

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

**14 April 2023 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)
Co-Opted Members: Tim Dean, Chris Woods
Village Residents: Mandy Bence, Hilary Harker

Item 1 - Apologies

Appointed Members of
Village Organisations: Janet D'Arcy (Parochial Church Council), Stephen Seargeant
(Play Area), Chris Norman (Bowls Club), 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. Firstly, this has been a sad year as we lost one of our trustees – Lesley Jessup died in November. She was a stalwart of the Bowls Club and a loyal trustee of the Village Hall Committee. Dave Harker and I attended her funeral on behalf of the Committee.

This has been a busy year: We had a very successful event to celebrate the Queen's Jubilee combined with a great duck race and scarecrow competition. Sadly of course, the Queen died in September, so now we are planning our event in celebration of the Coronation of King Charles III on Saturday 6th May. The provisional timetable is:

- 9am Hall opens, serving breakfast baps, tea, coffee
- Bar opens and we start the TV coverage on the big screen
- 11am Bar closes to watch the Coronation, followed by a champagne toast to the King.
- 1pm People return home to bring dishes for a Sharing Lunch
- 1.30pm Bar re-opens and we share Lunch before the Bar closes at 6pm.

We will be looking for volunteers to help with this event. I think it will be a great event to share with friends and family in the village. The Village Hall is also giving every child in the village under 16 a Coronation Mug and any left over will be sold at £5 each. We have 72 mugs.

We have had a number of successful pop-up bars; especially the recent pizza night. Thank you to Paul & Jane Watling at Suffolk Yurts. We are all looking forward some lovely summer evenings, when we can sit out in the sunshine. Thank you to Tim Dean for all his 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 get them to contact Tim. We have had sound-proofing installed in the bar area and that should help the noise level in there.

We had a successful quiz night and a Christmas Fair, thanks to the Entertainment Committee: Tim Dean, Hilary Harker, Chris & Yvonne Woods, and we have a new member Lynn Taylor – welcome Lynn.

The next big project is the new flat roofing. We have very generously received £10,000 from the Parish Council's Community Infrastructure Levy money and we can afford to pay the rest, approximately £7,000 from our own accounts. This work is booked in for August.

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.

The tennis courts are in regular use and there are a number of people who pay the yearly fee as well as one off payments. The system works well.

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.

We have a new Bowls Club Rep, Chris Norman, who sadly could not be here tonight as he has just had an operation. We wish him well and look forward to him joining us. If you know of anyone else who is interested in becoming a trustee, we would be very happy to welcome them to the committee.

Item 4 - Treasurer's Annual Report

Stephen presented his report as follows:

The accounts show that the income versus expenditure generated a surplus of £6,504. The current account has £17,391 and the deposit account has £20,187 and taking into account restricted funds the available funds are £25,195.

Income from the hire of the hall for this financial year was £14,193 showing an increase on the previous year mainly due increased use of the hall. We seem to have more children's parties than in previous years. There has been an increase in payments using a credit/debit card and the PayPal fees were £135 for this year

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 £1,522 which is an increase on last year of £1,100.

Fund raising events has raised £1,613 in total.

The restricted fund for the tennis courts and the former Bredfield Amateur Dramatic Society (BADS) is £7,383.

Income from the tennis courts has raised £379 which is very similar to the previous year.

Our electricity cost has increased significantly as our tariff in November changed from 14p per kWh to 50.6p per kWh. This was offset by the Energy Bill Relief Scheme (EBRS) which reduced our unit cost by 18.39p per kWh. This scheme has been replaced by the Energy Bill Discount Scheme (EBDS) which will run until March 2024. It is not clear the level of discount we will receive as it will be deducted from the invoice by the energy company. We are still in dispute with EON over the problem with the 'Smart' meter sending in incorrect reading causing problem with billing. EON seems to be unable to resolve this issue and the next step is to make a formal complaint to the Energy Ombudsman. The installation of solar panels has supplied 36.1% of the electricity used in the hall and shop.

The amount of water we have used has increased resulting in water supply costs of £744.

The cost for playing field maintenance has increased to £1,674; Vertas £632 and Simon Dickings £1,042 and is expected to increase this year as Vertas has increased the grass cutting costs by 12%.

Expenditure for the coming year will include the replacing of the flat roofing which will be funded by CIL money from the Parish Council (£10,000) and match by a similar amount from Hall funds.

We have one outstanding debt of £250.34 which is in the hands of the courts with a county court judgement being made against Mr. Josh Gravett. So far he has not replied to any summonses and the next step is a court hearing.

Question:

Chris questioned if the water leak suspected from the increased water costs might be additional water used to establish the turf in the goal mouths last summer. David Ha. thought that the volume would not be enough to explain the full increase in cost. It was agreed that David Ha. and Stephen C would check on the night flow and arrange for leak detection if needed.

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 attended by between 8 and 10 members.

Changes to the Committee during the year were that Lesley Jessup resigned as Representative of the Bowls Club in October and Chris Norman was confirmed as the new representative at the December meeting. 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 9 after the May VHMC meeting to reflect changes to the Governance and Operating Procedures. It was updated following the December meeting to reflect further changes. A new Version 10 will be issued after the Committee for 2023-24 has been elected and has able to review and approve it.

Maintenance work during the year included turfing the worn areas in the playing field's goal mouths. Due to the dry weather both VH committee and Kesgrave Kestrels football members applied copious amounts of water until it the grass had rooted.

The main development during the year was the installation of acoustic panels in the Field Room to address the noise level during functions. A set of festoon lights were purchased for the patio and pool and football tables were bought with a legacy from Mabel and Roland Irving. All of these contribute to the running of the Pop-Up-Bar once a month.

Liz and Rob Whitman have donated a large gazebo to the hall, to this adds to the one given by Chris Towndrow.

Quotes have been obtained for the replacement of the flat roofing on the Hall and Shop and it is intended to carry out the work in late July / early August. The project is being funded from the Parish Council's Community Infrastructure Levy fund and the Hall accumulated funds.

The measures and restrictions put in place during the coronavirus epidemic were all lifted during the year and the use of the hall has been at least as previous levels, with a notable increase children's parties. Updated information on the activities and facilities in the hall is published on the Hall's website. Kesgrave Kestrels football team continue to hire the playing field and mark out the pitch as their 'home ground'.

Question:

David He. asked if anything was being done to repair the pot holes in the car park. Stephen stated that he had contacted contractors for repair work, but was having trouble getting quotes. David Ha. stated that just filling the holes with pea shingle had not proved effective as traffic had soon displaced it, leaving the holes open has meant that traffic avoided them.

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 2023/24

The representatives for the village organisations were confirmed as continuing:

Parish Council and Village Shop	David Hepper
Bowls Club	Chris Norman
Parochial Church Council	Janet D’Arcy

Members to represent the Playing Field, Play Area were 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 2023/24

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

Item 9 – Election of Chair for 2023/24

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

Item 10 – Any Other Business

David He. stated that the trustees of the Bredfield Townlands Charity of himself, Keith Derham and Denise Causier were sufficient to manage the charity. He will let the VHMC know if a nomination is needed.

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

	31.03.22	31.03.21
INCOME		
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
TOTAL INCOME	30,458	£33,664
EXPENDITURE		
Cleaning - Labour	1,130	375
Maintenance Hall	5,212	9,662
Maintenance Tennis Courts	30	15
Bar	1,095	136
Solar Panels	272	0
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
Depreciation of Solar Panels	883	0
TOTAL EXPENDITURE	15,409	£21,712
 Surplus for the year	 15,049	 11,952

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

BALANCE SHEET AS AT 31st MARCH 2022

FIXED ASSETS

Solar Panels at Cost	17,665	0
Less: Accumulated Depreciation on straight line basis over 20 years	(883)	0
Written Down Value carried forward	16,782	0

CURRENT 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:	46,973	£31,923
Restricted Funds - Tennis Courts and BADS	7,004	6,660
Available funds	39,969	25,301

GENERAL FUND

Balance brought forward - 1 st April:	31,923	£19,971
Add Surplus of Income over expenditure for the year:	15,049	11,952
Balance carried forward – 31 st March	46,973	£31,923