

Brettenham Village Association (BVA)

Monday 18th January 2021, 7.30pm

Held via 'Zoom'

1. Welcome from Pete Knight as Chair. Welcome to Steve Chalk who has just moved to the village. The Chair thanked Peter Truin for the use of his personal Zoom account for the meeting.
Present: Pete Knight, Peter Truin, Stuart Earle, Claire Shelbourne, Lynne Golding, Greg Potter, Mark Baker, Paul Bendall, Larry O'Hara, Emily Woods, Gary Roberts, Julie Ozficipi, Ozzie Ozficipi, Ray Latimer, Janyne Latimer, Lindsey Collings, Lizzy Keoghane, Steve Chalk, Grahame Moulding.
Apologies: Katrina Kearns, Dave Pearcey, Carrie Dye, Chris Clarke
2. Review of minutes of last meeting and matters arising:
 - Various actions have been put to one side for now due to Covid, including chair cleaning, kitchens helving, parasols, food allergen work, and sorting out of the storage container.
 - Play area swings – Grahame Moulding advised that weather needs to improve before repairs can be completed, as the machinery required would cause damage to the surface.
 - Broken table update – Lindsey Collings will have a go at removing the permanent marker writing when Peter Truin can make the table available to her.
 - Review of BVA Constitution: Auditing of the accounts – Paul Bendall and Mark Baker updated on discussions following the EGM in October, where it was agreed that the accounts will be independently checked rather than fully audited (due to the cost of a full audit c£1500+VAT). Mark is waiting to hear back from our insurers as to whether they are happy we get them checked rather than formally audited. Mark will continue efforts to find someone appropriate to check the accounts, and Pete agreed to contact Community Action Suffolk (CAS) to get their take on requirements for a community organisation such as the BVA.
 - Donation to the Church – No response yet from the PCC re our offer of a donation towards a project, but Pete will check with Annie Tavener if any developments.
3. Reports:
 - a) Treasurer – expenditure has exceeded income by about £400 in Quarter 3 2020/21 (October to December). Main items of expenditure have been electricity, hall maintenance/repairs, contribution to the village green Christmas tree (but £75 coming back from the Parish Council), along with first regular payment for village hall broadband. Some limited income from bar sales and hall hire before most recent lockdown. Just over £27k in the bank at the end of the quarter (part current account and part savings bond), a reduction of almost £500 on the previous quarter.
 - b) Bookings – no regular or one-off bookings at the current time, with the exception of the Council and Police & Crime Commissioner elections in May (but see point 4 below re flooding).

c) Bigger Ernie – Ray Latimer reported good progress is being made with subscriptions for 2021, despite the problems that lockdown has posed re collections. Online payments are proving very popular. There is a chance that income could be significantly down on last year though, e.g. because of OBH and Centre Academy school closures. There should be sufficient funds to cover regular monthly prizes, but bonus draws will need to be reviewed once we know what funds have been collected; this to be discussed at the next BVA meeting in April.

d) Bar Manager – Peter Truin advised that there are still have some J20s available (free to a good home as best before date has expired). Still evidence of a mouse in the bar area from time to time, further investigation will be undertaken.

e) Caretaking Team – see item 4 below.

f) Trustees - Paul Bendall advised that registration of the village hall title deeds is still being progressed by the Land Registry.

4. Village Hall Matters:

a) Toilet leak and floor damage – Paul Bendall reported that there had been a water leak in the gents loo in late December, which has caused major damage to the main hall floor and to the store room carpet. Insurers have been advised and Gary Roberts is arranging for quotes for like-for-like replacement of the oak flooring and carpeting. Dehumidifiers have been in use since the leak was discovered, and water is still being extracted so these will continue. Electricity readings are to be taken so the electricity costs of using the dehumidifiers can be part of the insurance claim. The decision has been taken to replace the toilets in the gents and the ladies loo due to concerns that something similar might occur again. Dave Pearcey is organising the replacement equipment and has agreed to install. Paul Bendall pointed out that the current time is a good chance to do any other works to the village hall if anyone has any other ideas, so residents are encouraged to send any suggestions to Paul. The elections will not be able to take place in the hall as it cannot be guaranteed that the repairs will be completed by early May.

b) Broadband - Greg Potter advised that this has now been installed and is working. Guest WiFi needs to be configured once we know when the hall will be in use again. Cost of the broadband package is £30 a month but a discount of one free month has been negotiated as BT did not turn up for the installation date booked originally.

c) Defibrillator – Emily Woods advised that this has now been installed and registered with the East of England ambulance service. It is now live and ready to be used. No training is needed, go to the cabinet, dial 999 and you will be talked through what to do. It is portable and very light and therefore does not have to be used in situ. The Parish Council will carry out weekly checks to ensure everything is working properly.

d) Car Park resurfacing – Ozzie Ozficici advised that he has not progressed getting quotes for this work given this is not a high priority at the current time due to Covid. It was agreed to keep on the agenda for future BVA meetings so the situation can be reviewed every 3 months.

5. Brettenham Neighbourhood Plan:
Pete Knight advised that the Parish Council has agreed to progress the development of a Neighbourhood Plan for Brettenham. Anyone who wants to be part of the steering group for this needs to advise the Parish Council Chairman (Chris Clarke) by 22nd January. The BVA will play an active role in supporting the work.
6. BVA pages on the village website:
Beth Clarke has done a great job in keeping the village website up to date. Pete Knight is working with Beth to keep the BVA section up to date, including ensuring that all agenda and minutes from BVA meetings are included, as well as other useful information about the BVA (e.g. list of officers).
7. Future BVA and village events:
Very difficult to plan anything at the moment given the uncertainty around end of lockdown, although it is hoped that a village event (probably held outdoors) might be possible in the Spring/Summer if the restrictions are eased. Need to ensure that plans for future events are not completely forgotten about in case bookings need to be made (e.g. New Year's Eve party). Pete Knight and Greg Potter to discuss.
8. AOB:
The online lockdown quiz being run by Lee Coomber's company is likely to start up again soon, and will be accessible to village residents again. Pete Knight will circulate details once received.
9. Date of next meeting:
Monday 19th April 19:30 via Zoom.