

Brettenham Village Association (BVA) Meeting
Monday 17th January 2022, 7.30pm
Brettenham Village Hall

Minutes

Present: Pete Knight, Lizzy Keoghane, Emily Woods, Greg Potter, Peter Truin, Mark Baker, Paul Bendall, Julie Ozficipi, Ozzie Ozficipi, Lindsey Collings, Val McGuill, Gary Roberts, Annie Tavener, Carrie Dye, Alyson Wilson, Steve Chalk.

Apologies: Martin Schofield, Grahame Moulding.

1. Minutes from previous meeting - held on 4th October 2021 and matters arising:

- The Parish Council is progressing the signs to try to stop anyone parking in undesignated places on Park Farm Lane.
- Pete Knight advertised for a bar assistant in the magazine. Stewart Butcher volunteered and it is working well.
- Pete Knight had a go cleaning the tables, quite successful.
- Pete Knight to request raffle prizes for the quiz – success with this. Thanks to everyone who donated a prize.
- Greg Potter was successful in re moving the band booking for New Year's Eve to 31/12/22.

2. Reports

a. Treasurer

Report circulated for the three months 31st December. Bar sales significantly up (over £3k in sales) on previous quarters as more events have been held. Still limited income from hall hire. Some significant items of expenditure, including electrical work in the bar, and chair cleaning. £800 donation to Young Minds for the quiz included a proportion of the bar profits that evening. Excess of expenditure over income this quarter of £468.91, resulting in bank balance at end of quarter of £30,701.23.

b. Booking Clerk

There are some one-off bookings for February including a possible Gardening Club meeting, parish council meeting on 10th, and a children's birthday party on 12th. Another rambling group have asked to make use of the carpark and will give a donation to the BVA.

On 24th February UK Power are putting in a new transformer, and will need access to the hall and car park. Power likely to be off in the village for part/most of the day.

Wedding still going ahead weekend of July 29/30/31st.

Art class is our only regular booking at the current time, and it seems unlikely any of the other regular weekly bookings will recommence.

Action: Katrina Kearns to check that any keys which are with ex-long-term hirers have been returned.

c. **Bigger Ernie Coordinator**

Things are progressing well re subscriptions, approximately £1500 collected to date (about 70% of the amount raised last year). Paul Bendall, Peter Truin and Charles Camp doing a great job collecting, as well as online transfers direct into the bank account. Monthly prizes to stay the same, bonus prizes will be adjusted according to number of subscribers, but still working to the ratio of 50% of subscriptions allocated to prizes (50% to BVA funds).

d. **Bar Manager**

Bar has been going well now events have started up again. New purchasing assistant (Stewart Butcher) doing a very good job. Card readers have been moved which has made the bar look a lot neater. Peter Truin has looked into what is required for someone to get a personal bar licence; training course is £120 or £140 (plus VAT) for the one day course and is done via Zoom currently.

Action: Agreed that the BVA would cover the cost of Greg Potter undertaking the training.

Pete Knight suggested trialling a non-alcoholic spirit as the non-alcohol wine and beer sell well. One trial bottle to be purchased. **Action: Peter Knight to purchase a non-alcoholic gin for the bar.**

Used tea towels are being left after Village Inns. They shouldn't be needed for glasses, but there seems to be an issue with the dishwasher and glasses not coming out dry. It could be the door is being opened earlier than it should.

Action: Pete Knight and Ozzie Ozficici to look into the correct operation of the dishwasher.

e. **Caretaking Team**

Nothing of note to report.

f. **Village Hall Trustees**

Title registration – the BVA now has Title Absolute for the village hall.

The Working Group of Paul Bendall, Mark Baker and Larry O'Hara will be reviewing the BVA Constitution to assess what is the best structural option for the BVA going forward. **Action: Working Group to bring proposals to the AGM in April for review.**

Structural survey due in September 2022. Hestur Ltd can do it again but application to do this needs to be submitted via Suffolk Prohelp. **Action: Paul Bendall and Mark Baker to complete the application and then submit.**

3. Village Hall Matters

- a. Risk assessment for village hall bookings – booking form has been updated to let potential hirers know that they may need to undertake a risk assessment depending on the nature of the booking.
- b. Hiring charges review – hiring charges last updated 6 years ago, so need to ensure these are reviewed more regularly. **Action: Working group comprising Katrina Kearns, Pete Knight and Julie Ozficici to review the prices and to bring recommendations re any proposed changes at the AGM in April.**
- c. Cleaning arrangement update - we don't currently have a regular review of hourly rate of pay for the cleaner. We currently pay £8.50 per hour, and it was agreed that this should be reviewed once a year as part of the AGM, alongside hire charges.

- d. Redecoration update - Jan hoping to redecorate the kitchen and toilets within the next few weeks. **Action: Pete Knight to advise Katrina Kearns and Lindsey Collings of dates in case of any impact on hall usage.**
- e. Audio-Visual Equipment - Pete Knight has spoken to Hughes in Stowmarket, and has a phone consultation with their Smart Team on Friday. After that a site visit will be arranged, and as soon as dates are arranged the working group will be invited to attend the site visit.
- f. Village Inns, food allergen info - Jo Buckingham has provided a very useful advice sheet for anyone preparing food for village inns and other village events, which includes a checklist of all the main allergens. It's unclear exactly what the responsibilities are for the BVA in this regard (e.g. BVA events vs. external hirers), so this needs to be clarified. **Action: Pete Knight and Paul Bendall to seek further advice from Jo Buckingham, Community Action Suffolk, and our insurer re responsibilities, potential liability etc.**
- g. **Any other village hall matters:**
 Emily Woods advised that Colin Warner wants to undertake some further repairs to the benches on the terrace, which he donated. The benches are currently covered and not in use. **Action: Emily to speak to Colin Warner regarding the timing of the repairs and/or uncovering the benches for use.**
 Pete Knight raised a query regarding whether anything needs to be done by way of preparation for hall hire (e.g. turning on heating etc). Katrina Kearns confirmed that hirers are informed about how to use heating, hot water, lighting etc but it is the responsibility of the hirer to ensure any pre-event preparation happens.

4. Review of Recent BVA and Village Events

- a. Friday and Sunday Village Inns
 - Three Friday Village Inns held since the last meeting. Number of people attending for the last two was quite low, including for food orders. The Chair thanked the Bloaters for covering the January Village Inn.
 - Sunday Village Inns ticking over.
- b. Quiz Night – Really good evening - £800 was raised and Young Minds are very grateful for the donation.
- c. Christmas Eve Village Inn – Cancelled
- d. New Year's Eve Party – Downscaled evening, about 25 people attended but a great evening was had.

5. Future BVA and Village Events 2022

- a. Village Inns.
 Friday Village Inns need greater attendance, especially if chefs are going to volunteer to cook food and to make it worthwhile for outside catering services.
 Friday Village Inns food provision for 2022 secured to date:
 - February – Wagyu Burgers (serving from 17:30-19.30)
 - March - Wok n Roll (Asian noodle bar)
 - April – Church
 - May – Mobile Pizza Co
 - October – RDA

- December – Church.

Hopefully Jo Buckingham can provide a list of registered mobile food vans for us to contact. Mobile Pizza Co have expressed interest in additional dates.

- b. Jubilee celebrations – Alyson Wilson is leading on this for the Parish Council. A beacon is likely to be purchased (to be ratified at the next Parish Council meeting). Beacon lighting nationally is scheduled for 9:15pm on Thursday 2nd June, and the Village Inn will be held that day to coincide. Alyson has secured someone to operate a BBQ beforehand, sometime in the afternoon. Also suggested that a BYO picnic be held on Sunday 5th June to broaden our Jubilee events.
- c. Summer Fair – the PCC is keen for this to happen in 2022 and the PCC is meeting on 10th February so will confirm a preferred date after that.
- d. Apple Day – the Gardening Club have confirmed this will go ahead. No date as yet but could be date of the September Sunday Village Inn (18th September).
- e. Brettenham v Preston Games – Pete Knight to talk to potentially discuss with Preston about whether we should possibly look to hold this in 2023.
- f. Safari Supper - everyone keen, and Emily Woods happy to co-ordinate (with support). Potential date could be Saturday 25th June.

6. Any Other Business

- Annie Tavener raised an issue about the wooden trestle tops. The legs have rotted and have been removed, so ideally new legs need to be purchased if we are to continue using the tables. Annie to look into replacement fold-up legs which can be stored in the container – everyone supportive of idea.
- Emily Woods mentioned that she struggles to get the guest Wi-Fi to work in the village hall. Greg Potter will investigate.

7. Date and Time of Next Meeting

The AGM and an Ordinary Meeting will be held on Monday 25th April 2022 19:30 at the village hall. This will be Peter Knight's last meeting as Chair, so all encouraged to send in nominations re a replacement Chair.