

BRANDESTON VILLAGE HALL MANAGEMENT COMMITTEE

MEETING

13th July, 2016

Present: Paul Baker, Sue Thurlow, Helen Fletcher, Les Cullen, Cara Duffy, Lucy Nobbs, Jane Mitchell, Kathy Churchill, Terry Robinson.

Apologies: Sally Baker.

Minutes of the last meetings – 6th April, 2016

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

Chairman's Report

District Councillor Contact / Community Enabling Grant – Paul has now filled in the relevant form following discussions with Cllr. Paul Rouse requesting £2,000 towards the cost of replacing the play area fencing. Paul to monitor progress. **ACTION PB**

Bonfire night venue – Paul discussed this with Eileen Leach who agreed the use of the bottom end of her adjacent grassed area and the use of the nearby barn area for the refreshments. Kathy to discuss with Martin to see if he could put together a team to run this. Les volunteered to help on the night or with rubbish collection. **ACTION KC**

Secretary's Report

Q3 action list:

- Crockery audit – Sue to produce a spreadsheet as tick list. Kathy and Helen volunteered to carry out the audit. **ACTION KC/HF**
- Hedge cutting – Terry agreed to contact David Sillet. **ACTION TR**
- Fire alarm/boiler service/PAT /fire extinguisher testing/snagging due for action in September. **ACTION TR**

New committee members – Sue apologised for not having held discussions with the new members but agreed to do this before the next meeting. **ACTION ST**

Grants – Sue reported that a new contact at SCDC had been made. Dr. Will Gibson is a consultant to the council to advise councillors on community funding. He offered his help to gain funding for hall projects. Sue to email him with details of projects where we would be looking for support. Projects to be included – disabled opener for the main door, improving disabled access to play area, path to tennis court to facilitate pushchairs and wheelchairs. Also to give details of the discussions/form submitted via Paul Rous applying for a £2,000 contribution to replacing the rotten fencing of the play area. **ACTION ST**

100+ money – Sue to confirm value of fund from Mary M-W. **ACTION ST**

Treasurer's Report

1ST April – 30th June 2016

- The Barclays Bank account has been reconciled with a residual balance of £6,495.34
- Balance at Scottish Widows account is £23,133.60, representing the £20,000 previously on deposit plus £3,000 maintenance contingency as agreed.
- Significant items of expenditure were on annual insurance premium £2,068 (£10 cheaper than last year); £1980 to Gary Meadows for painting the exterior of the hall and £483.53 on oil, which is in line with our normal spend.
- There were three fundraising events:
 - Eastern Angles Profit: £ 114.32 (target £200)
 - Queen's Birthday Donation £ 100.00
 - Fete Profit: £1788.68 (target £1800)

The overall fundraising target to date was £4400, actual raised to date is £3476.57, a shortfall of £923.43. This represents a performance of 79% against target and is adversely influenced by the cancelation of the Race Night which had a target of £1000 – had this income been achieved our performance would be 99.5%. At 30 June 2015 we had raised £2928.59.

- Donations of £50 have been received from the whist club, £180 from the film club and £144.02 from the table tennis club (£255.98 spent new table).
- The tennis account stands at £3057.18 at period end. A quotation is awaited for the provision of a weed barrier outside the court – estimated cost in region of £2000). The official opening was a great success and returned a very small profit in the region of £30. 23 people are founder members and 5 other households have purchased passes for 2016 and one coach has made arrangements to teach on the court.

While the fundraising performance looks in line with last year we must not lose sight of the fact that increased targets were implemented this year to help mitigate the 2015 loss of £2556. Discussion needs to ensue to formulate plans to increase income.

Electricity is now being supplied by EDF and we pay £76 per month by direct debit – up to April 2015 we were paying £116 monthly to EoN so I anticipate this amount may increase. The previous supplier ExtraEnergy have taken no payment from us at all for the 12 months period up to May 2016. It was agreed that Jane should cancel the direct debit instruction to ExtraEnergy.

ACTION JM

Bookings

Cara reported that bookings so far this year are on par with last year. The new hire rates for classes will start at the beginning of next term. No complaints have been received re. these increased rates. We also have a plus point in the way deposits are handled i.e. the cheque is torn up. This is much simpler process that other halls operate.

Storage was discussed – where the Mother & Toddler increasing volume of equipment should be stored and Terry raise the point of the long-term storage of items currently in Eileen Leach's barn which may become an urgent problem for us.

Hall Improvements/maintenance – report from Terry

Drive repairs – Terry reported that he had contacted 3 contractors with the cost ranging between £440 to £1,056. It was agreed to go ahead with the cheapest quote from Cowie and Beninson Terry to progress this.

ACTION TR

Driveway to side door (grass grid) – 3 quotes from the same contactors as above ranging between £1,430 and £1,719 were discussed. As the problem of ruts and grass surface damage had only occurred last year under very wet conditions and because of the current maintenance programme planned in this financial year, it was agreed that we could not afford to do this at present.

Pathway to tennis court – again quotes from the 3 contactors above ranging between £3,880 to £5,900. – on hold for investigation into grants available.

Main Door Auto Opener for disabled users – it was agreed that we should go ahead with this repair urgently – cost £1,539 incl. VAT. Sue to speak to grants contact. **ACTION ST**

Exterior Painting - Gary Meadows completed the exterior painting at a cost of £1,980.

Playground - perimeter fence (quote for complete job just under £3,000) – on hold awaiting news of grants.

Main hall heating - The radiators in the main hall are not powerful enough to quickly raise the room temperature to 20 degrees in the morning if the outside temperature is below zero and it is cloudy. Terry suggested that this is wasteful as it is proving necessary to keep the heating at about 16 degrees all night during cold weather to raise the temperature to around 20 degrees in time for the first morning bookings. A simple solution would be to install a second radiator adjacent to the existing radiator in the South West corner of the room. This should be relatively inexpensive as the plumbing is already in place. It was agreed that Terry should get quotes. **ACTION TR**

Road side mirrors – these have now been replaced.

Repair schedule – to aid financial decision making Terry agreed to produce a schedule of items that he felt would need repairing or upgrading within the next 3 to 5 years.

ACTION TR

Outside toilet – discussion took place on the provision of an outside toilet for those using the increased facilities on the playing field. Terry to investigate the options and process i.e. the feasibility, drawings needed, building regulations and quotes. **ACTION TR**

Chairs – of the 100 old chairs 80 have now been sold at a total amount of £906. The remainder are in very poor condition.

Communications

Village email list & those needing hand delivered notices - Kathy to progress this.

ACTION KC

Items for The Brandeston – Sue to send 2nd half updated 2016 events list to Mary M-W

ACTION ST

Fete

Paul circulated an analysis of the fete takings compared with the previous 2 years (attached) and commented that the outcome of £3,229.76 (shared between the hall and church) was really good as the weather was so bad. It was thought that a review should take place to try to halt the decline in takings from this event. It was suggested that there should be a fete committee – item in the Brandeston with replies to Paul. Paul to speak to the pub and church.

ACTION PB

Fund Raising

Events since last meeting – village fete - 1788.68, Eastern Angles - £114.32, Queen's birthday - £100

Target for events to date - £4,400. Funds raised - £3476.57 (79%)

Future events

- Brandeston Rio Olympics - 21st August **ACTION MORGANS**
- September event???? **??**
- Apple Festival – Sunday, 2nd October **ACTION MITSON-WOODS**
- Harvest Horkey – Saturday, 15th October **ACTION CD/JM**
- Quiz Night - Saturday, 29th October **ACTION PB/MB**
- Disco – 12th November **ACTION KC/WENDY GRIMWOOD**
- Christmas Concert –Monday, 12^h December **ACTION ST**

Notes:

Eastern Angles – we should have charge more for wine, review ticket price for next year.

Race night – Lucy has to cancel so we need another event to keep to target.

Queen' celebrations – after concerns re. costs of this event if did make money. £100 has come to the hall and the balance went to charity.

Harvest Horkey – Margaret Doe is unable to provide entertainment, but Jane and Cara have agreed to do this. **ACTION JM/CD**

Any Other Business

- Lucy said she would be stepping down for a year because of the baby. However, she will still be circulated with minutes and emails for comment so she can keep up to date for her return in a year's time.
- With Mary Baker stepping down Paul asked to speak to the church re. a new delegate to come onto the committee. **ACTION PB**

Date of Next Meeting

Wednesday, 12th October at 7.30.

SRT/19.07.16.