

**BREDFIELD VILLAGE HALL & PLAYING FIELDS MANAGEMENT COMMITTEE
ANNUAL GENERAL MEETING**

**4 April 2019 at 7 pm
in
BREDFIELD VILLAGE HALL**

MINUTES

Elected Members: Anne Henderson (Chair), Stephen Cook (Treasurer),
David Harker (Secretary),
Village Organisations: David Hepper (Parish Council), Lesley Jessup (Bowls Club)
Patsy Ginn (Tennis Courts)
Village Residents: Mandy Bence, Hilary Harker

Item 1 - Apologies

Elected Members: Tony Bence (Bookings Secretary)
Appointed Members of
Village Organisations: Denise Causier (Play Area , Janet D'Arcy (Parochial Church
Council)
Co-opted Members Allison Chaplin, Marc Coker

Item 2 - Minutes

The minutes of the last meeting were taken as read. The Chair signed them off as a true record. There were no matters arising.

Item 3 – Chair's Annual Report

Anne presented her report as follows:

Another busy year in the life of Bredfield Village Hall and an even busier one to come.

Thank you to everyone who helped with the painting and cleaning this year. We have a great village hall and it is a huge asset to the community, it is important that it is maintained to the highest standards. There is always more to do and we will be having more work parties so let Dave know if you would like to help.

The Village Hall Committee is now in charge of the tennis courts and I would urge you to make good use of them – they are an excellent facility. The system of dropping payments in envelopes into the village shop seems to work very well and we have also had quite a few people signing up for yearly membership – including Meadow Lodges and Suffolk Yurts.

The play area is very well used and much admired, and entices families from other villages to come and use the facility.

We have had various fundraising events – a BBQ, a Quiz, Christmas Fair, Carol Singing and more to come as the year goes on. Thank you to Allison Chaplin – our new fundraising/entertainments organizer, Jane Talbot, Hilary Harker and Angela Cook for making these happen.

All this money and a lot more will be going to our new extension. We have secured grants from Suffolk Coastal District Council, Suffolk County Council, Viridor Credits, Garfield Weston Foundation, Bredfield Parish Council, Bredfield PCC, Bredfield Townlands, Millcard Ltd and Robin D’Arcy

Some £4500 for has been raised from events held over the last 2 years and we have been able to add some money from the Hall’s operating surplus. We are therefore in a position to begin work in May with the main work happening in August. In the meantime we will be planning for fitting out a new bar in the old storeroom and extending the patio later in the year. We are very excited about this new project and hope it will be well used by the village.

There are lots of regular users of the village hall – Cotton Club, French Class, Danegeld, Art Class, Scottish Country Dancing, Home Education Group and lots of yoga! A couple of ballroom dancers who use the hall very frequently for practice, and some table tennis enthusiasts. As well as one off events, parties, weddings etc. Thank you to Tony for organizing and booking all these many events.

Stephen has been busy working away on the new website, which seems to be working very well. You can check out the calendar to see if the hall is available, make a booking enquiry, check out regular hall users and generally keep up to date with everything happening in the hall. We have moved over to online banking, which makes things much easier and quicker for paying out and in. We are moving into the 21st century.

Eve Stokes, the cleaner, does a great job keeping the place clean and tidy. We are very lucky to have her. Thank you Eve.

I would like to thank Dave for all his hard work slaving over a hot computer, organizing maintenance teams, putting up notices but mainly for making sure that I am doing what I’m supposed to be doing.

So there is a lot happening in Bredfield Village Hall and it is important that as many people as possible participate in the events, fundraising, work parties etc. to make sure that we have a great village hall for many years to come. So if you are interested in becoming a trustee we would be very happy to welcome you to the committee.

Item 4 - Treasurer's Annual Report

Stephen presented his report as follows:

The accounts presented are interim as they have not been audited due to the AGM is being held soon after the end of the accounting period. A full audit will be undertaken on the 9th April 2019.

The total income over the past twelve months showed a decrease from £33,041 last year to £21,961 this year due to grants for the kitchen refurbishment and the transfer of funds from the tennis club to the village hall in the previous year. Removing grants and donations which are restricted funds then the income has increased by £3338 this year.

The former Bredfield Amateur Dramatic Society (BADs) had £1,118 in a dormant fund and after extensive form filling this was transferred to the Village Hall account. This has been set aside if any future amateur dramatic group reforms to use the village hall.

Income from the hiring of the hall showed has increased to £13,029 compared to £10,707 last year.

On expenditure there has been a significant saving in maintenance cost of £2,875 from last year. The stage lighting has been upgraded using funds from the BADs fund.

We have used incurred an increase in electricity cost (£633) compared to last year. This could be attributed to increased use of the new kitchen. We will also be looking the replace the fluorescent strip lights in the main hall with low energy LED lights which will reduce energy usage.

Fund raising events this year has been very successful and raised £2692 towards the new conservatory.

The cost of running and maintaining the tennis courts has generated £393 income which will be used to keep the courts in good condition for all users.

The overall result for the year is a surplus of £11,255 compared to £6,852 the previous year and It must be noted that £6236 is restricted (Tennis Courts and New Conservatory) leaving a profit of £5,019 over the year

For this year we need to ensure the hall's high standard of maintenance be continued to attract users and ensure we cover our costs and have a small surplus to put forward to further improvements in the hall.

From the balance sheet you can see how much the Village Hall is worth. Cash and assets for this year are £36932 and show an increase of £11.255 compared to last year's figures of £25,677.

Item 5 - Secretary's Annual Report

David presented his report as follows:

The Management Committee has held three Ordinary Meetings since last year's AGM which were attended by between 8 and 9 members.

Changes to the Committee during the year were:

- Janet D'Arcy joined the committee in April as the representative of the Parochial Church Council.
- Allison Chaplin was co-opted onto the committee in August and took on the role of Lead with the Fundraising and Entertainment Sub-Committee.
- Dan Rose resigned from the Committee in December as Representative of the Bowls Club and Lesley Jessup joined as his replacement.

At the end of the year there are 11 Trustees for the charity. The Trust Deed allows for up to 18. David Hepper now represents the Village Shop as well as the Parish Council.

The Tennis Courts have been available for community use throughout the year for a household charge of £30 or £5 per hour. Local holiday business can make a payment for use of a court by their guest. There is no booking so players are asked to be considerate in their usage.

The Constitution was reissued as Version 5 after the April VHMC meeting to reflect changes to the Governance and to updates to Operating Procedures. A new version to include changes arising during the year will be issued after the Committee for 2019/20 has met to discuss it.

During the year the Hall purchased a table tennis table and electronic keyboard for use during events in the Hall.

The Maintenance Team undertook re-pointing of the front wall of the Hall and replenishment of the car park shingle. An annual deep clean of the Hall was carried out in August, along with ongoing grass cutting general maintenance jobs. Offers to help are always appreciated.

Preparatory work for the extension to the Hall has progressed during the year with the design of a short extension to the hall roof to support the conservatory roof. Assistance has been provided by Andrew Kemp of the Bowls Club, who is a structural engineer. The costs for the work have been confirmed and, subject to the agreement of the new committee for 2019/20, work will progress during the year. The programme is for 'volunteers to construct the roof short extension in May before letting a contracts and placing orders for the main structure, lighting, heating, flooring etc. The main construction work would take place in August. It is hoped that work on a new patio area and the conversion of the storeroom to a serving bar and vice versa will proceed soon after.

The extension to the roof is a carpentry job and assistance from those in the community who tackle such jobs will be needed. Please let one of the Committee know if you can help.

Architects drawings, plans and the outline programme can be viewed at the back of the Hall.

Item 6 - Election for Members of the Committee 2018/19

Four members of last year's committee, Anne Henderson, Stephen Cook, David Harker and Tony Bence, were willing to stand for election. As there were no other nominations these were proposed and seconded and duly elected. Stephen, David and Tony confirmed that they were willing to continue in their current roles of Treasurer, Secretary and Bookings Secretary.

Item 7 – Appointment of Representatives for Village Organisations for 2019/20

The representatives for the village organisations were confirmed as

Parish Council and Shop	David Hepper
Bowls Club	Lesley Jessup
Play Area	Denise Causier
Tennis Courts	Patsy Ginn
Parochial Church Council	Janet D'Arcy

Item 8 – Appointment of Co-opted Members for 2019/20

The new committee confirmed the co-option of Allison Chaplin and Marc Coker.

Item 9 – Election of Chair for 2019/20

The new committee confirmed that Anne was elected as Chair for the coming year.

Item 10 – Any Other Business

David Ha. asked for nominations for 2 Trustees to represent the Village Hall on Bredfield Townlands Charities. It was agreed that these would be David Hepper and Denise Causier.

The conversion of the storeroom to a bar was discussed. The cost will depend on whether to reuse fixtures from the old kitchen and bar or to buy new. The Development Sub-group will meet to discuss and report back to the committee. Stephen confirmed that there were some funds available for the work and the need for grants would depend on the scale of the work proposed.

There being no further business, the AGM meeting closed at 7.40 pm and discussion continued over refreshments.

BREDFIELD VILLAGE HALL AND PLAYING FIELD CHARITABLE TRUST
REGISTERED CHARITY No 304714

INCOME AND EXPENDITURE FOR THE YEAR ENDING 31st MARCH 2019

	31.03.19	31.3.18
INCOME		
From hire of Village Hall:		
Village Organisations		176
Non-Village Organisations	13,029	10,531
	£13,029	£10,707
From other sources:		
Village Shop (electricity payment)	2,157	2,042
Interest received - Deposit account	9	2
- Nat. Savings investment	38	25
Fund raising	2,692	2,425
Grants & donations	2,525	12,098
Charges & Fees		288
Transfer of Tennis Club Funds		4,845
Refund		610
Income from Tennis Courts	393	
Bredfield Amateur Dramatics (BADs)	1,118	
TOTAL INCOME	£21,961	£33,041
EXPENDITURE		
Cleaning - Labour	960	983
- Materials		26
Maintenance Hall	2,280	5,155
Maintenance Tennis Courts	44	26
Kitchen Project		13,335
Web Hosting	75	94
New equipment	130	76
Electricity	3,465	2,832
Oil fuel	321	628
Water	600	399
Insurance	1,071	1,052
Music License	315	271
Fund Raising	237	569
Waste management	102	200
Charges & Fees	285	266
Licenses	373	276
Bredfield Amateur Dramatics (BADs)	448	
TOTAL EXPENDITURE	£10,706	£26,189

BREDFIELD VILLAGE HALL AND PLAYING FIELD CHARITABLE TRUST
REGISTERED CHARITY No 304714

INCOME AND EXPENDITURE FOR THE YEAR ENDING 31st MARCH 2019

ASSETS	31.3.19	31.3.18
Cash at bank: Current account	26,842	15,634
: Deposit account	4,797	4,788
: National Savings	5,293	5,255
 Total Assets represented by General Fund:	 £36,932	 £25,677

GENERAL FUND

Balance brought forward - 1 st April:	£25,677	£18,825
Less (Deficit)/Surplus of Income over expenditure for the year:	5,019	2,033
Restricted	6,236	4,819
 Balance carried forward – 31 st March	 £36,932	 £25,677