

Brettenham Village Association (BVA) Meeting

Monday 9th August 2021, 7.30pm

Brettenham Village Hall

Present: Pete Knight, Lizzy Keoghane, Greg Potter, Peter Truin, Mark Baker, Paul Bendall, Julie Ozficici, Katrina Kearns, Dave Pearcey, Larry O'Hara, Lindsey Collings, Beverley Cronk, Gary Roberts, Martin Schofield, Steve Chalk, Guy Saunders

Apologies: Annie Tavener, Ozzie Ozficici, Emily Woods, Carrie Dye

Welcome from Pete Knight as Chair.

1. Minutes of the previous meeting (14th June 2021) and matters arising:

- Thanks to Paul Bendall for arranging for the curtains to be cleaned, and thanks to Beverley Cronk and Jane McDonald for re-hanging the curtains after cleaning.
- Emily Woods has asked Della Massey (Parish Council Clerk) to check about the BVA's financial contribution towards the village magazine in 2019/20. It is on the agenda for the September Parish Council meeting.
- Thanks to Greg for organising the Wi-Fi in the village hall. The "Guest" account doesn't need a password, people just need to log on.
- Bank card readers are working well and are easy to use, but if anyone needs a run-through this can be arranged. Hopefully the ratio of card transactions to cash will continue to increase.
- Fire exit – still issues in terms of a bit of clutter which could hinder exit, Pete Knight to address.

2. Officer reports:

a. Treasurer:

The latest finance report (April to June 2021) was circulated with the agenda. Current BVA funds stand at c£31,000, boosted by the Covid-related grants received. However, there has been very little other income in terms of hire fees or profit from BVA events. There has been approximately £12k of expenditure over the last 15 months, including some significant replacement equipment costs, notably a new glass washer and beer cooler. The settlement for the insurance claim for the flood damage has now been received.

b. Booking Clerk:

In terms of regular bookings, the Art Class is continuing on Fridays. Pilates has re-started on Saturdays but Leonie Saunders may have to suspend classes due to the impact of the July flash flood on her home. Whist, Zumba and Yoga classes are unlikely to start up again. Interest in one-off hires is picking up as lockdown has ended. It was agreed that the hire costs should be more actively promoted, e.g. in the magazine and on the website, to see if this encourages hires. Availability of Wi-Fi should also be marketed as an attraction for hirers.

c. Bigger Ernie Co-ordinator:

Emily Woods has formally taken over in the role from Ray Latimer. Now that Friday Village Inns are happening again, the monthly draws will take place there. There will be a summer bonus draw in August, with a Christmas bonus draw in December.

Emily will work with Ray on the process for subscription renewals for 2022 later in the year.

d. Bar Manager:

Peter Truin reported that the bar is running well. The glass washer and beer cooler have been replaced, and the water softener has been serviced. We need better-placed power points for charging the card readers; Pete Knight to liaise with Grahame Moulding re this. Greg Potter asked about the process of becoming an additional licence holder (as previously agreed), and Peter Truin agreed to check the requirements with the Borough Council.

e. Caretaking Team:

Paul Bendall reported that various checks are undertaken at the hall weekly, and that generally all is well. The hall appears to have escaped any major problems following the flash-flooding in the village in July (just some limited ingress of water), but this will be closely monitored over the next few weeks in case of a delayed reaction. The waste septic tanked has been emptied, no major concerns reported by the operator. A caretaking meeting was held on 2nd August in anticipation of Paul Bendall stepping down from the caretaking team, and duties have been reallocated ahead of final handover in the next few months.

f. Village hall Trustees:

Revised title registration now completed and returned to HMLR. The final step (vesting registered title in the Official Custodian and removing the existing trustees) will happen in due course. It was agreed that the role of the existing trustees will need to change into some form of supervisory overview of functional management, in particular in relation to the operation of the BVA and the village hall building structure. The BVA Constitution will need to be amended at the appropriate juncture. The Structural Survey may need to be brought forward before any redecoration of the main hall takes place (see item 3b. below).

3. Village Hall Matters:

- a) Floor replacement and insurance claim update – the insurers have now settled the claim – total settlement was £12.4k covering flooring, skirting repairs and redecoration, hire of dehumidifiers and additional electricity costs, resulting in a ‘gap’ of approximately £2k needing to be met from BVA funds. The insurance claim was capped by the insurers as we didn’t use the flooring company who submitted the cheapest quote. But everyone in agreement that the flooring company has done an excellent job.
- b) Village hall redecoration – Jan Davis 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. As agreed at the previous meeting, Pete Knight asked Jan to quote for redecorating the remainder of the hall, and the quotes for the different elements are: Hall, bar and porch £3350 (painting the beams would be an extra £420); Kitchen £325.00; Cloakrooms £450; Storeroom £400. It was agreed that redecoration of the hall, bar and porch should be delayed until after the Structural Survey in case any major work is required. The acoustic panels would need to be taken down prior to redecoration of the main hall. Pete Knight will therefore contact Jan to arrange a convenient time for the redecoration of the toilets and kitchen, which are considered to be the priority.
- c) Misuse of bins – most recently rubble has been dumped in the black bin and dog poo bags have also been put in there. Options to prevent misuse include getting locks on the

bins, or having a structure built to put the bins in which is then locked, but agreed that the situation would be monitored before any further action is taken. Pete Knight will liaise with the Parish Council Chairman as to whether a general waste bin could be installed on the playing field for people who are using the play area etc.

- d) Declutter of the container – Pete Knight to convene the volunteers (Greg Potter, Dave Pearcey and Annie Tavener) to undertake this.
- e) Parasols – the BVA had previously agreed that two additional fixed parasols for the outside area would be purchased and installed. Grahame Moulding to be approached to undertake the installation. There is still support for some mobile parasols to be purchased for use at summer village events, but given the lack of availability of garden equipment and the hike in prices due to Covid, it was agreed this would be looked at afresh next Spring. Julie Ozficipi kindly agreed to research options early next year. Any insurance implications need to be considered too.
- f) Cleaning of chairs and tables – Pete Knight contacted a cleaner regarding a professional clean of the chairs. Quoted £3 per chair, so with approx. 70 chairs, total cost would be approx. £210. It was agreed to proceed with this. Pete Knight is still looking into options for cleaning of the tables.
- g) Use of Covid-related grant funding – The Chair reminded the meeting that there is no urgent need to spend this money, and that there are still hall-related costs to cover. One idea that has general support is for Audio-Visual equipment to allow showing of films, sporting events, and Larry O'Hara is looking into this including local communities (e.g. Cockfield, Lavenham) where they have this kind of facility. Brandeston village (nr Framlingham) also have projectors and run a cinema club, Pete Knight to provide the details to Larry.
- h) Any other village hall matters:
 - There are some dirty tea towels in the kitchen and Julie Ozficipi kindly agreed to wash them and review the condition of all of the tea towels in the kitchen and replace if necessary.

4. Future BVA and village events:

- a) First Village Inn ("Village Out") 26th June - worked well, especially as the weather was conducive, with approximately 60 people attending. Significant operation to put it on so a big thank you to everyone who helped.
- b) Summer Fair 17th July - was a really good day, again helped by good weather. Thanks received from the PCC for all the help from the BVA. Unfortunately some people parked beyond the designated parking area on Park Farm Lane, so need to be mindful of that in the future as it could upset the landowner. Pete Knight to liaise with Chris Clarke re the possibility of installing a sign re advising people where (not) to park.
- c) First "normal" Friday Village Inn 6th August – between 50 and 60 attended which was a great turnout, despite being for drinks only. First customer arrived at 18:50!
- d) Future events – resumption of Sunday Village Inns from 22nd August. Everyone happy to get back into the regular cycle of Fridays and Sunday Village Inns. Paul Bendall mentioned that Jessica and some of the other youngsters might be interested in volunteering behind the bar.
- e) Future Village Inns – following considerable discussion regarding the wearing of masks at Village Inns by attendees and bar staff. Because of differing views, it was agreed that masks would be worn by those bar volunteers who wish to wear one, and if that if the

bar staff at an event are wearing a mask, then anyone ordering from the bar should wear one too. Pete Knight will communicate this approach in his BVA piece in the next magazine and in any email communications re events.

- f) Apple Day 26th September - plans are progressing well.
- g) New Year's Eve party – a decision as to whether this should go ahead is needed by the time of the October BVA meeting in case the band needs to be cancelled. The Chair will mention in the next village magazine so that appetite for this event can be assessed.

6. AOB

- Food for Friday Village Inns – outside caterers (e.g. food vans) to be investigated as a possibility. Pete Knight will also contact previous Village Inn chefs to see if anyone is keen to re-start.

7. Date and time of next meeting: Monday 4th October 7:30pm