

Brettenham Village Association (BVA)

Extraordinary General Meeting (EGM)

Monday 5th October 2020, 7.30pm

Held via 'Zoom'

1. Welcome from Pete Knight as Chair. The Chair thanked Peter Truin for the use of his personal Zoom account for the meeting.
2. Present: Pete Knight, Peter Truin, Stuart Earle, Claire Shelbourne, Mark Baker, Paul Bendall, Beverley Cronk, Carrie Dye, Larry O'Hara, Emily Woods, Gary Roberts, Julie Ozficici, Ozzie Ozficici, Ray Latimer, Janyne Latimer, Katrina Kearns, Dave Pearcey, Lindsey Collings, Jo Hart, Lizzy Keoghane.
3. Apologies: Grahame Moulding, Chris Clarke.
4. Review of BVA Constitution – the Chair thanked Paul Bendall along with others involved in the review for all the work on updating the Constitution. The revised draft was circulated with the agenda for this meeting. Two specific outstanding issues were discussed:
 - a. **Audit of accounts:** Mark Baker discussed the pros and cons of auditing the accounts (there are no formal requirements associated with this for the BVA). Two quotes for a full audit had been obtained, these were very high. Paul Bendall pointed out the current Constitution says “checked by an accountant” rather than “audited”. If adequately checking does not happen then concern was raised that this might invalidate the BVA's insurance; however this should not be an issue as long as the accounts are independently reviewed. It was agreed that the accounts should be independently checked by someone with appropriate accounting experience, and reference to this be included in the revised Constitution.
 - b. **Health and Safety officer:** The need for a formal Health and Safety Officer was discussed. It was felt that aspects of this role were already undertaken by various BVA Officers, both individually and collectively. Jo Hart also volunteered to assist with any work required around this given her professional experience and knowledge in this area. It was therefore agreed that reference to a specific Health and Safety Officer should not be included in the revised Constitution.

The revised Constitution was approved, subject to the amendment referred to above in 4a and 4b.

Brettenham Village Association (BVA)

Annual General Meeting (AGM)

Monday 5th October 2020

1. Minutes of the previous AGM held on 15th April 2019 were agreed.

2. Officer reports:

a. Chair:

The Chair thanked all the BVA officers for their support over the last year. The Chair provided a brief recap of all events held since the last AGM in April 2019, including dog show, summer fete, village inns, Apple Day, quiz night, Christmas Eve village inn, and New Year's Eve party. The Chair referred to the sad and sudden passing of Jon Plant; a huge loss to the village given his involvement in many events. The Chair also provided a recap on significant purchases since last year, including the new oven, bar improvements and first of the outside parasols.

b. Treasurer:

The Treasurer presented the finance report for the year 2019-20, as well as an update on the 2020-21 financial year (reports circulated with the agenda). With the significant purchases made together with repairs and maintenance, there was an excess of expenditure over income of £1147.38 in 2019-20, leaving a bank and cash balance of just over £21k as at 31 March 2020. Bigger Ernie raised over £1000 in 2019-20.

Income from bookings and events in 2020-21 has been affected dramatically by Covid, with only about £700 generated during the first quarter of the year. There continue to be expenses and maintenance costs, as well as expenditure on lighting improvements, card readers for the bar, and PPE for the village hall. However, the BVA received a one-off £10k grant from the government's Covid funds (distributed via Babergh District Council), which will help to offset the loss of income. Total BVA funds as at 31 June 2020 stand at £28,915.14, with approx. £10,500 held in a savings bond and £18,400 in the current account.

c. Booking Clerk:

The Booking Clerk reported that only Art Class (Fridays) and Pilates (Saturdays) of the regular bookings are continuing at the current time. There are currently no other bookings at the moment due to Covid. Lindsey Collings reported that she was not sure how long art class would carry on for with the need for doors and windows to be open.

d. Caretaking Team:

Nothing significant to report. There have been some repairs to the guttering and repairs to the swings in the play are being arranged by the Parish Council. Cleaning is still taking place, and PPE available for users, to ensure that the hall continues to be safe for users.

- e. Bigger Ernie Co-ordinator:
The Bigger Ernie Co-ordinator reported that there should have been a summer bonus draw but this was missed. Funds normally allocated to this will be added to the Christmas bonus total, with prizes for this being £200, £100 and £50 for first, second and third prizes. A move to accepting online payments for subscriptions in addition to via cash and cheque was discussed. This is the Bigger Ernie Co-ordinator's preferred method of collection, especially during Covid. It was agreed to proceed with this, with the Treasurer arranging for a separate bank account to be set up to make accounting easier. Potential changes for prize allocation for 2021 would be discussed at the next meeting.
- f. Bar Manager:
The Bar Manager reported that further improvements to the bar have been made, including new shelving and an additional drinks fridge. Fred Rufus was thanked for his help with these improvements. Bar stock was sold off at cost price during the Covid lockdown, which avoided drinks and snacks having to be thrown away. The bar was stocked for the August village inn but not to usual capacity. Anything remaining may need to be sold off at a later date, depending on the Covid situation. The Bar Manager thanked Grahame Moulding for his help with stocking the bar, and also thanked all the volunteer bar staff.
- g. Village Hall Trustees:
Paul Bendall advised that registration of the village hall title deeds is still being progressed by the Land Registry.

3. Election of Officers (current officers listed in Appendix A)

- a. Chair – Pete Knight was elected to continue as Chair.
- b. Vice Chair - Greg Potter was elected as Vice Chair to replace Grahame Moulding who has stood down. The Chair thanked Grahame for his support 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 – Ray Latimer was elected to continue as Bigger Ernie Co-ordinator.
- i. Caretaking Team – Greg Potter volunteered to replace Ozzie Ozficici who is standing down. The Caretaking team now comprises Paul Bendall, Dave Pearcey, Gary Roberts, Grahame Moulding and Greg Potter.

4. Election of Village Hall Trustees (one of four to be elected each year)
Grahame Moulding was re-elected as a Village Hall Trustee for the next four years. The other Trustees are Paul Bendall, Paul Brinkley and Gary Roberts.
5. Any Other Business – None.

Brettenham Village Association (BVA)

Ordinary Meeting (OM)

Monday 5th October 2020

1. Minutes from previous meeting held on 13th January 2020

These were discussed and agreed. Matters arising from the minutes:

- Chair cleaning – Pete Knight has not progressed this due to Covid lockdown. This will be arranged before the village hall re-opens for major events or bookings requiring use of the chairs.
- Parasols – two more parasols for the terrace will be purchased and installed once the hall re-opens fully.
- Food allergens and village events – the Chair will liaise with Jo Hart regarding introducing food allergen information for future village inns and other events where food is served.
- Car park resurfacing – Ozzie Ozficici reported that Peter Haig-Thomas has no objections to resurfacing of the car park, although the cost of this would fall to the relevant village organisations. Ozzie will look into quotes for resurfacing and report back to the next BVA meeting.
- Storage container – some of the old redundant equipment etc has been removed, but a further sort out will need to be undertaken post-Covid.
- Broken table – Peter Truin reported this is now fixed but the permanent marking is proving stubborn! Lindsey Collings agreed to try to remove the permanent marking.
- Kitchen shelf labelling – Pete Knight to action.
- Gardening Club – Carrie Dye reported that Jane McDonald and Jane Moulding have agreed to act as joint Chairs of them Gardening Club, so the future of the Gardening Club now looks secure.

2. Update on use of the Village Hall during COVID-19 pandemic
Covered as part of the AGM meeting.

3. Review of recent events

The Chair reported that the Sunday Village Inn held during August went well and raised a valuable £350 in bar sales and donations. The Chair thanked Jo Hart for all her advice and support in enabling the BVA to put on this event safely despite the Covid restrictions.

4. Future events

Hopefully a number of regular and one-off events will be able to be held in 2021, but obviously this all depends on the Covid situation. Julie Ozficici asked whether it might be possible to hold a Village Inn of some kind inside the hall, and the Chair agreed to discuss this with the Vice Chair and Jo Hart (should Covid restrictions allow).

5. Village Hall matters

- Card readers – The Chair reported that bank card readers for the village hall bar have now been purchased and are ready to be used once the bar is operational again. The Chair thanked Ray Latimer, Larry O’Hara, Greg Potter and Mark Baker for their help with this.

- Wi-Fi – Greg Potter is looking into the possibility of getting broadband installed at the village hall. This would require installation of a landline. Broadband would open up a number of opportunities for regular and one-off events. It was agreed to proceed with this, subject to the installation costs not being excessive.
- Use of the Government COVID-related grant (Retail, Hospitality and Leisure Business Grant) for the village hall – it was agreed that the funds should be held in reserve as we do not know how long the Covid restrictions might last and there might be further repairs or maintenance costs we will need to cover. Use of any remaining grant to be discussed post-Covid.
- Financial support for the Church – Carrie Dye had requested that the BVA consider providing some financial support to the Church (which is also suffering a loss of income during Covid), in the light of the Covid grant received by the BVA. This was discussed and it was not considered to be an appropriate use of the grant funds. However, it was agreed in principle to give a one-off donation of up to £500 to the Church from general BVA funds, providing this was used for a specific project or activity that would benefit the wider community. The Chair, Vice Chair and Treasurer were tasked with meeting separately to progress this, with the Chair then liaising with the PCC.

6. Bigger Ernie 2021

Covered as part of the AGM meeting.

7. Defibrillator (Parish Council update)

Emily Woods provided an update on the acquisition of the defibrillator which would be installed at the village hall. The cost of this is being covered by the Parish Council and by grant funding. It was agreed that the BVA will cover the ongoing electricity costs for the defibrillator. Larry O'Hara asked what the overall cost of the defibrillator is, and Emily Woods agreed to find out and advise.

8. AOB

There was a general feeling that the Zoom format for the meeting was successful. It is likely that the next meeting of the BVA will also need to be held via Zoom

9. Date of next meeting

Scheduled for Monday 18th January 2021, 7.30pm.