

BRANDESTON VILLAGE HALL MANAGEMENT COMMITTEE

MEETING

8th October, 2015

Present: Paul Baker, Sue Thurlow, Helen Fletcher , Mary Baker, Terry Robinson.

Apologies: Cara Duffy, Lucy Nobbs, Jane Mitchell, Kathy Churchill

Minutes of the last meeting – 9th July, 2015

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

Chairman's Report

Solar Panels – 3 companies seen but only 2 quotes received. Each recommended 16 panels. Active Energy quoted £6,815 incl. VAT – money back in 8 years; Acorn Solar quoted £5,695 incl. VAT - 7 years to recoup. After discussion it was agreed that this could not be done at the moment as after the tables and chairs are paid for this expense would leave no funds in our currently account. Report back to AGM. **ACTION PB**

Fete Venue - Paul had a very positive response from the pub. They would be very happy to host the event in 2016.

Secretary's Report

Q3 action list:

- Crockery/cutlery audit – completed with 100 wine glasses and 100 tumblers purchased to replace the odds and ends we have currently. Old glasses are being stored in the old chapel for the Xmas event and can be borrowed by the village. At a later date a decision needs to be made about replacing the cups and saucers because of instability in stacking as we are down to about 80. **ACTION 2016**
- Review electricity tariff. **ACTION JM**

Treasurer's Report

Financial statement and bank reconciliation attached – all in good shape. The bank reconciliation does not show the true figure because of difficulties experience with the bank not following Jane's instructions to transfer monies to the tennis court account and Scottish Widows. If these had been completed the balance would have read £5,105 less which will be the case shortly. **ACTION JM**

Tennis court – when the above transfers have been made the tennis court account will have a balance of £2,105.37 which will now pass to the tennis committee to manage.

Bookings

Cara was unable to attend this meeting.

Hall Improvements/maintenance

- *Hedge cutting* – booked to be done in November.
- *Exterior painting* – Gary Meadows starting in November when Terry will speak to him about the posts on the play area. **ACTION TR**
- *Play area bark* – Philip Warren will visit to advise on quantity needed etc. in 2 weeks time. Sue to investigate grant from the Play Space Levy. **ACTION ST**
- *Horse Chestnut tree* – request from near neighbours for thinning to take place. ST to find quote from Paragon Landscapes. **ACTION ST**
- *Tables & chairs* – proposal for chair type and fabric + tables agreed. 100 chairs and 9 x 5 ft. tables to be ordered at a total price of £7,288.10.

Mary to speak to Kettleburgh to see if they wish to buy them and Paul to speak to Eileen re. storage until disposal. Terry suggested an internet site for their sale which would suggest a price. **ACTION TR/PB/MB**

- *Wi-fi* – all organised and now working.
- *Disabled door mechanism* – Lucy to arrange Aaron to fix. **ACTION LN**
- *Noisy pipes* – Cara's plumber visiting this week to fix plus slight leak by cylinder.
- *Extractor fan ducting* – Lucy to schedule Aaron to fix crushed extractor fan ducting in the attic. **ACTION LN**
- *Partition wall unit* – we are advised to have an annual check costing £148 + VAT. All agreed for Terry to book this. **ACTION TR**
- *Autumn cleanup*
 - Internal – Terry to organise tower for cleaning of the hall lights and any other jobs to be done + snagging. **ACTION TR/PB**
 - External – weeding/replacement in petanque hedging, strimming of ditch edges etc. to be arranged after the hedge has been cut. **ACTION ST**

Communications

For the next Brandeston Sue asked to forward a note re. dog fouling on the playing field and also place the same item in the parish magazine. **ACTION ST**

Playing field

Tennis court – the new committee minutes of 2 meetings were discussed and their proposal for the management of the court accepted. It was agreed that the court should be run solely by the sub-committee with a report presented at each hall management committee meeting. All agreed they were very pleased that everything was up and running and glad to see the court being well used.

Some discussion followed re. coaching by anyone charging for their lessons. It was agreed that a charge should be made for the hire of the court but thought that the tennis sub-committee should decide on the fee. It was suggested that this should be booked through Cara.

Wild life area – Report from Kathy – Suffolk Wildlife Trust advise that we cut the area having remove by hand the thistles, nettles etc. then in the spring cut a path through the long grass. Kathy said she would clean out the nest box and build a hedgehog hotel and insect house. Possibly try a wild flower area.

ACTION KC

The Underdown seat – Mary reported that the information had been passed to June with no response. It was agreed that Mary should leave this until after Christmas and then contact her to let her know when the official opening of the tennis court will be held as she may wish to dedicate the seat at the same time.

ACTION MB

Fund Raising

Future events

- Harvest horkey – 24th October.
- Quiz night – 28th November
- Possible Christmas Concert

ACTION JM/CD

ACTION PB/MB

ACTION LN

2016 Fundraising – Discussion took place on the need to raise £5,000 through fundraising to keep our finances in balance. Ideas for next year briefly discussed with all agreeing that at the January meeting time must be spent on organising events for the whole year to ensure we have access to the hall and are able to gain support from other helpers.

Ideas included raffle for a valentine bouquet, and a beauty pamper prize for Mother's Day, celebrating traditional village festivals, a disco and the Queen's birthday. Sue to circulate ideas for festival events and to add this item to the next agenda.

ACTION ST

Any Other Business

Village email list – Mary checked at the coffee morning for those who may still like to go on the email list and these have been forwarded to Kathy. We now need to check the gaps with the electoral roll.

ACTION NEXT AGENDA

Christmas arrangements –

Hall decoration – Friday, 3rd December at 6 p.m.

ACTION ALL

Village tree – Sue to buy and collect. Terry to fix up lights.

ACTION ST/TR

Choir – Mary to contact Janet re. practise sessions in the hall.

ACTION MB

Date of Next Meeting – Thursday, 14th January at 7.30