Essex Industrial Doors, who have just dealt with the smaller one, are expensive but if no one else can be found they may have to be contracted to deal with it. Terry to report back.

Outside steps: a quote from Wayne Cooke for £200 inclusive of vat. However, while he was at the hall it was noted that the lower level slabs were wobbly and cracked. He quoted a further £100 to fix them. AGREED

The Floor. Karen has suggested that this will need replacing at some stage. Terry said that this could be 'skimmed'. The Meeting Room was not done last time, as it gets less wear. It was agreed that the floors could be done next summer, early in the school holidays being the best time. Terry will get two quotes, one from Barney and one from the company he used to work for.

As an AOB but to do with maintenance - Mary raised a concern about the Zip Wire. Yesterday, when in use, the platform end had a support rising from the ground as a child went down the wire, and the cross beam was flexing as it did so. Also, with all due gratitude and thanks for the tables being erected, the seats are not correctly placed. David Russell was happy to alter but didn't want to act out of

turn. Terry will look at these points and liaise with Mary and David. The zip Wire is still under warranty.

It was minuted that the efforts of Terry, Michael and Richard in ensuring the picnic tables were erected on slabs by the zip wire were very much appreciated.

FUND RAISING AND EVENTS

AUTUMN WALK will be on Sunday the 24th November. Karen explained that there will be a five mile and a two mile walk to choose from, then back to the Hall for Brunch. Time for the start was agreed at 9.30. Volunteers will be needed for staffing the kitchen, please. Cara will check that there will be no problem with the people hiring the hall on the Saturday having cleaned up and will liaise with Karen. There are some supplies left over from the Dunwich Dynamo - bacon, mustard and so on - which can be used. This will be advertised in the village email and the Parish magazine.

HORKEY will be on Sunday 13th October. This is usually 60-70 people. It was agreed that there would be a choice of vegan/vegetarian and meat, with crumbles and custard or ice cream to follow. Mary and Michael offered to cook a vegan/vegetarian sort-of stew, butternut squash and chick pea, This can be served with wild rice, and the suggestion was that the rice could serve both options, if the meat dish was a sort-of meat stew. This would also be easy to cook ahead, heated on the morning, leaving just the rice to cook fresh. Karen offered to help with the puddings. Several people offered autumn fruit. Sue will do the tickets and the advertising, and also, will ask Jackie Hounsell to decorate the tables.

QUIZ NIGHT will be on Saturday 26th October. Mary and Paul Baker are organizing this. There will be teams of six.

A footnote to fundraising - another £40 received from selling further bric a brac, so £20 for the church and £20 for the VH funds - but Mary confirmed that's it, she is putting anything she held on to for possible late sale still left to charity.

2020 EVENTS

It will be the 75th anniversary of VE day, and this could give rise to an event. The centenary of the end of the First World War last year was very moving, the school pupils really shone with their efforts. Various proposals for this 2020 event ranged through a Street Party (not necessarily on the street), afternoon tea at the Hall, dancing, dressing in keeping with the times, all of the above and anything else we come up with. There was a lot of enthusiasm for this event. Ruth spoke of some dancers in the spirit of the time she had seen, and will start enquiries - no doubt other people will also be planning events and we need to get moving on booking. It was agreed that would be really good and hopefully get the dancing started - Big Band style. It was agreed to firm this up at the next meeting and get a team together to organize the event. Saturday the 9th May was agreed for the date.

OPEN GARDENS - Paul thought that this may be too much given the WW2 event in May, then the Fete in June, and then the Olympics if that happens again. Agreed - Open Gardens was very successful but could be bi-annual perhaps.

THE FETE ; date will probably be 20th June. Michael suggested one of the sources of music could perhaps be the school as they want to be more involved in village life.

LITTER PICK; Kathy explained that she got £20 for the Village Hall funds from the council for this - she will sign up again for March/April. Agreed - it was a good village event and involvement for the school children.

As Claire from Brandeston School has asked about the involvement of Boarders in village activities, can they help the Hall in any way? Is the school on the village email list? Certainly, they could be involved in the walk and breakfast. Sue will email Claire at the school about the fete music contribution, the WW2 day and so on.

TENNIS CLUB REPORT

Kathy reported that the email went out. Two people signed up. Will try again in the Spring, re-visiting this then. It was agreed this would be further discussed at the March meeting.

RECYCLING

Paul reported on this - Terracycle can provide free containers, we register with the company, send the items and get points. Perhaps beauty products? There was a general discussion and it was agreed that any recycling needed to be something most people use a lot, that is easy to keep separate ready to take to the village hall container. It then became clear that there was a lack of knowledge about what was and wasn't recyclable. Karen said she would contact the Local Authority for some definitive advice. Paul agreed to do some more research.

FUTURE USE OF VILLAGE HALL RESERVES

This was an agreed item from the last meeting. Sue reminded the meeting of the discussion then. The World War 2 is a prime example of using village funds for the benefit of the village, not as a fundraiser. If ideas like that come up they can be discussed. The Horkey is another example. We can fund one or two such events a year. The provision of play equipment is another example, as is maintenance of the Hall and grounds.

Michael raised the First Aid course at £20 a head. However, Ruth's friend may be able to arrange this for free. Ruth will follow this up. Once arranged it can be put out to the village and regular users of the hall.

AOB

CARA - she has not yet spoken to Darryl about the website. This does need a fresh look, and include details of the hiring of the Hall.

Where is the card machine? Last seen at Dunwich Dynamo. Michael to ask Sue Edhouse. Cara suggests keeping Michaels kind offer of a mobile telephone to use with card payments as a backup. The App can be downloaded on mobiles and most people have them.

The tables - the round ones are fine, but the rectangular ones are all different sizes. The chairs are fine. Terry offered a hacksaw to make the offending tables all the same height, but accepted we may wish to buy a couple of new ones

It was agreed to try Terry's solution - thank you Terry - and then see if we need some more, we will get them. This is part of making the hall workable and attractive for bookings.

MARY - Michael spotted a flaw with the Risk Assessment and the contract in the Safeguarding documents. She and Michael have been through these and the amendments undertaken. The amended version will be in the folder asap.

CARA - Also, could we have a tidy up in the lobby - a rack to display leaflets? Karen will look at 'In Kind Direct, which has such items for charities, and a short extending bookcase as well for the folders on top of the cupboard.

SOAP DISPENSERS (an item raised last meeting) now installed and working in the WC facilities.

Cara - INK Quiz - 22nd November booking for Hall

SUE: reporting back on the Fete Thank You. This was not a success. Six committee members turned up, and six other people. It was a pleasant couple of hours, and some good ideas for next year's fete, however. Mary seconded that, and suggested that it was worth arranging, and if we were to do so again next year, perhaps a little sooner after the fete, it might be better.

Sue also had a report back on the Film Club first showing. Forty people signed up for the club, thirty people turned up last Friday, there was a £25 profit from the bar, so, it all started well.

NEXT MEETING MONDAY 25th NOVEMBER 7.30