

**BRAISHFIELD VILLAGE ASSOCIATION**  
**MINUTES OF A MEETING 7 NOVEMBER 2022 7.00PM**

Present: Julie Kemp, Sheila Still, Ian Jeffery, Jill Briggs, Wendy Dolby-Stevens, Carolyn Ward, Margaret O’Keeffe, Kate Marshall

1. APOLOGIES :Full attendance
2. MINUTES of last meeting (12 September 2022). Agreed.
3. MATTERS ARISING AND NOT COVERED ELSEWHERE IN AGENDA
  1. BVA Storage - Julie met with village hall representatives and agreed some storage space under the stage, sharing with the horticultural society. Suggests that all boxes/items stores should be named BVA.
  2. Contact number for clerk to appear in BVN : Wendy - Agreed that the clerk contact number will appear in future issues, also that the Parish Council website address to be added.  
**ACTION: Wendy**
  3. Remembrance Sunday wreath for BVA : Sheila. Wreath organised for laying on 11 November.
  4. Renewal of BVA insurance pending - agreed. Ian and Sheila will arrange for renewal. **AC-TION: Ian & Sheila**
4. CORRESPONDENCE - None. Sheila thanked the BVA for their recent condolence messages.
5. CHRISTMAS MARKET (Saturday 26th November). Whole hall booked for the day.
  1. Seek reduction in costs of village hall: Julie has negotiated that the BVA can set up in the hall on Friday evening. FOC. Suggest that BVA meet up at 6.00pm. Instead of the Christmas tree, suggestions of hanging greenery in the foyer. **ACTION: ALL**
  2. Confirmed stall numbers: 27. Main hall is now full. Suggestion that the committee room is set up with 3 or 4 tables for tea/coffee.
  3. Agreed items:
    1. £25 per table or £40 for two.
    2. 50p entrance fee but no charge for children (ie. under 18)
    3. Village organisations (eg Flower Club, horticultural etc) No charge.

4. Charges will apply to ALL businesses
  5. Tea, coffee & biscuits to be served from hatch in Committee room. Charge £1 for tea/ coffee. 50p for squash. Biscuit price tbc once purchased. **ACTION: Jill & Carolyn**
  6. Use paper roll cloth for tables in C.R. (Sheila's store). Do simple table arrangement for tables. **ACTION: All**
  7. Kate & Sheila on door.
  8. Floats required for door and kitchen. **ACTION: Sheila**
  9. Card reader purchased. £89.00. Sheila to set up. **ACTION: Sheila**
  10. Christmas music and amplifier. **ACTION: Ian**
  11. Suggest BVA take orders for tea/coffee for stall holders (supplied foc). **ACTION: Ian & Margaret as floating helpers.**
  12. Signage & price lists. **ACTION: Wendy**
  13. Advertising & network: **ACTION: Wendy.**
  14. Other food stalls: Pizza Man outside.
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6. NEW YEAR'S DAY WALK - Self guided walk from Church rooms from 10:30 - 1:30pm. Two routes available. Wendy will print off walk for Ian. Teas, coffee's and biscuits available at the end. **ACTION: Julie, Ian & Carolyn.**
  7. CHAIR'S REPORT - Enquiry from Horticultural Society about doing a joint event with them on 16 July at the Flower Show. After some discussion, it was agreed that whilst the committee members of the BVA would be happy to help and be extra pairs of hands at the Flower Show, they would not be considering a joint event at this time. **Sheila will feed back. ACTION: Sheila.**
  8. FINANCIAL REPORT - Sheila & Kate to meet up after the Christmas Market to discuss Treasurer role. £4,908.66 balance at the bank, with a couple of outstanding invoices. We will need to find an alternative person to 'audit' the accounts from January, they do not need to be a qualified accountant. **ACTION: Sheila & Kate.**
  9. VILLAGE NEWS - Wendy - Deadline for next issue is 18 November. Agreed that we should put a schedule of Christmas events inside this issue. **ACTION: Wendy. (See also 3.2 and 17.1)**
  10. VILLAGE WEBSITE - Carolyn - Issues had arisen after a recent software update, which meant that the whole website had to be reloaded by Peter Q. The BVA would like to send their thanks to Peter. Card and wine to be sent. **ACTION: Margaret.**
  11. VILLAGE E'MAIL - Agreed that we need to have a back-up in place for Lorna and that access will be given to Wendy. Agreed a thank you card and wine to be given to Lorna. **ACTION: Margaret.**
  12. VILLAGE DIARY - Jill - None.

13. BVN DISTRIBUTION - Julie - Agreed that we need to hold a thank-you event to all distributors/volunteers in Spring 2023. Timetable event on next agenda. **ACTION: Jill**
14. VILLAGE WELFARE - Margaret. See item 10 & 11 above.
15. PARISH COUNCIL MATTERS - Julie has volunteered to go on the working party to investigate the problem with dog mess.
16. ANY OTHER BUSINESS - Coronation Date for King Charles III set for 6 May 2023. Monday 8th May will be a bank holiday. Agreed to think about what sort of event we might hold (not on the Coronation weekend). Also agreed to think about ideas for a late Spring fund raiser. **ACTION: All**
17. DATE OF NEXT MEETING
  1. AGM date agreed for 17 Jan 2023. 7.00pm Committee room booked for 6.00 -9.00pm. Notice of meeting to be given in next BVN. **ACTION: Wendy.**
  2. Date of next meeting 9 January 2023, 7.00pm at Sheila's.