

# **BRANDESTON VILLAGE HALL MANAGEMENT COMMITTEE**

## **MEETING**

**6<sup>th</sup> April, 2016**

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

**Apologies:** Helen Fletcher.

### **Minutes of the last meetings – 19<sup>th</sup> January & 10<sup>th</sup> February, 2016**

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

#### **Chairman's Report**

*100+ Club* – The first draw has had to be postponed for one week as 2 or 3 standing orders have not been paid yet. Les will do the first draw on 14<sup>th</sup> April. Paul volunteered to carry on doing the admin. for the club when he retires as chairman at the next AGM.

*Charity Commission Update* – following the AGM Paul reported that he has updated the charity's website with the new members to the committee.

*District Councillor Contact* – Paul met up with Cllr. Paul Rouse to discuss a grant from his local fund to contribute towards the cost of renewing the fencing around the play area. He seemed favourable towards our request for £2,000. Paul awaiting the form to apply for the grant so that this can be completed for access to the 2016/2017 budget. **ACTION PB**

*Play area checks* – checks are made by Terry Robinson each month and a written record logged. A RoSPA test is carried out each year.

#### **Secretary's Report**

*Q1 action list:*

- Paul to present a report to the annual meeting of the parish council on May 25<sup>th</sup> at 7.30 p.m. **ACTION PB**
- The next fete meeting will be held on 28<sup>th</sup> April at 8 p.m. in the hall meeting room. Sue to send out reminder. **ACTION ST**
- Bonfire night – it was agreed that we should have our own event as not many villagers attended the bonfire at the school. This should be a ticket event, paid beforehand, to ensure we have money for the fireworks. Discussion took place as to the venue – Paul to ask Eileen Leach for use of the green area by her house and the use of her barn. If this is not possible the second choice was one of the fields hired for rearing cattle - Cara to contact the cattle man to see if the animals would be on the pasture then and afterwards to speak with the Cunliffes for permission. **ACTION PB/CD**
- Hall insurance – Sue to organise in June. **ACTION ST**

- County Councillor's Grant – Sue has spoken to the parish clerk as no response was forthcoming via email. Cllr. Bellfield has been ill. Mary M-W has asked SCDC what procedure is in place to apply for a grant from his Locality fund when he is unavailable. We await their response.

**ACTION ST**

### **Treasurer's Report**

- The Barclays Bank account has been reconciled with a residual balance of £5,929.16
- During the period £8000 was transferred as previously agreed to the Scottish Widows account. Jane has yet to receive the statement for the period but the current balance will be in the region of £23,100
- The only two significant items of expenditure were £425.25 on oil, which is in line with our normal spend, and £927 on bark for the play area. However, this latter amount has been matched by an incoming grant from Suffolk Coastal District Council
- There were two fundraising events, the February Village Walk which raised £200 and the Easter Walk and Egg Hunt which raised a magnificent £363.40. £150 contribution has been received from the Whist Club and £150 from Kettleburgh for the purchase of 20 of our old chairs
- The tennis account stands at £2,382.36 at period end

ExtraEnergy were informed in January of our desire to terminate our contract for electricity supply when it expires on 12<sup>th</sup> April – they acknowledged this by email. To date they have taken no money from us for 11 months. In line with the wishes of the committee I have now contracted with EDF for the forthcoming 12 months. This change is likely to cost us somewhere around £170 extra for the year, which is in line with 2014 expenditure. There may be a two or three day gap between the contract change when ExtraEnergy can inflate their charges, but this has to be within reason.

A likely expenditure which has not previously been recorded for this year is repairs to the drive and car park.

It was requested at the AGM that we review our decision to exclude vehicle access to the rear entrance. To retain access that will not cause damage may well have financial implications.

### **Bookings**

Cara reported that bookings so far this year (on the old rates) amount to £2,500 which is up on this time last year. The new rates suggested by Cara were ratified and will apply from now on. These are competitive with Hacheston – our main rival. Letters will go out to the classes that use the hall.

**ACTION**

**CD**

Projector – discussion again re. robustness/suitability of this equipment. Terry said he had no reason to suspect that it was about to pack up but he would be fitting a new filter during the spring-clean on Saturday.

### **Hall Improvements/maintenance – report from Terry**

*Entrance mirrors* - replacement suggested at the AGM. Terry to source appropriate quality replacements and fit.

**ACTION TR**

*Drive repairs* – Terry to contact Adtrack, who laid the carpark, to get a quote for repairing the holes in the drive.

**ACTION TR**

*Driveway to side door* – request from AGM to look at improving the surface for catering vans to have access to the side door. Terry to get quote from Adtrack. **ACTION TR**

*Main Door Auto Opener for disabled users* - Aaron has not been able to do the repair and so Terry contacted the manufacturer – cost £1,539 + VAT. Sue to look for grants from disabled charities etc. to help with this and also to improve disabled access to the children's play area which currently is not very user friendly. **ACTION ST**

*Exterior Painting* - Gary Meadows to start in April. Nick Hayward at the AGM suggested we use a high quality paint for longevity – Terry to check this with Gary. **ACTION R**

### *Playground*

- Bark Chippings – play space grant obtained and task completed last month.
- Perimeter Fence – on hold awaiting news of grants. **ACTION TR**

### **Communications**

*Village email list & those needing hand delivered notices* - Kathy in the process of completing this. **ACTION KC**

*Items for The Brandeston* – Mary M-W has the 2016 events and Sue to ask for piece about plants/shrubs such as buddleia for the wildlife area. **ACTION ST**

*Tennis court* – awaiting to hear from the tennis club re. use of toilet facilities. Jane reported that there were 20 founder and 2 regular members so far. Arrangement for the official opening on 29<sup>th</sup> May progressing.

*Bench in memory of Peter Underdown* - the tennis club to suggest to June Underdown that she dedicates it on the 29<sup>th</sup>.  
**ACTION JM**

### **Fund Raising**

Events so far – village walk & brunch - £200, Easter Egg hunt - £636.40, Duffy band - £900. Target for these events - £1,400. Funds raised - £1,736.40.

#### *Future events*

- Eastern Angles – Saturday, 14<sup>th</sup> May **ACTION MB**
- Race Night – Saturday 21<sup>st</sup>, May **ACTION LN+**
- Queen's Birthday celebrations, Sunday, 12<sup>th</sup> June **ACTION PB/RS**
- Village Fete, Saturday, 18<sup>th</sup> June **ACTION ALL**
- Brandeston Rio Olympics - 21<sup>st</sup> August **ACTION MORGANS**
- September event???? **??**
- Apple Festival – Sunday, 2<sup>nd</sup> October **ACTION MITSON-WOODS**
- Harvest Horkey – Saturday, 15<sup>th</sup> October **ACTION CD/JM**
- Quiz Night - Saturday, 29<sup>th</sup> October **ACTION PB/MB**
- Disco **ACTION KC/WENDY GRIMWOOD**
- Christmas Concert – Thursday, 8<sup>th</sup> December? **ACTION LN**

#### *Notes:*

*Eastern Angles* – Aaron to take down ceiling globe which interferes with the stage and performance. **ACTION LN**

*Race night* – Lucy to check odds for the races and food etc.

**ACTION LN**

*Queen' celebrations* – Paul to meet Rachel Summers to progress this. Theme chosen – “Queen of Hearts” – a tea party, fancy dress, games for children, croquet etc. All agreed we should try to at least cover the costs of this by having a bar and a donation bucket. Agreed float of £200 for Rachel. Paul to monitor progress.

**ACTION PB**

*Harvest Horkey* – Paul contacted Margaret Doe re. entertainment. She will come back to him. Jane offered to be her “sidekick”.

**ACTION PB**

### **Any Other Business**

• Hand out / discussion with new committee members.

**ACTION ST**

• Offered big marquee worth £1,000 for £650. Committee decided not to invest.

• Add hall heating to next agenda.

**ACTION TR/ST**

### **Date of Next Meeting**

**Wednesday, 13<sup>th</sup> July at 7.30.**

SRT/27.04.16.