

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

**11 April 2025 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 and Village Shop),
Co-Opted Members	Tim Dean, Chris Woods
Village Residents:	Lynn Taylor, Hilary Harker, Keith Derham, Yvonne Woods

Item 1 - Apologies

Tony Bence (Booking Secretary), Chris Norman (Bowls Club) Stephen Seargeant (Play Area), Matthew Blowers (Playing Field).

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:

Thank you all for coming to this AGM – Trustees and Observers.

We have had a number of successful pop-up bars, including a Pizza Night & Chinese New Year – many thanks to Tim Dean for all his hard work throughout the year. Thank you to Lynn Taylor for organizing the Village Book Club and especially the cinema outing and Christmas Party. We had yet another successful quiz night and a Christmas Fair – thanks to the Entertainment Committee – Tim Dean, Hilary Harker, Chris Woods and Lynn Taylor. We also had a wonderful Pig Race Night – a joint venture between Woodbridge Lions and Macmillan, organized by Chris Woods.

Our big project this year was the refurbishment of the tennis court and the installation of the MUGA in the other court – both courts look splendid and are proving very popular.

The website and the online banking are working very well – so thank you to Stephen for looking after the money and website and Tony for juggling the bookings.

I would like to thank 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 fields.

Sadly this year Eve Stokes, the cleaner, decided that she had to stop due to family commitments but happily Eve has been replaced by Nikki Hind who is doing a splendid job.

I became a member of the Village Hall Management Committee in 2014 and this next year will be my 10th year as Chair. I have enjoyed every minute of it and have seen many changes, developments and improvements in those 10 years. We have a new kitchen, the Field Room and bar with the very successful Pop-Ups, solar panels and new radiators, table tennis and football tables and the new MUGA and improved tennis court. We've celebrated the Queen's Jubilee and the Coronation as well as quiz nights, Christmas Fairs and raised lots of money for Macmillan with Coffee Morning and Mammoth Quizzes.

But... all good things must come to an end and I feel it is time to step down and allow someone else to take the reins next year. This will be my last year as Chair, so basically I'm working out 12 months' notice and this time next year you will be appointing a new Chair. I hope that someone will step forward to continue the good work that we have all achieved in the last 10 years and keep the Village Hall at the heart of this community.

Item 4 - Treasurer's Annual Report

Stephen presented his report as follows:

The accounts show that the income verses expenditure generated a deficient of £16,704. The current account has £10,634.18, the deposit account has £10,783.87, PayPal account £281.59. Taking into account restricted funds the available funds are £21,479.

Income

Income from the hire of the hall for this financial year was £14,297 which is similar to last year. Children's parties and holiday camps have sustained our income. Bounce have moved to a new venue which will result in a loss of income of £1,300 per year.

The main expenditure has been the conversion of one of the tennis courts to a multi-use games area, funded by Hall funds and supported by CIL money and grants with a total cost of £29,759.

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 £2,681 which is an increase over last year's £1,385.

The restricted fund for the tennis courts of £7,162 was used for the MUGA which leaves £220.96 for the former Bredfield Amateur Dramatic Society (BADS).

The cost for using QuickBooks has increase and the current monthly fee is £39.60 which is £475.20 per year to invoice hall users which is a cost needing to be reduced. I have investigated other accounts packages and most charge similar fees. It is proposed to evaluate the Hallbookings.com system currently priced at £120 per year as whether it can integrate into our booking process and invoicing system. I have signed up for a 60-day trial and will investigate if this will fulfill our needs.

Expenditure

Our electricity cost has reduced due to a revised tariff in November 2024 changing from 26.6 per kWh to 22.8p per kWh by changing to Octopus Energy. There are still ongoing billing

issues with EON with an outstanding over payment is £815 for the period November 2023 to 2024. Repeated request to refund this has not been successful therefore I will be taking EON to the small claims court to recover this money.

The solar panels supplied 43% of the electricity used in the hall and shop.

The cost for playing field maintenance is our biggest regular cost and Vertas has increase its charges for this year to £869 an increase of 11.5% and Simon Dickings charges for maintaining the play area and verges is predicted to be over a £1000 for the coming year.

Broadband and web hosting charges have been reduced to £509 from £577 due to a charge in the broadband charges. The cost of the PRS music license was £377 based on our income.

Expenditure for the coming year will be to replace the front doors with an estimated cost of £3,600.

Stephen responded to questions on:

- The reduced income from the Shop and increased expenditure on electricity that was due to credit with Eon following the switch to Octopus and the timing of billing.
- The reduction in the water bill that was due to the repair of a leaking valve.
- The increase in expenditure on events and income from fund raising which resulted from the use of the halls accounts for the Woodbridge Lions pig race for charity.

Item 5 - Secretary's Annual Report

David presented his report as follows:

The Management Committee held three Ordinary Meetings since last year's AGM, which were each attended by 7 or 8 members.

Janet D'Arcy stood down as the Parochial Church Council's representative at last year's AGM. The PCC nominated Paul Cannard to replace her. 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 11 after the May VHMC meeting to reflect changes to the Governance and Operating Procedures. This was revised in June and August to reflect changes approved by the Committee. A new Version 12 will be issued after the Committee for 2025-26 has been elected and has able to review and approve it.

A periodic Electrical Installation Condition Report was carried out in April. This identified remedial work need to comply with the current wiring regulations. These were completed during the year.

The District Council commissioned an inspection of the Play Area in May. This identified a list of work including minor repairs, cleaning and replenishment of the wood chippings that were all carried out.

Maintenance work included cutting back hedges around the boundary with Primrose Cottages and the field entrance beside the Shop; an annual deep clean of the hall and

replenishment of the car park gravel. These were achieved through the help of volunteers from the village and trustees.

The major development during the year was the refurbishment of the tennis courts to replace the fencing and convert one of the courts to a junior multi use games area. As part of the work the area between the courts and boundary ditch was cleared and levelled to facilitate future maintenance by mowing.

Other work includes the conversion of the coloured ceiling lights in the hall to LEDs; installation of a bike rack beside the Shop and new cistern flushes for the outside toilets.

The annual 'sub-committees meeting' took place on 12 February 2025 to discuss Finance, Development Projects and Maintenance. Potential projects identified were the replacement of the entrance doors with a UPVC unit incorporating an electronic key pad lock; installing acoustic panels in the hall and replacing the wooden shed with a larger lean-to structure. These will be discussed at forthcoming committee meetings.

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

Item 6 - Election for Members of the Committee 2024/25

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 2025/26

The representatives for the village organisations were confirmed as continuing:

Parish Council and Village Shop	David Hepper
Bowls Club	Chris Norman
Parochial Church Council	Paul Cannard

Members appointed under Clause 8 of the 1949 Deed of Conveyance to represent interests of current users in lieu of now defunct organisations were.

Stephen Seargeant was appointed to represent users of the Play Area and Tennis Courts. Lynn Taylor agreed to become a trustee and was appointed to represent the Book Club.

Matthew Blowers stood down as a trustee and representative of playing field users

Item 8 – Appointment of Co-opted Members for 2024/25

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

Item 9 – Election of Chair for 2025/26

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

Item 10 – Any Other Business

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

Tim Dean stated that he would be standing down as the Bar Manager. The future management of the bar will be reviewed at the VHMC meeting on 28 April.

David Hepper asked about events planned for the coming year. Anne expected that pattern of events i.e. Pop-Up-Bars, Xmas Fair and Quizzes would continue. It was suggested that a Burger evening and a Bowls evening could augment the Pizza and Chinese themes at Pop-Up-Bars. The programme will be reviewed by the Entertainments Sub- Committee.

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

BREDFIELD VILLAGE HALL AND PLAYING FIELD CHARITABLE TRUST

INCOME AND EXPENDITURE FOR THE YEAR ENDING 31st MARCH 2025

	31.03.25	31.03.24
INCOME		
Hire of Village Hall:	14,297	12,734
Village Shop (electricity payment)	1,806	4,365
Interest received - Deposit account	204	243
Refund Electricity		
Fund raising	3,743	2,820
Grants	12,000	10,000
Charges & Fees	380	380
Bar Income	5,956	3,372
Income from Tennis Courts		100
Donations	66	
Use of Playing Field		163
Refund for Electrical Repair	348	
TOTAL INCOME	38,801	34,178
EXPENDITURE		
Bar Stock	3,275	1,987
Broadband and Web Hosting	510	577
Event Expenditure	3,006	409
Cleaning - Labour	1,196	1,193
Heating Oil	496	504
Insurance	1,086	901
Licences	595	555
Music Licence	377	377
New equipment	30,454	
Audit Fee	80	70
PayPal Fees	0	117
Maintenance Hall	9,595	23,593
Maintenance Tennis Courts	0	
Electricity	3,405	2,837
Waste management	325	342
Water	273	670
Depreciation of Solar Panels	833	883
TOTAL EXPENDITURE	55,506	35,017
Surplus for the year	(16,704)	(839)

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

BALANCE SHEET AS AT 31st MARCH 2025

FIXED ASSETS

Solar Panels at Cost	17,665	17,665
Less: Accumulated Depreciation on straight line basis over 20 years	(3,432)	(2,599)
Written Down Value carried forward	14,233	15,066

CURRENT ASSETS

Cash at bank : Current account	10784	14,550
: Deposit account	10634	20,433
: PayPal	282	1,302
Cash in hand	0	1,287
Total Assets represented by General Fund:	35,933	52,637
Restricted Funds - Tennis Courts	0	7,162
BADS	221	221
Available funds	35,712	45,254
Cash	21,479	

GENERAL FUND

Balance brought forward - 1 st April:	52,637	53,477
Add Surplus of Income over expenditure for the year:	(16,704)	(839)
 Balance carried forward – 31 st March	 35,933	 52,637