

**Brettenham Village Association (BVA)**

**Part 1: Annual General Meeting (AGM)**

**Monday 25th April 2022 – 7.30pm, Brettenham Village Hall**

Present: Pete Knight, Lizzy Keoghane, Julie Ozficici, Bev Cronk, Val McGuill, Michelle Harvey, Simon Harvey, Gary Roberts, Lindsey Collings, Jo Buckingham, Paul Bendall, Peter Truin, Mark Baker, Annie Tavener, Alyson Wilson, Larry O'Hara

Apologies: Emily Woods, Carrie and Martin Dye, Ozzie Ozficici, Martin Schofield, Greg Potter, Grahame Moulding

**1. Election of Officers**

- a. Chair - vacant
- b. Vice Chair – Greg Potter
- c. Secretary – Lizzy Keoghane
- d. Treasurer – Mark Baker
- e. Booking Clerks – Julie and Ozzie Ozficici
- f. Designated Premises Supervisor(s) – Peter Truin
- g. Bar Manager – Peter Truin
- h. Bigger Ernie Co-ordinator – Emily Woods
- i. Caretaking Team - Greg Potter, Dave Pearcey, Gary Roberts, Grahame Moulding

## **Brettenham Village Association (BVA)**

### **Part 2: Ordinary Meeting**

Minutes from previous meeting – matters arising:

- Katrina Kearns has confirmed all hall keys no longer needed have been returned.
- Greg Potter has looked into bar licence training and will book on. The BVA will pay the fees.
- Peter Knight confirmed a non-alcoholic gin has been purchased for the bar.
- The kitchen dishwasher has been fixed, thanks to Peter Truin for sorting.
- The village hall needs to have a structural survey every 7 years. Application to Hestur Ltd through 'Suffolk Prohelp' by September. Paul Bendall to progress.
- Emily Woods has spoken to Colin Warner regarding the benches on the terrace – all sorted and back in use.
- Annie Tavener has looked into purchasing replacement legs for the trestle tables - £45 per pair, 5 pairs needed. Everyone in agreement, Grahame Moulding to order.

#### **1 Officer reports:**

##### **a) Treasurer**

Report circulated for year ending 31 March 2022. Opening balance at start of year was £26,356.62, closing balance was £33,754.78. Bar sales in 2021/22 increased considerably as more events were held than the previous year. Income from hire of the hall is still much reduced compared to pre-Covid period. Funds aided by further Covid-related government grants administered by Babergh District Council.

##### **b) Booking Clerks**

Art class is still the only regular booking. Discussion about bookings from people outside of the village and how much these should be actively encouraged. Agreed that there is no need to promote outside of the village, and there is reassurance hiring being limited to people from within Brettenham. Also discussion about what activities, equipment etc are permissible, including on the play area (which is the Parish Council's responsibility). Further discussion between the BVA and Parish Council needed to clarify the position. Julie Ozficici confirmed she can share the online booking calendar with anyone who would like it (Greg Potter already has access re cleaning).

##### **c) Bigger Ernie**

170 subscribers for 2022 – raised £2042 in total, half of which goes on prizes, half to BVA funds.. There are 12 monthly draws with prizes of: 1<sup>st</sup> £30, 2<sup>nd</sup> £15, 3<sup>rd</sup> £10; plus two bonus draws (summer and Christmas) with prizes of 1<sup>st</sup> £100, 2<sup>nd</sup> £50, 3<sup>rd</sup> £30.

##### **d) Bar manager**

Stewart Butcher has joined the purchasing officer team. New team working well. The dishwasher in the bar is actually a glasswasher, with no drying function, so glasses need to be removed to allow them to dry. Card readers working well.

#### **e) Caretaking Team**

No major issues to report. The issue re the outside lights has been resolved (see below).

#### **f) Village Hall Trustees**

Nothing of note to report other than items on the agenda.

### **2 Ownership of the Village Hall and Structure of the BVA**

Report of BVA Working Group circulated, and Mark Baker presented a summary of the findings and recommendations of the Working Group. The proposal for the BVA to apply to become a Charity was approved. It could be argued that the BVA is in effect a Charity, even without having formally registered as such. This will necessitate some changes to the BVA Constitution. The Working Group will progress the proposal, and Nick Tavener has kindly offered to assist with the necessary paperwork. The Working Group will report back to the next meeting of the BVA.

#### **3a) Review of hall hire charges**

A Working Group comprising Julie Ozficipi, Ozzie Ozficipi and Pete Knight had reviewed the current pricing structure. The Group had compared Brettenham's prices to those of a number of other local villages. A new set of proposed hire charges were circulated for review, which included a flat hourly rate for hirers (differentiated for residents, non-residents and commercial users), and removal of charges for community events. It was agreed that the new price structure would be trialled for a year and reviewed at the 2023 AGM. It was agreed that the Art Class should be offered a 'residents' rate as they have been a long-standing booking. New prices to be published in the magazine and on the website.

#### **b) Point of contact for hirers of the village hall**

Discussion concerning what happens if something goes wrong (e.g. plumbing, electrics), whilst the hall is being hired (especially for outside hires). It would be unfair to expect any of the BVA officers to be on call. It was suggested that an approved list of tradespeople be produced and put up in the hall in case of emergencies. Paul Bendall agreed to liaise with our insurers about this.

#### **c) Food hygiene and allergens**

Jo Buckingham has produced some draft guidance relating to food hygiene and allergens. Due to time constraints, it was agreed to carry over this agenda item to the next meeting.

#### **d) Review of cleaner pay rates**

Current pay rate is £8.50 per hour, and it was agreed to keep it at this level, but this to be reviewed each year at the AGM.

#### **e) New cleaning equipment**

New mops and buckets needed, and also the Caretaking Team need to check whether current cleaning equipment satisfies regulations and/or good practice for community buildings. Greg Potter to be asked to review.

#### **f) SumUp card readers**

Generally working well, following the issue at the last village inn when they couldn't be used. SumUp have been provided with the necessary anti-money laundering documentation which means that there should be no further problems.

#### **g) Outside lights**

There was a problem with the rear sensor, but Gary Roberts has already sorted this.

#### **h) Replacement of ceiling lights**

Following replacement of bulbs recently, Dan Brown had suggested that replacing the ceiling lights with LED fittings might be more efficient in the longer-term. Pete Knight agreed to liaise with Dan re obtaining a quote.

#### **i) Audiovisual Equipment**

No contact from Hughes following initial discussions. Dan Brown (electrician) in the village also does audio-visual installations so Pete Knight agreed to liaise with Dan re options and arrange a site visit with those people who had previously expressed an interest in this.

#### **j) Hall redecoration**

Julie Ozficici to liaise with Jan Davis re a good week for the kitchen and toilets to be redecorated.

#### **k) Parasols**

Agree to purchase two stand-alone parasols and bases as a trial for use at events where shade is needed on the playing field. Julie Ozficici to progress.

#### **l) Grass cutting on playing field**

Adrian King has been commissioned to cut the playing field (also cuts the churchyard), The cost of this covered by the Parish Council.

#### **m) Car Park bollards**

A risk of rotting was identified in the recent health and safety audit of the play area. Paul Bendall has checked the bollards and they are fine at the current time, but agreed that these should be checked annually.

#### **n) De-clutter the container**

Has been delayed but Annie Tavener, Michelle Harvey and Peter Truin volunteered to help with this at a convenient time.

#### **o) Any other hall matters**

The Parish Council is investigating installing electric vehicle charging points in the village. This could have potential implications for the village hall and/or car park. The Parish Council will keep the BVA informed of developments.

#### **4 Review of recent BVA and Village events**

Lower turnout at Friday Village Inns recently – smaller barrels of beer to be purchased to avoid waste. Sunday Village Inns have been busier.

#### **5 Future BVA and Village Events**

- a) **Friday Village Inns** – still a couple of gaps for food for remainder of 2022 (July and September). Bloaters might be able to cover September (Mark Baker and Larry O'Hara to confirm).
- b) **Sunday Village Inns** – continue with usual arrangements.
- c) **Jubilee events** – Jubilee Village Inn (including BBQ and Beacon lighting) on Thursday 2<sup>nd</sup> June, and BYO Picnic on Sunday 5<sup>th</sup> June.
- d) **Safari Supper** – Saturday 25<sup>th</sup> June – enough people interested to proceed, Emily Woods is co-ordinating.
- e) **Summer fair** – Saturday 9<sup>th</sup> July – the PCC requested that the bar be open for this (Bar Manager to note).
- f) **Apple Say** – Sunday 18<sup>th</sup> September – the Gardening Club has this in hand.
- g) **Charity Quiz** - date tbc
- h) **NYE Party** – 31<sup>st</sup> December - band booked from last year

#### **6 AOB**

Pete Knight reported that he presented a summary BVA report at the Annual Parish Meeting.

#### **7 Date and time of next meeting**

Monday 11<sup>th</sup> July 7:30pm