

BRANDESTON VILLAGE HALL MANAGEMENT COMMITTEE

MEETING

12th October, 2016

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

Apologies: Lucy Nobbs – maternity leave

Minutes of the last meetings – 13th July, 2016

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

Chairman's Report

District Councillor Contact / Community Enabling Grant – the cheque for the full amount of £3,000 has now been paid into our account for the play area fencing.

Fete 2017 – the pub is happy to host the fete again next year and requested to be on the organising committee. ST to inform Darryl. **ACTION ST**

Church representative – Paul has agreed with the church that he will be their representative until he steps down at the AGM and their meeting in January will decide on his replacement.

Secretary's Report

Action list: Sue review the last quarter's action and those to be done for the year end as follows:

- Crockery audit – Kathy and Helen will carry this out within the next 2 weeks
ACTION KC/HF
- Hedge cutting – completed and all agreed on the v. good job done.
- Fire alarm/boiler service/PAT /fire extinguisher testing/snagging – all done.
- Autumn clean-up – nothing outstanding that cannot be left of the spring. Sue asked to book for the oven to be professionally cleaned.
ACTION ST
- Review electricity tariff.
ACTION JM
- New committee members briefing – done.

Grants – Sue reported that an application had been made to the Mills Trust for help in funding the replacement of the disabled access unit. (At the time of typing up the minutes notification had arrived to say we had been awarded £500 towards the cost.)

Treasurer's Report

1st July – 3rd October 2016

- The Barclays Bank account has been reconciled with a residual balance of £11,577.10 – spreadsheet attached.

- Balance at Scottish Widows account is £23,133 – yet to receive a statement but have been informed that the interest rate has dropped to 0.15% from 0.4%
- Significant items of expenditure were £192 for investigation of disabled opening mechanism and £440 for driveway repairs.
- There were two fundraising events:
 - Applefest Profit: £ 706.73 (target £250)
 - Rio Olympics Profit: £ 1,506.43 (target £500)

The overall fundraising target to date was £5,150, actual amount raised to date is £5,589.73, i.e. £439.73 up. This represents a performance of 108% against target and is adversely influenced by the cancellation of the Race Night which had a target of £1000 – had this income been achieved our performance would be 128%.

- A donation of £30 has been received from Jules Kilham for the loan of the gazebo.
- The tennis account stands at £3158.25 at period end. A meeting will be held before the year end to agree the household pass fee levels for 2017.

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. Predicted income to the year end is a further £2020 but this was amended by £800 (to £1,400) because of the revised disco target and the cancelled Christmas choir event. Jane wished it to be recorded that it remained very important to apply considerable vigour to fundraising efforts and to achieving the targets set.

Electricity- previous supplier ExtraEnergy have still taken no payment at all for the 12 month period up to May 2016. I wrote to the bank to cancel the direct debit instruction we agreed with them only to be informed that no such order was instituted by ExtraEnergy.

Terry has now sold the remaining chairs and tables for £350 to Snape village hall and with those sold to Kettleburgh for £150 we have managed to recoup £500.

Helen raised the price of oil and wondered when we would need more. Terry said there is about 1,000 lts. left but we could need more before Christmas.

Bookings

Cara reported that she has had so many wonderful reviews of our hall – the best facility around – everything very positive. The new tables and chairs are well liked.

Bookings are very buoyant with all evenings in the week now booked. Total bookings to date stands at around £8,000 which is well up on last year. The only one we may lose is Zumba as attendance is dropping so she may not renew in January. There have been no problems with the new increased fees.

Storage is still an issue particularly with the Mother & Toddler equipment.

Hall Improvements/maintenance

Terry reviewed his report on the long term likely costs of maintenance which is attached to these minutes. Discussion then took place on managing the reserve fund as the figures in the report suggest we should be reserving a further £1,000 per year i.e. £4,000 per year. This will be reviewed at our next interim meeting on 7th December when Jane will have a better picture of this year's financial position. However, it was agreed that the Scottish Widows account should be closed and the money transferred into a 2nd account at Barclays named 'The Improvements, Repairs and Maintenance Fund'. This should be a cheque account for easy

management.

ACTION JM

Outside toilet – after a review of Terry’s drawings and options available it was agreed that we should not proceed further with this item because the cost and disruption could not be justified for the one request received. Terry was thanked for all his efforts in collating the information so that the committee could make an informed decision.

Playground perimeter fence– as the grant has now been received it was agreed to go ahead with this project. Wayne Cook is holding to his quote made last year of £2,950

ACTION TR

Main hall heating - quotes awaited.

ACTION TR

Disabled access unit – it was agreed this should be done, but to await the outcome of the grant application to the Mills Trust. Any balance needed from our own funds should be taken from the 100+ club fund so that the VAT could be recovered.

ACTION ST/TR

RoSPA annual visit – their report on their inspection of the play area is awaited and it may say that the large upright posts on some of the equipment may need replacing.

Communications

Village email list - Kathy to email all with the list of people not on the village email list whether or not they returned their request slips.

ACTION KC

Items for The Brandeston – Sue to update events list to year end and to contact the pub with any events they may be hosting as well. This to be send to Mary M-W and the village email list.

ACTION ST

Bonfire Night

Kathy reported that Martin and his crew were not happy to do the fireworks in future and none of the new dads in the village were interested either. Enquiries had been made re. the purchase of a ready assembled crate of fireworks but these would be very expensive. Unfortunately, this means that we will not have an event this year and Kathy agreed to do a village email re. the event at Brandeston school to which the village is invited. **ACTION KC**

Fund Raising

Future events

- Quiz Night - Saturday, 29th October – 6 teams so far – aiming for 8/9. **ACTION PB/MB**
- Disco – 12th November – 60 people committed so far with the aim of achieving 100. Apart from the entrance fee money will be made on the hot dogs, coin rolling and music request. A bar will not be available so punters will bring their own drinks to share in a party type format. If this is successful another similar event could be done next year. **ACTION KC/WENDY GRIMWOOD**
- Coach Trip to Bury St. Edmunds Christmas market – 26th November – extra event organised by Pat Morgan. Numbers progressing well.
- Christmas Concert – Monday, 12th December – because of the number of events happening this week and leading up to Christmas, it was decided to cancel this event because of likely poor attendance. A possibility for 2017 perhaps. **ACTION ST**
- Curry Night – to be held over to the spring.
- 2017 – Friday 6th January – Wassailing and Cider tasting.
- 2017 – Saturday 29th April – Eastern Angles

- Church events list needed as clashes must be avoided in 2017. Paul listed the events agreed so far as follows:
 - Breakfast – 19th February
 - Spring concert – no date yet
 - Open gardens – suggested a joint event with village hall. Timing to be agreed.
 - Safari Supper – 30th June
 - Remembrance Day event 11th/12th November
 - Christmas Fair – 2nd December.

Fund raising co-ordinator – it was agreed we should follow the same procedure as with the last sub-committee i.e. operating guidelines to be issued. Sue to do a draft to circulate to the committee for comment which would then be discussed at a meeting with Darryl to finalise.

ACTION ST

Any Other Business

- Helen raised the wildflower area on the playing field and agreed to progress this with possibly Tiger's help to report back as next meeting. **ACTION HF**
- Les reported that adding an extra prize to the monthly 100+ draw was not allowed under the licence so a separate draw is made for just one prize i.e. the breakfast at the pub.

Date of Next Meeting

Interim meeting to discuss the estimated year-end financial position and fundraising for 2017 will be held on Wednesday, 7th December at 7.30.

SRT/16.10.16.