

Minutes of Brettenham Village Association Meeting 8 January 2024

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| Present | Ozzie, Chair Mick Kelly, Vice Chair Mark Baker, Treasurer Peter Truin, Designated Premises Supervisor | Officer Group |
| | Julie Ozficipi, Gary Roberts, Annie Tavener, Val McGuill, Lindsey Collins, Lynne Golding, Michelle & Simon Harvey, James Pearce, Paul Brinkley, Michelle Brown, Jane Moulding, John Tinworth, Pete Knight, Emily Woods, Katrina Kearns, Dave Percy, Alex and Sarah Gibson | BVA Members |
| Apologies | Lizzy Keoghane | |

| Item | Minutes | Action / lead |
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| 1. Previous meeting | <p>Previous Minutes agreed</p> <p>Matters arising from previous meeting.</p> <ul style="list-style-type: none"> Ozzie confirmed new arrangements at meetings: All Officers to front General Meetings with Chair IAW the previous meeting. Confirmed that according to the Constitution there will be quarterly General Meeting for all members, not just the Executive Committee. Bar deep clean, Bar refurb. Lighting upgrade, Hall repairs and Youth Group all to be discussed later. New card reader. The Church has purchased a reader for its own use. Agreed not necessary to purchase another at cost of £95, but must ensure both existing readers are always working. Keep under review. | All |
| 2. Reports from Officer Group | <p>Treasurer – Cost of the NYE event was £729, not including bar profits of approx. £200. This was a subsidised event. Overall break even for the 9 months to 3 December 2023. Final 3 months to 31 March expected to generate profit approx £1,000 from B. ERNIE and bar profits.</p> <p>Booking Clerk – Ticking over, no new regular bookings. Suggested that hire charges are reviewed with effect from April (see discussion within item 3).</p> <p>Bigger Ernie – Total tickets so far sold - 118. Total last year - 173. Still collecting, 3 people declined to renew, 6 new ones. Agreed that monthly prizes to be increased to £30, £20 (was</p> | <p>Mark Baker</p> <p>Julie Ozficipi</p> <p>Emily Woods</p> |

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| | <p>£15) and £10. Suggestion was made that prize winners could be displayed on screen at future Village Inns.</p> <p>Bar – Bar has continued to be busy and it is sometimes difficult to get sufficient bar staff. A request was made for a better selection of crisps. Bar deep clean not yet done, Michelle Harvey reiterated that she was willing to do this.</p> <p>Facilities Manager – Storeroom smoke detector battery has been changed, table repaired, one 6Kg foam extinguisher replaced with water, gas bottle check to be done. LED lights upgrade: Dan waiting for parts but remains in-hand</p> <p>Chairman's Notes - Chair gave thanks to all the volunteers for their efforts over the very busy festive period re the bar, decorations etc with a special mention to Michelle, Dan and family.</p> <p>Mark reported that the application to the Charities Commission was just awaiting one signature and will be submitted very shortly.</p> <p>The Brettenham Community WhatsApp Group is very well supported (67 members thus far). Lyndsey said that people without smartphones are excluded from village news. It was pointed out that all events are in the Village mag, and also reminders are still sent out on email. Equally, the community group is open to all BVA members and not just consigned to smartphones</p> <p>There still remains an opportunity to fill Officer Group vacancies arising April 24. Trustee group to consider 'succession planning' should there be a zero take-up</p> <p>Caretaker/cleaner role to be advertised in Village mag.</p> | <p>Peter Truin</p> <p>Ozzie</p> <p>Ozzie</p> <p>Mark B</p> <p>Ozzie</p> <p>Officers</p> <p>Ozzie</p> |
| <p>3. Village Hall Matters</p> | <p>Repairs to Village Hall – Gary reported that works and costs have been agreed with the Loss Adjusters. The pier will not be rebuilt. The saving from this will go towards adjusting the fire exit doors to give a better storage space and improved exit. Builders will start work mid Feb 24, weather permitting. End interior wall to be painted, agreed to colour match existing walls as far as possible. Consider that the extending boundary fence should provide a visual deterrent for future collisions.</p> <p>Bar refurbishment - Mick is planning a visit to bars to get ideas for our new bar. Peter has contact with a joinery firm and architect who are willing to do the work. Ideas to be ready by the next meeting for discussion.</p> <p>Bar Staff Training– proposed staff training day on 12 February for existing and potential new staff to include operational and legal duties.</p> | <p>Gary R</p> <p>Peter T Mick K</p> <p>Peter T Mick K</p> |

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| | <p>Ice Machine – Chair gave thanks to John and Vanessa Boudry for the donation of an ice machine.</p> <p>Hall Security – Chair raised concern that the rear door was not secure. Suggestions included alarm system, security cameras, roller shutter doors. Gary to get advice from a security firm contact, Mick to look at costs of roller shutters.</p> <p>Hall charges review - Following discussion it was agreed to keep charges for Brettenham residents the same (£8.50) but increase Non Brettenham hirers to £14 (from £12.50), commercial to £20 (from £15), effective from 1 April 2024. Also, make clear that these are hourly rates in the Village Mag.</p> | <p>Gary/Mick</p> <p>Julie</p> |
| <p>4. Future BVA & Village Events</p> | <p>New Years Eve - Considered to be a successful event. Music was too loud for some, but this is inevitable with an amplified band in a small hall. Earplugs might help. Three sets felt to be good to allow for chat. Number of tickets sold (44) which was disappointing but sufficient numbers to make it enjoyable.</p> <p>Village Inns - Food booked up to July. Michelle requested an earlier opening for families. Agreed to open bar at 6:30 for next Village Inn (VI).</p> <p>January VI was poorly attended. Suggested that there will not be a Friday VI Jan 25. Instead, there will be food at the January Sunday VI. Mark to ask Bloaters if they would do the food. All to discuss and consider for future.</p> <p>Parish Council to put up a Neighbourhood Plan display at the next Sunday VI</p> <p>Raise the Roof - Jane reported that £27,000 has been raised to date. Thanks to Tim for donations from his RoofRaiser beer. The fundraising team will be doing the Feb, March, April food at the VI. Also many other events as advertised in the magazine.</p> <p>Younger BVA - Unfortunately Heather has to stand down from leading this for the foreseeable future due to health issues. Volunteers will be required to take this forward if necessary.</p> | <p>All to note</p> <p>Peter</p> <p>Mark All</p> <p>All to note</p> <p>All to note</p> <p>All to note</p> |
| <p>5. AOB</p> | <p>Car park Drainage - John Tinworth reported problems with storm water draining from the BVA car park into his property causing flooding. Gary to investigate levels.</p> | <p>Gary</p> |
| <p>6. Date for next meeting</p> | <p>AGM Monday 8 April 2024 1900hrs closely followed by the quarterly BVA meeting</p> | <p>All to note</p> |

Mark Baker
Treasurer (relief BVA Secretary)