

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

**10 April 2026 at 7 pm
at
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)
Christine Johnson (Parochial Church Council)
Lynn Taylor (Book Club)
Stephen Seargeant (Play Area)
Co-Opted Members Chris Woods
Village Residents: Hilary Harker, Mandy Bence

Item 1 - Apologies

Chris Norman (Bowls Club), Tim Dean

Item 2 – Chair’s Annual Report

Anne presented her report as follows:

Well, here we are – my last report as Chair of Bredfield Village Hall Management Committee.

I joined the committee in 2014 and 2015 took over as Chair from Keith Derham. My main reason for joining the committee was because I could see various things that I felt needed doing to the hall and its administration and my attitude has always been – don’t complain about it do something about it and looking over my reports for the last 10 years WE (and it is definitely a we not an I) have achieved so much. This hall is now a beacon in this area of a how to run a successful hall – only last week I met some hirers who had had a family gathering here and were singing the praises of the facilities and the cleanliness of the space.

So what have we done in the last 10 years – the kitchen has been completely re-modelled and restocked; new tables; new noticeboards; a fantastic website with online booking and banking facilities; a new constitution, which is constantly updated; the new Field Room and as a result regular and extremely successful pop-up bars; new radiators, wall lights and overheads; solar panels; new trees at the car park entrance; sound proofing in the Field Room; a new flat roof section; the MUGA. And I nearly forgot – we survived a pandemic.

Regular maintenance has been carried out on the hall, play area and car park. We have had 2 cleaners who have both been amazing. We’ve celebrated the Queen’s Jubilee, the King’s Coronation on TV and Chinese New Year a few times. We’ve had BBQ’s, sharing lunches, pizza nights, car boot sales, quizzes, book club, carols and Christmas Fairs.

We have had regular users who been with us long before I joined the committee and are still with us – Danegeld, Cotton Club and new regulars join. We've had parties, weddings, wakes, Macmillan Coffee Mornings and Quiz Nights and of course don't forget the Balls.

It has been a great 10 years but it is time for me to move on. I would like to thank everyone on this present committee and others who have been members and are no longer, for all their hard work over the years. I have 3 very important people that I owe deep debt of gratitude to as none of the above would have happened without them – Dave Harker, Stephen Cook and Tony Bence. My apologies if I have missed out a significant event or person, and I'm sure I have, please tell me off later. I haven't specifically mentioned our achievements this year but I'm sure Dave, Stephen and Tony will fill you in.

We have a village hall to be proud of and I look forward to watching Chris Woods taking us forward. I am very happy to be handing over the reins to him as I'm sure he will be a splendid Chair.

David He. proposed a vote of thanks to Anne for her service as Chair that was supported by all present.

Item 3 - Treasurer's Annual Report

Stephen presented his report as follows:

Income

The accounts show that the income verses expenditure generated a profit of £5,773. The current account has £7,183.89, the deposit account has £20,781.13, PayPal account £391. Taking into account restricted funds and current fixed assets the available funds are £28,135. Income from the hire of the hall for this financial year was £14,978 which is similar to last year. Children's party's and holiday camps have sustained our income.

The hall was used 515 times with a total hours usage of 1,413 hours which based upon an 8-hour day give an occupancy of 48%. The use of the Zoho invoicing system is working well with the majority of hall users paying in a timely manner.

Organized events at the hall raised £4,486 and many thanks to the events team for running and coordinating the events.

The pop-up bars have been very successful and many thanks to the people who have run and stocked the bar. The bar has shown a profit of £2,691 which was similar to last year.

The restricted fund for the for the former Bredfield Amateur Dramatic Society (BADS) is £220.96.

Expenditure

Major expense's this year were the replacement of the main door and installation of solar film on the roof of the field room.

Our electricity cost has reduced due to a revised tariff by changing to Octopus Energy. It is likely energy cost both electricity and heating oil will increase in the coming year. There were issues with over a payment with the previous supplier EON and it needed court action to recover the outstanding amount of £666. EON settled out of court one month prior to the hearing.

The water costs have increase to £885 due to a water leak.

The solar panels supplied 44% of the electricity used in the hall and shop.

The cost for playing field maintenance is our biggest regular cost and Vertas has increased its charges for this year to £956 an increase of 10% and Simon Dickings charges for maintaining the play area and verges is predicted to be over a £1,000 for the coming year.

Broadband and web hosting charges have been reduced to £509 from £577 due to a change in the broadband charges. Charges this year have reduced to £457.08 following a review. The cost of the PRS music license was £471 an increase from last year's £377 based on our income.

Item 4 - 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 each attended by 7 or 8 members.

Paul Cannard stood down as the Parochial Church Council's representative at the December meeting and the PCC nominated Christine Johnson to replace him. At the end of the year there are 11 Trustees registered with the Charity Commission. The Trust Deed allows for up to 18.

The Constitution was issued as Version 12 after the April VHMC meeting to reflect changes to the Governance and Operating Procedures. This was revised in December to reflect minor changes approved by the Committee. A new Version 13 will be issued after the Committee for 2026-27 has been elected and able to review and approve it.

Maintenance work focussed on the annual deep clean of the hall, cutting back hedges and general tidying around the play area and car park. Minor repairs were made in the hall and the boiler and dishwashers were serviced. These were achieved through the help of volunteers from the village and the trustees.

The major development project during the year was the replacement of the wooden entrance doors with uPVC units. This enabled a new electronic digital lock to be installed with an internet connection to record individual entries and exits by keycode users.

Other work included the installation of solar control window film under the glass roof of the Field Room to reduce solar heating in the summer months. The outside tap facing the bowling

green was replaced and all the power sockets were updated to doubles at the request of the Cotton Club.

Following the adoption of an Emergency Plan by the Parish Council the Hall has been adopted as a Rest Centre by the Suffolk Joint Emergency Planning Unit. The Parish Council are stocking an Emergency Box in the hall. Linked to this the feasibility of using an emergency power supply in the event of a prolonged power outage is being investigated.

The annual 'sub-committees meeting' took place on 12 February 2026 to discuss Finance, Development Projects and Maintenance. Projects to instal acoustic panels in the hall and replace the wooden shed beside the hall with a larger structure were reviewed and will be considered at forthcoming committee meetings.

Updated information on the activities and facilities in the hall is published on the Hall's website.

Item 5 - Election for Members of the Committee 2026/27

Chris Woods, 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. Chris confirmed that he was willing to stand as Chair for the coming year.

Item 6 – Appointment of Representatives for Village Organisations for 2026/27

The representatives for the village organisations were confirmed as continuing:

Parish Council and Village Shop	David Hepper
Parochial Church Council	Christine Johnson

Chris Norman has stood down as the representative of the Bowls Club. Tony Bishop has been asked to nominate a replacement before the next VHMC meeting.

Members can be appointed under Clause 8 of the 1949 Deed of Conveyance to represent interests of current users in lieu of now defunct organisations. Stephen Seargeant was confirmed to represent users of the Play Area and Sports Courts and Lynn Taylor for the Book Club.

Item 7 – Appointment of Co-opted Members for 2026/27

Anne reported that Michael Billinge-Jones had contacted her to say that he would like to help with running the Hall and had agreed to become a trustee. Anne nominated him.

The new committee confirmed the co-option of Anne Henderson, Tim Dean and Michael Billinge-Jones.

Item 8 – Election of Chair for 2026/27

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

Item 9 – Any Other Business

It was confirmed that David He. was nominated to represent the Village Hall on the Bredfield Townlands Charity.

There being no further business, the AGM meeting closed at 7.25 pm and discussion continued in the bar.

BREDFIELD VILLAGE HALL AND PLAYING FIELD CHARITABLE TRUST

INCOME AND EXPENDITURE FOR THE YEAR ENDING 31st MARCH 2026

	31.03.26	31.03.25
INCOME		
Hire of Village Hall:	14,978	14,297
Village Shop (electricity payment)	1,624	1,806
Interest received - Deposit account	147	204
Refund Electricity	666	
Fund raising	4,486	3,743
Grants		12,000
Charges & Fees	430	380
Bar Income	5,010	5,956
Donations	200	66
Refund for Electrical Repair		348
TOTAL INCOME	27,541	38,801
EXPENDITURE		
Bar Stock	2,319	3,275
Broadband and Web Hosting	506	510
Event Expenditure	1,119	3,006
Cleaning - Labour	1,543	1,196
Heating Oil	541	496
Insurance	1,156	1,086
Licences	220	595
Music Licence	471	377
New equipment		30,454
Audit Fee	80	80
Maintenance Hall	9,781	9,595
Electricity	1,925	3,405
Waste management	340	325
Water	885	273
Depreciation of Solar Panels	883	883
TOTAL EXPENDITURE	21,768	55,556
Surplus for the year	£5,773	(16,754)

BREDFIELD VILLAGE HALL AND PLAYING FIELD CHARITABLE TRUST

REGISTERED CHARITY No 304714

BALANCE SHEET AS AT 31st MARCH 2026

FIXED ASSETS

Solar Panels at Cost	17,665	17,665
Less: Accumulated Depreciation on straight line basis over 20 years	(4,365)	(3,482)
Written Down Value carried forward	13,300	14,183

CURRENT ASSETS

Cash at bank : Current account	7184	10,784
: Deposit account	20781	10,634
: PayPal	391	282
Cash in hand	0	0
Total Assets represented by General Fund:	41,656	35,883
Restricted Funds - BADS	221	221
Total Funds	41,435	35,662
Available funds	28,135	21,479

GENERAL FUND

Balance brought forward - 1 st April:	35,883	52,637
Add Surplus of Income over expenditure for the year:	5,773	(16,754)
Balance carried forward – 31 st March	41,656	35,883