

## Bruisyard Village Hall Committee

### Minutes of the meeting held at 7.30pm on 20 September 2021 in Bruisyard Village Hall

Present: Thelma Barham (TB), Miranda Campbell (MC), Kevin Chattell (KC), Paul Church (PC), David Goode (DG), Albert Lain (AL), Anne Smith (AS), David Smith (DS)

Apologises: Margaret Sinclair (MS)

#### 1. Minutes of the last meeting

The minutes of the last meeting held on 19 July were agreed.

#### 2. Matters arising

The upgrade of the lighting in the Hall had been done by Doyle Electrical. The light in the boiler room and the 3 outside lights would be upgraded to LEDs at a later date when funds permitted. PC noted that the emergency exit light above the fire exit door was continually on. AS agreed to contact Doyle Electrical.

**ACTION: AS**

KC reported that the smartmeter had not yet been installed due to supply problems. A date for the installation was still to be set.

Clearing leaves from the gutters had still to be done. DG and PC would meet shortly to do the work and move the picnic tables at the same time in readiness for the terrace installation.

**ACTION: DG,PC**

PC said that he would speak to Kindewood about strimming around the hall to minimise the amount of grass blown on to the wood cladding. All noted that any grass should be brushed or washed off and a power washer should not be used as it would damage the cladding.

**ACTION:PC**

PC mentioned that Cribbage evenings would start again on Tuesday 21 September and be held every Tuesday evening. There were now a Bruisyard A and B teams. All agreed that Tuesday evenings would be an Open Pub Night where all were welcome. PC mentioned that he would arrange the cribbage tables to allow more room near the bar for open pub use. The Open Pub Night should be advertised in the Newsletter, website and Noticeboards.

#### 3. Finance report

KC reported on the current bank balance which stood at £27k. From the start of the financial year ~£10k had been received which included a grant of £8k. Expenditure had been just over £8k of which ~£900 on restocking and equipping the bar, just over £1k deposit for the terrace, ~£4.5k on the lighting upgrades and the remainder on catching up on maintenance work. About £10.5k further expenditure would become due shortly, namely; fire door £600, window repair £250, terrace £6.3k (60% due prior to work commencing with the balance on completion). A grant of £2k from BSAC would contribute to the cost of the terrace. The income received from the start of the year: VAT refund of £664 and hire fees £1400. All noted that an income of ~£5k pa was needed to operate the hall sustainably and the priority now after the curtailment of

activities due to Covid-19 over the past 18 months was to increase hall usage ie. bookings and restore the income from the bar.

#### 4. Bookings

All noted that the pilates sessions on Tuesday and Wednesday were now well underway and a bi-weekly craft workshop on Wednesday afternoons.

DG suggested that a film night be reinstated and AL mentioned the film shows being held in Peasenhall Village Hall which were well attended. This will be discussed further at the next meeting.

MC mentioned that advertising the Hall for bookings needs to be improved. The Hall was listed on hallshire.com but the listing on suffolkvillagehalls.co.uk seems to have lapsed. DS agreed to investigate.

**ACTION:DS**

#### 5. Hire Charges and Conditions of Hire

The updated hire charges document aimed at simplifying the current charging structure was discussed and compared with the charges of other halls. Comments on the proposal had been received in advance of the meeting from KC, MC and AS. The following was agreed and would be implemented by DS;

- Alcohol can only be sold by the Village Hall. The option for a hirer to sell under a temporary licence or the Village Hall licence to be deleted.
- The Charity rate to be deleted and the Regular rate to become Regular/Charity
- The Standard rate to remain the same (£12ph) and the Regular/Charity rate to be increased to £9ph for future bookings ie. for bookings not currently confirmed. The Day, Evening and All-day rates to be amended accordingly. The Regular/Charity rate to be reviewed again in 2022.
- The current Wedding Party rate to be deleted and replaced with a Wedding Package rate of £200 for an All-day booking including the afternoon before and morning after.
- The refundable deposit of £100 would apply to all bookings where food or alcohol was to be consumed. The current retention of £20 for cleaning would be deleted as this can discourage hirers from leaving the hall clean and tidy.
- The bar fee of £40 would now apply for a 3 hour period and can be booked for the afternoon, evening or both with times agreed with the Booking Secretary and the person staffing the bar.
- For hirers wanting to provide their own alcohol (not for sale), a flat rate corkage fee of £100 would apply.
- The Conditions of Hire has been updated to align with the new online booking and payment system
- For bookings already confirmed for 2022, the current charges would be honoured if lower than the new charges. If the current charges were higher than the new charges, the latter would apply.

**ACTION:DS**

#### 6. Opening/Closing Instructions

AS covered the Opening and Closing Instructions document which had been previously circulated. The only change was to add how the dimmable lighting in the main hall is operated. All agreed that a leaflet holder was to be purchased so the Instructions could be placed in the entrance hall.

**ACTION:AS**

### 7. Maintenance Checklist

AS presented the checklist that had been prepared so far but noted that additional items were still to be added. AS and MC would meet to complete the document. KC mentioned that Anglia Fire & Security could do the emergency lighting check at the same time as the fire and security check. KC would enquire to see if this would be a cheaper option.

**ACTION:AS,MC,KC**

### 8. Terrace

AS reported that a start date of 29 September had been confirmed with the installer. The payment of 60% of the cost was now due for work to commence as planned.

PC asked if the soil removed for the terrace could be used to increase the ground level around the cesspool. PC would investigate this with the installers when work commences.

**ACTION:PC**

The placement of pots around the Hall proposed by PC would be discussed at the next meeting.

### 9. Fire Exit

KC reported that the contract for installing the push bar had been placed with the installer for a cost of £572. The date for doing the work had yet to be set due to supply problems but would now be done after the terrace work had been fully completed.

### 10. Cesspool/Septic Tank

MC had met with Binders a month ago who had inspected the tank and could detect little odour and that the level was not being particularly high. Binders thought that a leakage from the tank was unlikely. Their assessment was that a treatment plant was not appropriate due to the peaky usage of the Hall. They also had concerns over the installation of a septic tank and filtration field due to the possible ground water level in winter months. The recommendation from Binders was to monitor the water usage and spot any leaks that may occur. MC would arrange for Binders to return in early November to pump out the cesspool and inspect the tank. The cost would be ~£200. Any small cracks could then be repaired with a liquid resin. A major crack however would mean that a new cesspool would be needed, the likely cost being ~£3k. The view from Binders was that repairing the cesspool was the best option and that it should be emptied once a year. The ground level around the cesspool could also be raised to minimise surface water flowing into the tank.

### 11. Proposals for future events

AL covered the proposal made at the last meeting for a gardening talk by Matt Tantum Brown. A tentative date of Sat 13 November had been discussed but in view of the current Covid-19 status it would be more appropriate to arrange the talk for early/mid March when the gardening season starts to get underway.

**ACTION:AL**

AL proposed an amusing talk by Ron Bosingham of Buttons Funeral Services. All agreed that this would be highly entertaining and suggested that it should be planned for February.

**ACTION:AL**

DG mentioned that he had been in contact with a well known comedian who may be willing to give a talk in the Hall. DG would investigate further and report back at the next meeting.

**ACTION:DG**

AL suggested a talk on World Travels from one of his contacts. All agreed. AL would investigate if this could be arranged and report back at the next meeting. Similarly a talk on 'more uses for your smartphone'.

**ACTION:AL**

AS suggested that the puppet show arranged about 2 years ago be repeated. All agreed that this would be a good idea for later in 2022. AL agreed to make enquiries.

**ACTION:AL**

12. AOB

DS asked if the responsibilities between the Parish Council and Village Hall be clarified for planting and landscaping the Parish Park. AS confirmed that the area around the hall up to the slope and the car park were the responsibilities of the Village Hall and the remainder of the Parish Park down to the river was the responsibility of the Parish Council.

PC suggested that the Village Hall committee meetings were open to the public and that the notice for the meeting was published in the Newsletter, website and noticeboards. All agreed.

13. Date of next meeting

The next meeting will be held on Monday 1 November at 7.30pm immediately after the joint BSAC/PCC meeting which starts at 7.00pm.

David Smith  
21 Sept 2021