

## **Bruisyard Village Hall Committee**

### **Minutes of the meeting held on 4 July 2022 at 7.30pm in Bruisyard Village Hall**

#### Attendees:

BSAC: Thelma Barham (TB), Paul Church (PC) Chairman, Sharron Gibb (SG), David Goode (DG), Albert Lain (AL), Sonia Richards (SR), Margaret Sinclair (MS), Chris Smith (CS), David Smith (DS) Treasurer,  
PCC: Rupert Wallis (RW), Sally Wilton (SW)

#### Apologises:

BSAC: Miranda Cleverley (MC), James Ingmire (JI) Secretary, Marye Tilney-Bassett (MT)

#### Also present:

John Mckee, Teresa Mckee

The committee agreed to co-opt and welcomed 4 new members to the Village Hall committee; Sonia Richards (SR), Marye Tilney-Bassett (MT), Sharron Gibb (SG) and Chris Smith (CS). The committee noted that due to Anne Smith and Kevin Chattell stepping down after many years of service, new active committee members were particularly valuable. The 4 new committee members were co-opted onto the BSAC committee at the prior meeting in line with the current practice of having the same committee membership for both.

#### **1. Elect Chairman and Secretary**

DS reported that discussions had been held with JI on becoming Chairman. JI wished to discuss the role with the previous Chairman (Anne Smith) and DS before making a decision. JI was unable to attend on 4 July and had asked DS to act as temporary Chairman for this meeting. The committee agreed that DS should be the temporary Chairman for this meeting and all hoped that JI would accept the role as Chairman for future meetings.

SG agreed to take on the role of Secretary.

#### **2. Notes of the last meeting (16 May)**

The minutes of the last meeting were agreed. There were no matters arising.

#### **3. Finance report**

The finance report (attached) was presented by DS. The debit card payments made since the last meeting were approved.

The options for investing some of the Village Hall funds in deposit accounts with Charity Bank to earn interest were discussed. It was agreed that £10k should be deposited into the Charity Bank 'Ethical 1 year fixed rate account'. The current interest rate was 1.36%pa. It was agreed that this investment should be made after the next Bank of England meeting as interest rates are very likely to increase again.

**ACTION:DS**

#### 4. Music Licence (PPL PRS)

DS mentioned that the PPL PRS licence for the Village Hall had been renewed. The licence covered background music and music events (both recorded and live performance) for private parties and for events organised by 'not for profit' ie. non commercial organisations provided the entry fee was less than £20pp. If the entry fee to attend the event was £20 or greater a separate licence for the event would be needed. If the event was organised by a business/commercial organisation and was for dance, dance class, aerobics etc which involved movement to the music, a separate licence would be needed irrespective of the entry fee or subscription. No licence was necessary if the music was not under copyright.

#### 5. Review hire charges

The increase in hire charges previously circulated to members was agreed. The increase amounted to ~10%. The increase was unfortunately necessary due to the planned increase in electricity costs and general inflation. DS noted that the increase would only partially offset the increase in operating costs and that the Village Hall funds which had benefitted from significant Covid grants over the past 2 years would cover losses over the next few years until the cost of living problems ease. Based on current predictions of electricity costs by mid 2023, DS expected the village hall electricity expenditure to increase by at least £2500pa.

All agreed to the proposal that the refundable deposit be reduced from £100 to £60.

The proposal prepared by DS for bookings held in aid of a charity was discussed. The committee agreed that this should not be implemented and that hire free use of the Hall should remain limited to the Parish Council, BSAC, PCC and Alde Community Council as originally agreed when the Hall was opened. A proposal from PC that a partial refund of the hire charge to hirers for events which raised money for a registered charity was also not agreed as this could lead to the Village Hall committee making refund decisions which could be seen to favour one charity over another. All noted that the hire charges were low and have limited monetary impact on any events with the primary aim of raising money for a charity. All agreed that the hire charges and conditions of hire should be transparent and apply to all hirers.

John Mckee raised the possibility of hire free use for C&W evenings as had been done in the past. All noted that the bar takings from the C&W evenings had decreased over time and averaged £40-£50 going as low as £25. As such, the net proceeds of £12-£25 would mean a loss for Village Hall after light/heat and cleaning costs. All agreed that any future music hires should be booked at the standard hire rates.

#### 6. Maintenance and repairs

DS reported that one of the path lights had been damaged when the grass had been cut by Kindlewood. The path lights are meant to be set in a path/drive and not in grass. It appeared that the lights had been correctly installed some years ago but the grass had grown over what had been a gravelled strip beside the path. DS had purchased a replacement light and had removed the damaged light and housing replacing it with a water tight junction box so the car park lights could continue to work. This was only a temporary fix and would need to be replaced before the winter. SR offered to contact her neighbour who is an electrician to contact DS to discuss and undertake the repair.

**ACTION:SR**

## 7. Village Hall events

### 7.1 Beetle drive – Saturday 24 September

John and Teresa Mckee kindly offered to organise this event. Entry would be £6-£7pp including a ploughmans salad. Entry would be at 7pm for a 7.30pm start. AL agreed to organise the publicity (Newsletter entry and posters) with help from MC.

**ACTION: PC(J&T McKee)**

**ACTION: AL,MC**

### 7.2 Talk by Aldeburgh vet Brian Faulkner – Saturday 8 October

AL had been in contact with Brian Faulkner who would be an excellent speaker for a talk. AL agreed to make the arrangements. Entry (7pm for 7.30pm start) would be £10pp to include a glass of wine on entry and nibbles. The speaker's fee (£50 or £70) to go to charity (possibly the Village Hall). AL to arrange publicity with MC.

**ACTION: AL**

### 7.3 Bonfire night fireworks – Friday 4 November

It was agreed that there would not be a bonfire due to problems in the past with rubbish. The plan was for attendees to bring one large firework as a contribution to the display (to be done by PC, DS and other volunteers). The bar would be open and hot dogs for sale. Arrangements to be confirmed at the next meeting.

### 7.4 Barn dance (Sizewell Gap) – Saturday 12 November

AL had been in contact with Sizewell Gap for a barn dance on 12 November. The fee for the band is £260 plus £80 for the caller making a total of £340. AL proposed a £15pp entry. A ploughman's supper would be included and AL proposed that £5 of the £15 should be allocated to purchase the food. DG thought this may be marginal and would check the price of ham and cheese and get back to AL.

**ACTION: DG**

Based on the above costings, 34 attendees would be needed to cover the costs. The size of the Hall for a barn dance should probably limit the number of attendees to about 40. All agreed that this should go ahead and would be planned at the next meeting.

### 7.5 Christmas Market – Saturday 10 December

John Mckee suggested to the committee that a Christmas Market be held in the Hall for the sale of jams, pickles, crafts etc. The small tables to be used as stalls with the stall holders making a donation of 20% of their proceeds from the sale to the Village Hall (same commission as charged for paintings displayed in the Hall). Tea, coffee and cake to be on sale and a tombola rather than a raffle. The Christmas Market would run from 10am to 2pm. All agreed to the proposal. DS would check with Rupert Wallis that the date did not clash with the Church Christmas coffee morning. Plans for this event would be confirmed at the next meeting.

## **8. AOB**

PC mentioned the need for additional small square tables and a carrier for moving and storing the tables in the shed. The committee agreed that PC, JI and DS be delegated to discuss this outside the meeting and arrange purchases as needed. All noted that the number of chairs and tables varies for each hire. The hall already had a cart for moving chairs but a carrier for tables was needed.

John Mckee mentioned that the outside light facing the terrace was not working. DS would investigate.

**ACTION: DS**

## **9. Date of next meeting**

Monday 5 September at 7.30pm (after joint BSAC/PCC meeting).

<b>BRUISYARD VILLAGE HALL</b>		
<b>Summary Receipts and Payments Account</b>		
<i>(Last)</i>	<b>For the Year to 25 June 2022</b>	<i>(Current)</i>
<i>Year ended</i>		<i>Year to</i>
<i>31-Mar-22</i>		<i>25-Jun-22</i>
£	<b>Receipts</b>	£
3,619.33	Hire fees	713.98
-	Loans/Capital Receipts	-
12,667.00	Village Hall grants	-
212.50	Bruisyard Parish Council	-
3,186.56	Other Receipts	1,012.51
664.49	Recovered VAT	1,284.08
<b>20,349.88</b>	<b>Total Receipts</b>	<b>3,010.57</b>
	<b>Payments</b>	
42.70	General Administration	-
14,577.04	Loans/Capital spending	-
406.72	Agency/Professional Services	-
-	Bruisyard Parish Council	-
10,142.38	Village Hall running costs	1,467.00
878.06	Other payments	251.00
1,415.48	VAT	188.96
<b>27,462.38</b>	<b>Total Payments</b>	<b>1,906.96</b>
<b>BRUISYARD VILLAGE HALL</b>		
<b>Receipts and Payments Summary</b>		
<i>(Last)</i>		<i>(Current)</i>
<i>Year ended</i>		<i>Year to</i>
<i>31-Mar-22</i>		<i>25-Jun-22</i>
£		£
25,743.26	Balance brought forward (excl cash box)	18,489.76
-	Balance brought forward Village Hall cash box	141.00
<b>20,349.88</b>	<b>Add Total Receipts</b>	<b>3,010.57</b>
46,093.14		21,641.33
27,462.38	<b>Less Total Payments</b>	<b>1,906.96</b>
<b>18,630.76</b>	<b>Net bank and cash box balance</b>	<b>19,734.37</b>
	Unpresented cheques at 25 Jun 2022	-
18,630.76	<b>Reconciled to bank accounts and cash box at 25 Jun 2022</b>	<b>19,734.37</b>
	Bank accounts and cash box at 25 Jun 2022:	
18,489.76	Barclays Bank Account No. 23713326 (restricted fund - VH only)	19668.47
141.00	Village Hall cash box (restricted fund VH only)	65.90
<b>18,630.76</b>		<b>19734.37</b>

**Payments greater than £100 from 11 May 2022 to 25 Jun 2022**

11/05/2022	SSE	Electricity bill	Utility services	327.89
06/06/2022	Kindlewood	Grass cutting & spraying	Cleaning/maintenance	186.00
16/06/2022	PPL PRS Ltd	Music licence	Other payments	139.20

**Debit card purchases for approval from 11 May 2022 to 25 Jun 2022**

16/05/2022	Tesco	Toilet paper and bleach	Cleaning/maintenance	Paul debit card	6.48
24/05/2022	J T Pegg and Sons Ltd	Brush, filler and paint	Cleaning/maintenance	Paul debit card	13.15
27/05/2022	Waitrose	Drinks	Goods/materials	Paul debit card	55.40
27/05/2022	Tesco	Drinks and food	Goods/materials	Paul debit card	80.75
30/05/2022	Bulstrodes Framlingham	Flags	Goods/materials	Paul debit card	22.00
03/06/2022	Tesco	Plat Jub food	Goods/materials	Paul debit card	9.40
03/06/2022	Waitrose	Plat Jub food	Goods/materials	Paul debit card	23.40
05/06/2022	Tesco	Plat Jub food	Goods/materials	Paul debit card	15.00
14/06/2022	UK Electrical Supplies	Replacement path light	Goods/materials	DS debit card	66.95

