

Brettenham Village Association (BVA) Monday 14th June 2021

Annual General Meeting (AGM)

Welcome from Pete Knight as Chair. The Chair once again thanked Peter Truin for the use of his personal Zoom account for the meeting.

Present: Pete Knight, Lizzy Keoghane, Peter Truin, Mark Baker, Paul Bendall, Julie Ozficici, Ozzie Ozficici, Katrina Kearns, Dave Pearcy, Emily Woods, Larry O'Hara, Lindsey Collings, Beverley Cronk, Carrie Dye, Annie Tavener, Martin Schofield.

Apologies: Ray Latimer, Janyne Latimer, Grahame Moulding, Gary Roberts, Chris Clarke, Jo Hart, Paul Brinkley.

1. Minutes of the previous AGM held on 5th October 2020 were agreed.
2. Election of Officers
 - a. Chair – Pete Knight was elected to continue as Chair.
 - b. Vice Chair - Greg Potter was elected to continue as Vice Chair.
 - c. Secretary – Lizzy Keoghane was elected to continue as Secretary.
 - d. Treasurer – Mark Baker was elected to continue as Treasurer.
 - e. Booking Clerk – Katrina Kearns was elected to continue as Booking Clerk.
 - f. Designated Premises Supervisor – Peter Truin was elected to continue as Designated Premises Supervisor. Greg Potter offered to support the Supervisor in this role (training may need to be required).
 - g. Bar Manager – Peter Truin was elected to continue as Bar Manager.
 - h. Bigger Ernie Co-ordinator – Emily Woods (with support from Peter Truin) was elected to replace Ray Latimer.
 - i. Caretaking Team – Paul Bendall is stepping down from the Caretaking Team so the team now comprises Dave Pearcy, Gary Roberts, Grahame Moulding and Greg Potter. Pete Knight will convene a meeting of the Caretaking Team to review the list of duties and ensure these are covered.
3. Election of Village Hall Trustees (one of four to be elected each year)

Gary Roberts was re-elected as a Village Hall Trustee for the next four years. Paul Brinkley had indicated his wish to stand down as a Trustee, and Larry O'Hara was elected to replace him. The other Trustees are Paul Bendall and Grahame Moulding.

4. AOB

Carrie Dye thanked all of the BVA officers for all their hard work over the last year.

Ordinary Meeting

1. Minutes of the previous meeting (19th April 2021) and matters arising:

- Mark Baker will speak to Roger Bere to check if he will agree to check the BVA accounts if Nick Tavener is ever unavailable.
- Emily Woods has asked Della Massey (Parish Council Clerk) to check about the BVA's financial contribution towards the village magazine in 2019/20, but nothing heard yet so will ask again.
- Peter Truin has arranged for Amy Osborne to deep clean the village hall, including the kitchen and bar.
- Paul Bendall reported that the curtains are at the dry cleaners and should be back shortly.

2. Officer reports:

- a. Treasurer:
No formal finance report was presented this time due to the timing of the quarterly cycle. Report for the first quarter of the year will be presented at the August meeting. Mark Baker reported that the Suffolk County Council Locality Fund grant of £750 from Robert Lindsay for the replacement toilets has been received. The BVA applied for a "Covid restart grant" from Babergh District Council and has been awarded just over £12,000.
- b. Booking Clerk:
Katrina Kearns reported that Leonie Saunders will not be starting Pilates from Saturday 31st July; she may consider running a second class midweek. Art classes have started up again on a Friday. No news on other regular bookings starting up again (Yoga, Zumba, Whist).
- c. Bigger Ernie Co-ordinator:
See item 3 below.
- d. Bar Manager:
Peter Truin reported that the bar is ready for use. Stock is being purchased ready for the Village Inn later in June. Fever Tree tonic waters are a new addition as requested at the previous BVA meeting.
- e. Caretaking Team:
Paul Bendall reported that the hall is ready to be used. Everything is cleaned, signs and sanitiser are ready for the Village Inn late in June. Fire and water checks have all been completed. Paul Bendall will spray off the weeds on the terrace area this week.
- f. Village Hall Trustees:
Paul Bendall reported that an anomaly had come to light regarding the title deeds involving the boundary between the village hall car park area and neighbouring property 'The Nook' (owned by Margaret & John Tinworth). Paul and Nick Tavener are liaising with Margaret and John to try to resolve this and revised documentation will be submitted to HM Land Registry.

3. Bigger Ernie Co-ordinator 2022:

Emily Woods has agreed to take on the Bigger Ernie Co-ordinator role from Ray Latimer who has stepped down. Peter Truin has offered to assist.

4. Village Hall Matters:

- a) Floor replacement and insurance claim update – Paul Bendall reported that the main hall floor and store cupboard carpet has been replaced following the leak. Total costs, including hire of dehumidifiers, woodwork repairs and additional electricity usage, are in the region of £14,500. All invoices have been paid. The claim has been submitted to the insurers, but it is unlikely full costs will be covered (the BVA agreed to use the flooring company that submitted the highest quote rather than the middle quote which the insurance company agreed to cover).
- b) Village hall redecoration – Jan Davis (who lives in the village) has repaired and redecorated the skirting boards and woodwork in the main hall following the leak. The Chair thanked Jan for doing a great job. At the request of the meeting, Pete Knight will ask Jan to quote for redecorating the remainder of the hall, including the main hall walls and ceiling, kitchen, toilets and bar, and the costs to be reported to the next BVA meeting in August for consideration.
- c) Declutter of the container – the Chair reported that the storage container needs a declutter to maximise efficient use of the storage space. Greg Potter, Dave Pearcey and Annie Tavener kindly agreed to assist the Chair with the work.
- d) Parasols – the BVA had previously agreed prior to Covid that two additional parasols for the outside area would be purchased. Pete Knight will ask Grahame Moulding to progress this. The idea of purchasing some stand-alone parasols was also discussed, and the Chair agreed to look into this.
- e) Wifi and bank card readers – Greg Potter has confirmed that the wifi in the village hall is now up and running and working well. A guest login will be set up for attendees at events. Bank card readers are all set up and are ready to use for the first time at the Village Inn in late June. These are linked to the BVA bank account. Training will be given to bar staff on how to use the card readers before the Village Inn later this month.
- f) Cleaning of chairs and tables - these need to be professionally cleaned, although a recommended company would be helpful. Lindsey Collings mentioned that Thorpe Morieux have the same chairs as us and they may have a contact we can use, so Lindsey will provide the Chair with contact details.
- g) Use of Covid-related grant funding – the Chair invited members to submit ideas for potential use of the grant funding that the BVA has received (whilst recognising some of this has already been committed). Ideas suggested include: new inside tables, a storage cupboard for cleaning equipment, a screen for film nights/sporting events etc, better cooking equipment (e.g. saucepans, knives etc) for the kitchen. The idea of contributing to a wider community project, e.g. tree-planting as part of the Neighbourhood Plan, was also suggested, and the Chair will communicate this offer to the Chairman of the Parish Council.
- h) Any other village hall matters:
 - Fire exit – cleaning equipment is blocking the fire exit and agreed this needs to be moved.

- Dog poo is being put (in bags) in the village hall black bin. Signs have been put up on and in the bin to discourage this. Effectiveness of this will be monitored.

5. Future BVA and village events:

- Events Steering Group – The Chair will discuss the issue of the steering group with the Vice Chair as the Chair has not been able to generate much interest in being part of this group to date.
- Village Inn 26th June – support for this to go ahead as planned, but in line with current Covid regulations and guidance. It will be an outside event, with groups limited to 30. Drinks to be ordered and paid for outside, and the hall only open to attendees for toilet use. The Chair will send an email to the village list outlining the plans and expectations of anyone attending.
- Summer Fair 17th July – the PCC is meeting tomorrow afternoon to discuss, but ideally would like this to go ahead as scheduled.
- Sunday Village Inn 18th July – still planning to go ahead with this.
- Village Inns from August – plan to return to normal cycle of these from August, but likely to be drinks only events. Situation to be reviewed at the next BVA meeting in August.

6. Any other business:

None

7. Date and time of next meeting:

Monday 9th August, 7.30pm in the Village Hall. The Secretary would only be able to attend if this can also be held via Zoom.