

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

**8 April 2022 at 7 pm  
in  
BREDFIELD VILLAGE HALL**

**MINUTES**

Elected Members: Anne Henderson (Chair), Stephen Cook (Treasurer),  
David Harker (Secretary), Tony Bence (Booking Secretary)  
Village Organisations: David Hepper (Parish Council and Village Shop), Lesley Jessup  
(Bowls Club)  
Co-Opted Members Tim Dean  
Village Residents: Keith Derham, Stephen Seargeant

**Item 1 - Apologies**

Appointed Members of Village Organisations: Janet D'Arcy (Parochial Church Council), Patsy Ginn (Tennis Courts), Matthew Blowers (Playing Field).  
Co-opted Members Chris Woods,

**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:

*“Well, here we are still in lockdown - not the same lockdown we were in this time last year. We are now in lockdown 3 and we hope it will be the last.”*

This is how last year's report started – thankfully this year starts with no lockdown, virtually no restrictions and the hall working at near enough full capacity. The other things that are working at near full capacity are the solar panels which were installed last year and we will see more benefit from them as the weather improves.

We have had a number of successful pop-up bars – especially in the lovely summer evenings. Thank you to Tim and Angela Dean for their hard work running most of the bars, but I would like to see a few more faces behind the bar to help Tim out. We have a full manual of how to run the bar so no excuses. If you know someone who would like to help please contact Tim. We had a successful quiz night and a Christmas Fair – thanks to the Entertainment Committee – Tim Dean, Hilary Harker, Chris & Yvonne Woods.

We have some exciting things planned for the Queen's Jubilee on 5<sup>th</sup> June. Thanks to the Parish Council, every child under 16 will be given a commemorative mug. On the day, there will be a BBQ on the playing fields (weather permitting) and everyone is invited. You will have to register for your free tickets, which will be distributed in May. Your ticket will entitle you to a free hamburger and a Jubilee Pudding (we still don't know what that is). The bar will be open. Friends and family from outside the village will be able to buy tickets at £5 each and mugs will also be sold at that price. There will be a scarecrow competition organized by Simon & Faye Dickings and a virtual duck race organized by Chris Woods – prizewinners will be announced at the BBQ. Donations for the scarecrow competition will be going to the DEC and the duck race will be split between the DEC and the Village Hall. We will also be unveiling the Jubilee Oak which will be planted at the bottom of the playing fields.

Talking of trees – they have gone and come this year. The last of the trees at the entrance to the village hall site had to be taken down as it was rotten and we now have 2 healthy whitebeams, which will last a long time. One of the 2 bay trees at the hall entrance was stolen so we sold the other one and bought 2 new trees – Dave made fantastic oak boxes for them and I defy anyone to try to steal them now.

We had a generous donation from Robert Irving on behalf of Mabel and Rowland Irving, who both served the village and the hall well for many years, and we bought a table football table and a pool table, which I'm sure will be a great hit at the pop-up bars.

The website and the online banking are working very well. You can check out the calendar, make a booking enquiry, check out regular hall users and pay online which makes for a more efficient set up.

I would like to thank Tony for juggling the bookings and keeping the regular hirers informed, Stephen for setting up and running the website, online banking and finances and Dave for all his efforts organising the development work, maintenance and keeping me on the straight and narrow.

Thank you to all the trustees for their commitment to maintaining the high standards of the hall and the playing field.

Eve Stokes, the cleaner, continues to do a great job and we are very lucky to have her. Thank you Eve.

Denise Causier, play area representative, has decided to stand down and Patsy Ginn wished to stand down as tennis club representative, but could remain a trustee if a replacement was not forthcoming. Anne thanked Denise and Patsy for their work over the years.

#### **Item 4 - Treasurer's Annual Report**

Stephen presented his report as follows:

The accounts show a loss of £1,732 compared to the last financial year. Income was assisted by a COVID grant of £8,000 to help when the hall experienced limit use.

Income from the hire of the hall for this financial year was £11,343 showing an increase on the previous year mainly due to groups returning who were unable to meet due to COVID restrictions.

Income from the tennis courts has raised £374 which is lower than previous year with a drop of 32% in membership.

The change to invoicing on a monthly basis has ensured we have regular income with most invoices settled in a timely manner. There is an increasing number of user paying by a Credit/Debit card for which payments totaled £4,709 resulting in a PayPal fee of £86 for the year.

During September 2021 we had solar panels with storage batteries installed which were partly funded by grants from East Suffolk Council (£2,000), Suffolk County Council (£1,000), Townlands Trust (£1,000) and the Village Shop (£1,000) with the balance from Hall funds. From September 21 to March 22, we generated approximately 22% of the electricity used in the Hall and Shop from solar. This should prove to be a worthwhile investment with the expected rise in energy costs.

Our electricity supplier is EON and we are on a fixed tariff until September 2022. It is likely the cost of electricity will at least double when the contract is renewed.

The contact for water supply from EverFlow is due for renewal in July 2022 and I will be looking to find a new supplier as we seem to have paid more than predicted due to their pay in advance billing system. I am in discussion with them to resolve this apparent anomaly.

The pop-up bar sessions have been very successful and have shown a profit of £1,100. Thanks to all who have organized and run the bar.

The restricted fund for the tennis courts and the former Bredfield Amateur Dramatic Society (BADs) is £7,034.

We need to ensure that the hall's high standard of maintenance can be continued to attract users and cover our costs.

From the balance sheet you can see how much the Village Hall is worth. Cash and assets for this year are £30,191 which is slightly down due to the capital expenditure for the solar panels.

## **Item 5 - Secretary's Annual Report**

David presented his report as follows:

Due to the restrictions of the ongoing Coronavirus epidemic the AGM in April was held on-line through Zoom, with the annual reports sent beforehand via email. Once restrictions were relaxed it was possible to hold VHMC meetings in the hall in May, August and December attended by 7 or 8 members with suitable social distancing.

Chris Woods joined the committee at the meeting on 17 May and Denise Causier resigned after the December meeting. At the end of the year there were 11 Trustees for the charity. The Trust Deed allows for up to 18.

The Constitution was issued as Version 8 after the May VHMC meeting to reflect changes to the Governance and Operating Procedures. It was updated following the August meeting to reflect further changes. The new Version 9 to include changes arising since August 2021 will be issued after the Committee for 2022-23 has been able to review and approve it.

Maintenance work during the year included replenishing bark chippings on the play area and further patching of the flat roof to address small leaks. The diseased chestnut tree by the entrance was removed as it was unsafe and the lime tree by the hall wall was pollarded to protect the structure of the hall. The area of brambles impinging on the play area has been cleared. Two whitebeam trees were planted by the road entrance to celebrate the Queen's platinum jubilee.

The main development during the year was the installation of solar panels and battery storage. This is expected to replace a third of the electricity use on the site that is predominantly used by the Village Shop.

Following the relaxation of coronavirus restrictions. The hall was available for use for exercise classes from April, followed by the full range of activities from May. In addition to the return of regular hirers new ones have included Bounce and Chi Kung exercise classes and Sound Bath meditation sessions. Kesgrave Kestrels Under 13 football team hired the playing field at the start of the season and maintain a marked out pitch as their 'home ground'.

The Hall has continued to follow Government Guidelines and Restrictions on the management of the coronavirus epidemic. Advice to village halls has been provided by both Action for Communities in Rural England and Communities Action Suffolk. This has been used in framing special conditions for hiring and advice to hirers on the need for hygiene measures, social distancing and mask wearing. By the end of the year all restrictions had been lifted, with hirers advised to be vigilant and maintain precautions where appropriate.

### **Question:**

David He. asked if in the light of ongoing need for repairs consideration should be given to replacing the flat roof over the hall and the shop. He stated that monies available to the Parish Council by the Community Infrastructure Levy for the new houses at Woods Meadow might be available. He anticipated that £8k might be available from the first tranche now, with further sums to follow as the houses are sold.

David Ha. stated that enquiries had been made with roofing contractors and the cost would be between £10k and £20k depending on whether the boarding needed replacing.

Stephen commented that the Hall could provide some funding and Anne stated that grant funding could be sought.

It was agreed that the matter would be discussed at the next VHMC meeting with a view to progressing in August when the hall use is normally lower.

#### **Item 6 - Election for Members of the Committee 2022/23**

Anne Henderson, Stephen Cook, David Harker and Tony Bence, were willing to stand for election. As there were no other nominations they were 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 2022/23**

The representatives for the village organisations were confirmed as continuing:

Parish Council and Village Shop	David Hepper
Bowls Club	Lesley Jessup
Parochial Church Council	Janet D’Arcy

It was agreed that members to represent the Playing Field, Play Area and Play area should be appointed under Clause 8 of the 1949 Deed of Conveyance.

Mathew Blowers was appointed to represent interests of the Playing Field users.  
Stephen Seargeant was appointed to represent users of the Play Area and Tennis Courts.

#### **Item 8 – Appointment of Co-opted Members for 2022/23**

The new committee confirmed the co-option of Tim Dean and Chris Woods.

#### **Item 9 – Election of Chair for 2022/23**

The new committee confirmed that Anne Henderson 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 Charity. It was agreed that David Hepper would continue and as Denise Causier is no longer a trustee there will be a vacancy.

There being no further business, the AGM meeting closed at 7.35 pm and discussion continued over refreshments.

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

**INCOME AND EXPENDITURE FOR THE YEAR ENDING 31st MARCH 2022**

	<b>31.03.22</b>	<b>31.03.21</b>
<b>INCOME</b>		
Hire of Village Hall:	11,342	3,995
Village Shop (electricity payment)	2,203	2,686
Interest received - Deposit account	3	7
Village Shop use of Card Reader		2,217
Refund Electricity		552
Refund Water		1,338
Fund raising	970	
Grants	13,000	21,521
Charges & Fees	380	460
Bar Income	2,187	342
Income from Tennis Courts	374	546
<b>TOTAL INCOME</b>	<b>£30,458</b>	<b>£33,664</b>
<b>EXPENDITURE</b>		
Cleaning - Labour	1,130	375
Maintenance Hall	5,212	9,662
Maintenance Tennis Courts	30	15
Bar	1,095	136
Solar Panels	17,937	
Web Hosting	564	812
Licences	493	377
Music Licence	132	306
Audit Fee	60	
PayPal Fees	86	20
Insurance	1,016	1,016
Electricity	2,712	3,693
Fuel Oil	408	249
Water	518	269
Waste management	592	
Fund Raising	206	
Village Shop use of Card Reader		2,217
New equipment		205
New Patio		2,144
Refund & Donations		216
<b>TOTAL EXPENDITURE</b>	<b>£32,191</b>	<b>£21,712</b>

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

**INCOME AND EXPENDITURE FOR THE YEAR ENDING 31st MARCH 2022**

**ASSETS**

Cash at bank: Current account	9,255	10,933
: Deposit account	20,143	20,141
: PayPal	793	678
Cash in hand	0	172
Total Assets represented by General Fund:	<b>£30,191</b>	<b>£31,923</b>
Restricted Funds - Tennis Courts and BADS	7,004	6,660
Available funds	23,187	25,301

**GENERAL FUND**

Balance brought forward - 1 <sup>st</sup> April:	<b>£31,923</b>	<b>£19,971</b>
Less (Deficit)/Surplus of Income over expenditure for the year:	<b>-£1,732</b>	<b>£11,952</b>
Balance carried forward – 31 <sup>st</sup> March	<b>£30,191</b>	<b>£31,923</b>