

# **BRANDESTON VILLAGE HALL MANAGEMENT COMMITTEE**

## **MEETING**

**2<sup>nd</sup> February, 2017**

**Present: Paul Baker, Sue Thurlow, Helen Fletcher, Cara Duffy, Jane Mitchell, Terry Robinson.**

**Apologies: Lucy Nobbs – maternity leave, Les Cullen, Kathy Churchill, Sally Baker**

### **Minutes of the last meetings – 12<sup>th</sup> October, 2016**

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

### **Treasurer's Report**

#### **Report to cover last quarter of 2016 – financial statement attached:**

- The bank account has been reconciled at 31 December, with a balance carried forward of £12,914.55.
- Scottish Widows account remains open with a balance of £23,173.24, pending discussion at the meeting. The interest rate has been decreased to 0.01%, however if we await closure until 22 February, the current rate pertains – will only be a few pounds but better than nothing. I have opened a second cheque account with Barclays which is ready to go. It was agreed that Jane should wait until 22.02.17 before transferring the money to Barclays.
- Notable expenditure for the period: Paragon Landscape and Garden Services for the play area fencing £2,950 and Ace Catering Services £328.34 for the dishwasher repair. The cost of the fencing has been met in full through a grant achieved from SCDC.
- The cost of the repair to the disabled opening mechanism on the front door was met through the 100+ club. A grant was received from The Mills Trust for the sum of £500.
- Notable income includes the grants mentioned above plus the fundraising efforts from AppleFest (£706.73), Horkey (£429.18), Quiz (£456.47), Bury coach trip (£319) and the Disco (£515). In addition, £350 was received from Snape Parish Council who purchased some of the old chairs.
- The tennis court account stands at £3,158.25 at period end.

#### **I was asked to review the cost of electrical services:**

- ❖ For the 15 month period that was accounted for from 1 April 2013 to 31 December 2014 we paid an average of £66.40 each month to EON. For the last 3 months of this time, the monthly payment jumped from £72 to £116.
- ❖ For the period January to April 2015 we paid an average of £152 monthly to EON, at which time we changed service provider to ExtraEnergy.
- ❖ For the 12 months following we paid nothing as ExtraEnergy took no payments from us, although we remain liable to pay in line with the contractual terms should ExtraEnergy seek payment.

- ❖ From April 2016 to the period end we have paid an average of £76 monthly to EDF. The last meter reading provided by us to them was shortly before Christmas and I have to date received no notification from them that they intend to increase this amount

My conclusion is that it would be sensible for us to remain with EDF at this time, but to review the situation again at the end of 2017.

I have been informed that from April 2017 we will have freedom to choose who provides our retail water (charging and billing services, meter reading and customer service) and sewerage services. Wholesale services (the supply of water to the property) are not affected. This new system is currently untested and may drive prices from our existing supplier down. On this basis, I would recommend that we stay with Essex & Suffolk Water for the remainder of 2017.

### **Report to cover 1 January to 31 December 2016 – financial statement attached:**

- The bank account has been reconciled for the period.
- Annual accounts have been produced. These accounts have been audited and signed off by Steve Williams.
- The committee will recall that losses were recorded for the previous 2 periods - £12,658.76 for 2013/14 and £2,556.33 for 2015.
- I am very pleased to report a profit has been returned for 2016 of £9,233.67. This reflects an excellent performance by the committee and of course by the village as a whole and everyone else who supported the hall.

### **Key points to note as follows:**

- ❖ Income increased in 2017 by £8,735.18.
- ❖ Expenditure decreased by £3,008.73.
- ❖ On the income side, the key increase factors were:
  - An increase of £3,512.51 in fundraising largely due to 12 events held as opposed to 6 in 2015.
  - Grants received totalled £5,683 whereas no grants were forthcoming in 2015. The grants wholly met the cost of 2 of the 3 largest areas of maintenance.
  - Income of £1,256 from the sale of unwanted equipment (old tables & chairs).
  - Low equipment costs of £205.94 contrasted with £8,546.60 in 2015.
  - Oil costs down by £275.62.
- ❖ Other issues were cumulative in nature although it is worth noting that hire income was down by 5% whilst water costs rose by 5% and telephone costs by 6% - the latter attributable to the provision of internet access.
- ❖ The coffee morning performs consistently well year on year and contributions from whist, table tennis and the film club are much appreciated.

Discussion took place about the amount of money that should be set aside in the Refurbishment & Maintenance account. Terry's estimate of long term repairs suggests it should be £4,000 not the £3,000 we currently reserve. Money will be needed as storage is still a problem. Jane to explain this at the AGM. It was agreed that this amount should be reviewed annually.

**ACTION JM**

Sue asked to write to Steve Williams to thank him for auditing the accounts.

**ACTION ST**

## **Bookings**

Cara reported that because the hall fees were increased from April 2016 the year-end total takings were slightly down although the no. of bookings were 11% down. This is accounted for by fewer bookings for private parties and weddings this year. The classes have been maintained apart from the Monday night Zumba as the leader has given up altogether. So, there is no real problem here but we must continue to monitor our local halls to ensure that we remain competitive.

## **Maintenance**

*Playground Perimeter Fence* - completed to a high standard by Wayne Cook at the agreed price of £2,950. The RoSPA inspector looked at it on 19 January and was satisfied in particular with the fitting of the entry gates, which now have spacing on each side to prevent finger injuries.

*Playground Equipment Support Posts* - all the large wooden support posts are partially rotted below ground level, particularly on the junior swings to the extent that they have had to be taken out of service pending a repair. As agreed, the RoSPA inspector Frank Guy met me at the playground on 19 January to assess the proposed repair. This is essentially cutting through the posts at ground level, moving the entire frame sufficiently (about 2 feet) to be clear of the existing concrete foundations, then securing the sawn-off wooden posts above ground level using 4 ft cement posts (same as have been used for the new perimeter fence). These would be concreted into the ground and bolted above ground to the sawn-off wooden support posts. The inspector indicated that he could approve this method of repair and advised that: -

- the cement posts should be on the outside of the frame furthest from the swings
- the wooden posts should not be trimmed as this would reduce their strength

He also commented that he could only approve this repair if there was no rot in the wooden posts above ground level, and this should be checked by the contractor and confirmed to us.

The proposed contractor Wayne Cook has submitted an estimate of £1,150 to £1,250 (no VAT) for the repair of *both* the junior and infant swings, and the Parish Council has agreed to pay for the materials, probably around £500 - £600.

This repair would also require the removal and possible replacement of the rubber mats under the swings. However, the RoSPA inspector advised that replacement was not necessary (and indeed was inadvisable as they constituted a tripping hazard) and all that was needed was to fill in with bark chippings.

We need to decide whether to go ahead with the proposed repairs to the swings. It is worth adding that, in the opinion of the inspector (which I share), the whole playground will probably last only a few more years due to general deterioration of the wooden parts. Major repairs to the other large items of playground equipment would therefore probably not be justifiable.

It was agreed to go ahead with the repair to the swings as long as there was no rot in the wood above the ground and that Terry should look at replacements for the other items in the playground to report back to the next meeting.

**ACTION TR**

Sue to write to the parish council to express our gratitude for their help with project.

**ACTION ST**

*Disabled Access Opening Door* - now fitted and working satisfactorily. The cost has been met from the 100+ Club via the PC, enabling the VAT to be recovered and thus reducing the price £1,282.26. A £500 grant was received from The Mills Trust toward this repair

*Hall Central Heating* - as experienced recently, there is insufficient heating in the main hall to raise its temperature to a comfortable level within a reasonable period. In consequence, the heating has to be left on all night during frosty weather, which is wasteful and still doesn't leave the room warm enough on really cold mornings.

The plumber who has recently carried out repairs to the plumbing and boiler (Ashley Foulger) has recommended the provision of two additional radiators, one on each side of the large window, at an estimated cost of £1,070 (no VAT). Over half of this is materials as the radiators have to be encased for safety reasons (like the one in the corner of the room), and this type costs considerably more than conventional radiators.

It was agreed to go ahead with this improvement. It can be carried out quite easily, running the pipes from the existing corner radiator. The pipes would be boxed in and would run unobtrusively round the ledge below the large window. **ACTION TR**

## **Fundraising**

A report had been received from Darryl Morgan (Fundraising Coordinator) the main point of which are detailed below: -

- The aim is to find a team of people willing to help as I have spoken to several and there are lots of people who help already, of course. The biggest worry I have is that I don't find two or three people willing to take responsibility for putting on events as it is not my intention to run every event. I'll have to see how that works out.
- These are the planned events and those that need to be confirmed:

23 February:	People with A Passion Talk
18 March:	Murder Mystery
23 March:	People with A Passion Talk
24 April:	People with A Passion Talk - to be confirmed
15 April:	Easter Egg Hunt
29 April:	Eastern Angles
?? May:	Curry night – Cara to confirm date
?? May:	Open Gardens - To be confirmed (and discussed with All Saints)
17 June:	Fete
July/August/September:	Need an event here
October:	People with A Passion Talk
1 October:	Applefest
14 October:	Harvest Horkey
Oct/Nov:	Autumn Dance – to be discussed.
November:	People with A Passion Talk
November:	Quiz - check with Paul – possibly to be moved to Sept.
December:	People with A Passion Talk (depending on other events in Dec.)
December:	Shopping Trip - To be decided

- In terms of money likely to be raised, perhaps we could think of events as small, medium and large. Small events will raise up to £200; medium events up to £1000; large events would be over £1000 as follows:-

**SMALL (up to £200)**

Passion Talks (individually small but collectively medium)

Horkey

Easter Egg Hunt

Eastern Angles

Curry Night

**MEDIUM (£200 to £1000)**

Murder Mystery

Applefest

Shopping Trip

Quiz

Autumn dance

**LARGE (over £1000)**

Fete

Open Gardens

Reality may cause some of these to be in different groups but it looks like about £6000 to £7000 could be raised if it all goes well and the events actually take place.

- The fete – Darryl is happy to run this acting as the hall co-ordinator and is planning to hold a meeting in early March to try to generate ideas expecting things to be put in progress in April / May.

The committee thanked Darryl for his initial report and made the following comments:

- Paul thought that it would be better for his quiz to be held in September to even out events. Date to be advised.
- Discussion took place re. the open gardens and the suggestion put forward that, bearing in mind that the timing is critical for gardeners to present blooms etc. at their best, the Sunday after the fete may be an option. Perhaps we could make a weekend of it and the pub could possibly put on a BBQ at lunchtime for visitors. The thinking being that we would have a captive audience on the Saturday to encourage them to come back on the Sunday.

Jane commented that it needed recording in the minutes that Steve Williams (our accounts' auditor) when signing off the 2016 accounts said that he needs to see the receipts and the event sheet for each fundraising event. Jane to discuss with Darryl. **ACTION JM**

Sue to do a list of planned events for the parish magazine and the village email list.

**ACTION ST**

**100+ Club**

Paul confirm that he was happy to continue to run this for the hall and it was agreed that as there have been a large number of new residents over the last year we should go back to the original procedure of delivering a form to each house and following up with a call if the form was not returned. This is on the basis that residents often do not object to joining but forget to do so and if we actively follow up we could get many more members to the club. This is also an opportunity to collect email addresses for the village mailing list. **ACTION PB**

## **AGM – 9<sup>th</sup> Feb. 2017**

3 members of the current committee will be standing down at the AGM – Paul Baker (Chairman/church representative) Helen Fletcher and Lucy Nobbs. All other current members are happy to stand for the next year. 2 volunteers have come forward who would like to serve on the committee and they are Jan Baldwin and Sally Western. Paul announced that the church representative will be Ruth Garrett. Discussion then took place re. the election of a chairman for next year.

Jane proposed Sue who said she was willing to take on the role but would not be able to do the secretary's job as well. Cara to contact Jan Baldwin to enquire whether she would be prepared to take on this role. This to be discussed at the AGM next Thursday.

**ACTION CD**

### **Other Items**

*Quarterly Action List* – reminder for the following: -

- Snagging list **ACTION TR**
- Crockery audit **ACTION JM/ST**
- Review hall fees – March **ACTION CD**
- Update Charity Commission website with committee members **ACTION ST**

*Crockery* – Jane suggested that the community lunch fund could pay for the replacement crockery and kitchen equipment needed. She will discuss with fellow organizers of the lunch.

**ACTION JM**

*The Brandeston* – Sue reported that Mary Mitson-Woods had emailed to say that she was very sorry that she could not continue to be its editor because of family commitments. The committee quite understands her position and Paul was asked to write and thank Mary.

**ACTION PB**

Peter Thurlow has volunteered to take up the editorship again but needs a 'Brandeston reporter' to collect stories and picture. Sue to do a village email to ask for a volunteer.

**ACTION ST**

Wildlife area – it was agreed to abandon this project.

### **Any Other Business**

*Meeting frequency* – Jane proposed that we should have a meeting every 2 months instead of quarterly as the agendas were getting so full and the meetings too lengthy. This was agreed.

*Storage* – the problem of space has been an issue for some time with no solutions forthcoming. It was agreed that Cara, Jane and Terry should meet to discuss possible options to report back at the next meeting.

**ACTION CD/JM/TR**

*Hall Signage* – it was agreed that signs in the hall should be professionally done. Important ones are the disabled door, loading of chairs, operating the partition doors, the kitchen flap and shutters and the basketball sign. Jane to supply Terry with local contact. **ACTION JM**

*Committee's thanks* - thanks to be recorded to Paul Baker, Helen Fletcher and Lucy Nobbs for the commitment and effort put in during their time on the committee. This to be included in the AGM reports.

**ACTION PB**

**Date of Next Meeting** - to be agreed after the AGM and to be held in April.