

Bruisyard Village Hall Committee

Minutes of the meeting held at 7.30pm on 1 November 2021 in Bruisyard Village Hall

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

Apologises: David Goode (DG)

1. Minutes of the last meeting

The minutes of the last meeting held on 20 September were agreed.

2. Matters arising

AS reported that Doyles had now arranged for the emergency light above the fire exit door to be switched off when the hall is not in use. One of the dimmer switches had also been replaced.

All actions had been completed.

3. Finance report

KC reported that the bank balance was currently at £15110. Excluding projects such as the terrace and repair work, the income from hire charges and bar sales was not at the present time covering the usual running costs such as cleaning, heating, water etc. To cover the running costs, an income of ~£5-6k pa was needed and it may be some time before the income from hire charges and bar sales recover to pre-pandemic levels.

4. Bookings

DS mentioned that bookings were fairly slow and that it may be several months before confidence returns. It was therefore important for the Village Hall and BSAC to organise events to increase the use of the Hall and hopefully encourage greater social interaction again after the pandemic restrictions.

5. Fire and Flood Instructions

These had been distributed in advance of the meeting. No amendments had been recommended. The Instructions were approved and a copy would be placed in the leaflet holder by the entrance door.

6. Project and repairs

Terrace: AS reported that the final invoice for completion of the work had been received from Resin Creations. This was for £600 more than the original quotation. Concern had been raised with Resin Creations that no notice of this increase due to material shortages had been given to either AS or KC. An apology had been received from Resin Creations and the final payment had been made for the work to be completed. Further action will be taken if deemed necessary. The work should be completed by the end of the current week.

Fire Exit: The push bar on the fire door should have been installed on 1 November but was cancelled at the last minute due to a member of the installer's family catching Covid. A new installation date has yet to be set.

Cesspool: Agreement was given for MC to contact Binders to arrange for the cesspool to be emptied and surveyed for possible cracks. The repair would also be done if cracks were found.

ACTION: MC

Window: The window on the west facing wall has been replaced by All Glass. The window had been broken by a stone which had more than likely been thrown up when the grass had been cut. An invoice for £235+vat had been received from All Glass and would now be paid.

Heat Recovery System: DS reported that the output fan on the Vent-Axia heat recovery system had broken down and needed to be replaced. ADM Systems had initially proposed a complete replacement of the system which would have cost over £2.5k as the existing unit was no longer produced and replacement parts were no longer available from Vent-Axia. ADM Systems had followed up with an alternative solution for the replacement output fan motor and pcb at a cost of £1054+vat. This had been accepted and the repair will be carried out on 11 November.

Smartmeter: KC reported that the new electricity smartmeter was installed on 1 November. The readings on the old meter had been recorded.

7. Maintenance and Cleaning Checklists

The Maintenance Checklist had been sent to members in advance of the meeting. No amendments had been received.

KC noted that cost savings can be made by combining the emergency lighting check and inspection report along with the fire and intruder alarm servicing by Anglian Fire and Security. The fire alarm needs to be serviced every 6 months (March and September) and the emergency lighting and intruder alarm annually (March). DS agreed to update the checklist and email to members.

ACTION: DS

The Cleaning Checklist had been sent to members in advance of the meeting. No amendments had been received. The Checklist was approved.

8. Proposals for future events

AL covered the following proposals;

Talk by Matt Tanton-Brown on Saturday 19 February. The fee for the talk would be £125. The topics for the talk were discussed and 'Poison Gardens' was selected. All agreed for this event to go ahead and AL would confirm the arrangements with Matt Tanton-Brown.

ACTION: AL

Talk by Ron Bossingham (E B Button Funeral Directors): All agreed for this (humorous) talk to go ahead with a date of Saturday 12 March (and a reserve date of 19 March dependent on Ron Bossingham availability).

AL would confirm arrangements with Ron Bossingham and ask for a suitable title which would attract interest for his talk.

ACTION: AL

AL asked for help in publicising these events and MC kindly offered to assist. MC would contact AL to arrange.

ACTION: MC

Film Nights: DS reported that he had followed up on the proposal raised by AL at the last meeting and subsequent email from AL regarding film licencing. DS had contacted MPLC (person contacted was Billy Moore) who had been very helpful. MPLC issue licences for public film shows. An umbrella licence was now available specifically for village halls and community centres which allowed the legal screening of many 1000s of films from all of the major film studio and TV shows. The cost is £179+vat per annum.

The restrictions and benefits given by MPLC are as follows;

Key restrictions:

- No commercial advertisement may be made of the film title outside of the licensed premises and to no one other than the licensed group.
- No direct income may be made to view the film.
- The licence is only applicable to the named organisation and location.
- The films shown must be a legal copy of that film.
- This licence is unfortunately not suitable for a film society or similar since it does not cover cinema style events.

Key benefits:

- Allows the use of films and TV shows broadcast, downloaded or streamed together with any legally obtained DVD/Blu-ray copies- either your own library or those purchased/rented.
- Unlimited showings all year round.
- No reporting of title use or audience figures.
- Low administration as the licence agreement renews automatically

Billy Moore mentioned that many village halls complied with the restrictions by charging an entry fee for a drink with the film being free. Advertising through the Village Newsletter and email list was fine and through a closed Facebook Group (the Bruisyard Facebook page is a 'closed' group ie. you have to apply to be a member to view, submit entries and make comments). He also mentioned that many groups have a member who subscribes to Netflix and/or Amazon Prime to download films for no additional cost.

The meeting thought this should be considered for autumn/winter 2022 and DS asked members to seek out a volunteer to organise and run the film nights. All noted that the Hall already had a screen installed, a light projector with DVD player and loudspeakers.

ACTION: ALL

Afternoon tea: AS offered to organise an afternoon tea in aid of the breast cancer unit in Ipswich (Blossom appeal). Afternoon teas had been popular events in the past. AS will select a date in Spring and inform the committee accordingly.

ACTION: AS

Sausage and Mash evening: PC mentioned that several RAOB members had asked whether the Village Hall were planning another Sausage and Mash evening. These had been popular events in the past and well attended. All thought this would be a good idea and DS asked PC to find some volunteers to organise the event.

ACTION: PC

9. AOB

PC noted that some of the interior paintwork in the Hall needed to be touched up. In particular, the places where the chairs had been stacked against the wall. PC offered to contact the decorator who had painted the Hall about 3 years ago to confirm the brand of paint and colour (AS thought it was 'ivory').

ACTION: PC

PC was concerned that the water pressure on the outside tap was low which may be due to the water pressure limiter for the water softener being fitted upstream of the outside tap. DS offered to investigate and report back.

ACTION: DS

10. Date of next meeting

The next meeting will be held on Monday 10 January (to be confirmed) at 7.30pm immediately after the joint BSAC/PCC meeting which starts at 7.00pm.

David Smith
2 Nov 2021