

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

**16 April 2021 at 7 pm via a Zoom Meeting**

**MINUTES**

Elected Members: Anne Henderson (Chair), Stephen Cook (Treasurer),  
David Harker (Secretary), Tony Bence (Bookings Secretary)  
Village Organisations: David Hepper (Parish Council and Shop),  
Co-opted Members: Tim Dean, Matthew Blowers

Village Residents: Chris Woods, Keith Derham

**Item 1 - Apologies**

Appointed Members of  
Village Organisations: Lesley Jessup (Bowls Club), Denise Causier (Play Area), Janet  
D'Arcy (Parochial Church Council), Patsy Ginn (Tennis Courts)

**Item 2 – Special Resolution**

David Ha. tabled a proposal to amend Clause 4 of Part One of the Hall's Constitution, Governance and Operating Procedures:

"With effect from 16 April 2021 the charity trustees may, in their discretion, make such arrangements as they consider appropriate to enable those attending a general meeting to exercise their rights to speak or vote at it. Such arrangements may, without limitation, include arrangements involving telephone or video conferencing and/or use of electronic facilities and/or electronic platforms."

The proposal was agreed and the meeting proceeded.

**Item 3 - Minutes**

The minutes of the last meeting, which had been conducted by exchange of emails due to restrictions during the first Covid-19 lockdown, were taken as read. There were no matters arising. The Chair will sign them off as a true record.

**Item 4 – Chair's Annual Report**

Anne summarised her report that had been circulated prior to the meeting as:

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.

A lot of this year has been taken up with making sure that the hall is covid secure and trying to work out what the government rules are and how many people we could have in the hall and what they could do.

Some of our regular hirers have managed to be here (not always in the same numbers) and some have not hired the hall at all this year. We have also had a few new hirers who may become regulars.

The tennis courts, like the hall have had to be locked at certain points and the number of people on the playing field has had to be restricted. The play area has been available and has been a godsend to some families.

We have had no fundraising events, although we did hold a successful, socially distanced village picnic in August. Stephen will let us know the financial situation in detail but we have benefited from a number of government grants so our finances are looking quite healthy overall.

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 in general and Dave for all his efforts organising the development work, maintenance and keeping me on the straight and narrow.

Dave will tell you all the maintenance that has been done but I would just like to mention two things - the new radiators which have been installed – a real boost to the comfort of the hall – not only in heat but also they are so quiet. time last year we were hoping to secure a grant to install solar panels – sadly we were unsuccessful so that is a possible project for the future. We have 2 new picnic tables – one on the new patio and one at the play area – for which we must thank East Suffolk Council.

Eve Stokes, the cleaner, has cleaned when possible and will do a deep clean before we re-open. We are very lucky to have her. Thank you Eve.

The hall can re-open on a restricted basis on 12th April and from 17th May we will open more fully – well that is the government instruction at the moment, but the one thing we have learned this year is that the goalposts are constantly moving. Hopefully as the year goes on we can have all our regulars, weddings and parties back; and I am looking forward to re-starting the pop up bar in the Field Room.

Matt Blowers joined us on the committee and we are always looking for new members to help keep Bredfield Village Hall at the high standard we have achieved. If you know of anyone who is interested in becoming a trustee, we would be very happy to welcome them to the committee.

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

Stephen summarised his report that had been circulated prior to the meeting as:

This has been a challenging year financially due to COVID-19 restrictions which limited the use of the hall resulting in a significant reduction in income. This has been offset by business support grants from East Suffolk Council totaling £21,521.

The total income over the past twelve months including the grants was £33,702 and expenditure was £21,712 giving an overall profit of £11,990. Without the business support grants we would have been in a very difficult position to cover basic cost for the following year. The income from Hall hire was £4,033 but this includes £1,966 of un-collected fees for hall hire from the previous year. We would expect to raise £12,000 a year for hall hire, but actual use of the hall this financial year raised £2,067, which is a significant loss of income caused by the COVID-19 restrictions. It may take a while for regular hall user to return so there is a potential for a reduced income for this year.

The restricted fund for the tennis courts and the former Bredfield Amateur Dramatic Society (BADS) is £6,660.

One major expenditure was the overhaul of the heating system with new radiators in the hall and the oil tank reposition to be compliant with Oil Storage Regulations. The total cost was £6,327.44 and we would not have been able make these essential improvements without the business grants.

During June 2020 broadband was installed in the hall and has proved useful to hall users.

There were no Fund-raising events this year due to the current restrictions.

The cost of running and maintaining the tennis courts has generated £546 income which will be used to keep the courts in good condition for all users.

All invoicing for the use of the hall is on a monthly basis using Quickbooks, with payment being made online using either a Credit/Debit card or by bank transfer. This has work well with positive comments from user of the hall on the ease of payments. The annual subscription for the use of the tennis courts has also been moved online so users can complete a form on our web site and an invoice can be raised through Quickbooks, enabling a straight forward online payment.

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 (Note that the accounts at the end of the Minutes are subject to audit and so are provisional). Cash and assets for this year are £31,961 and show an increase of £11,990 due to the business support grants we received otherwise we would be showing a significant loss.

## **Item 6 - Secretary's Annual Report**

David Ha. summarised his report that had been circulated prior to the meeting as:

Meetings were limited by the restrictions imposed from March due to the Coronavirus epidemic. The AGM in April was held through email of the annual reports and to confirm the Committee for 2020-21. It was possible to hold a meeting in the hall attended by 10 members with social distancing in August. A virtual meeting was held to provide the members with status reports in December.

Matthew Blowers joined the Committee at the August meeting and represents the interests of playing field users. 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 7 after the April VHMC to reflect changes to the Governance and to updates to Operating Procedures. It was updated following the August meeting to reflect the change to committee membership; provision of Wi-Fi in the hall and a new condition on Supplementary Special Conditions of Hire during Covid-19. A new version to include changes arising since August 2020 will be issued after the Committee for 2021-22 has been able to review and approve it.

The Maintenance Team undertook work on the tennis courts, play area, playing field and car park. Work in the hall was limited to sole working due to restrictions on working indoors. Simon Dickings took over grass cutting around the play area and hall, including weed control around the hall and tennis courts.

Work on the new enlarged patio took place in June. The slabs were laid by contractors with community input from Graham Taylor and Paul Smith to prepare the site and Tom Pirkis and Simon Dickens finish with edging and seeding. A grant from Suffolk Coastal Council was used to provide a new picnic bench for the patio and a replacement for the play area.

The application for a grant to install solar panels and replace the fan convector radiators in the hall was unsuccessful. However, funds were available for new radiators to be installed in February, along with the replacement of the oil tank base to meet current regulations in March.

Following the provision of fibre internet services to the village the hall was connected and Wi-Fi installed in the hall in July, with a booster to provide a signal in the Village Shop. The service is available subject to accepting conditions of use to log-on.

The Hall and the Village Shop signed a Memorandum of Understanding with the Bowls Club in August to recognise their relationship and responsibilities.

The impact of the coronavirus epidemic led to the introduction of measures to protect hall users that limited the activities that could take place in the hall and stopped all uses during the three periods of lockdown during the year.

Government Guidelines allowed the Play Area to be used most of the year and tennis courts were available for use by approved groups during the summer months. The playing field was well used with many travelling from outside the local area to play football. This led to some complaints from nearby houses about the lack of social distancing and excessive noise from social gatherings. Groups were addressed on several occasions.

### **Item 7 - Election for Members of the Committee 2021/229**

The four elected 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 duly re-elected. Stephen, David Ha. and Tony confirmed that they were willing to continue in their current roles of Treasurer, Secretary and Bookings Secretary.

### **Item 8 – Appointment of Representatives for Village Organisations for 2021/22**

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 9 – Appointment of Co-opted Members for 2021/22**

The new committee confirmed the co-option of Tim Dean and Matthew Blowers.

Chris Woods stated that he would be interested in becoming a trustee and committee member. Anne and David Ha. will arrange to meet with him to discuss.

### **Item 10 – Election of Chair for 2021/22**

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

### **Item 11 – Any Other Business**

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

Anne noted that an email had been received from Chris Towndrow of Primroses Cottages concerning the behaviour of some of the users of the playing field. Anne stated that the committee was aware of this and had spoken with groups on a number of occasions, asking them to comply with the Covid-19 rules on gatherings, to have consideration for nearby residents and to avoid littering. Anne encouraged members of the committee to have a quiet word with anyone they saw or heard breaking normal rules of propriety on the playing field. Matt stated that some noise could be expected from those using the goal nets and he would monitor behaviour.

Matt reported that he had purchased additional materials to maintain the goals and would liaise with Simon Dickings over access for grass cutting and whether to move the posts.

David He. thanked the Hall for assistance in keeping the Village Shop open during Covid-19 restrictions; in particular with providing a payment card reader when the shop's one was not working.

Tony noted that the to hall has been available for use since 12 April and should be open for more activities from 17 May. He expects to see regular hirers returning and has taken bookings from some new ones.

It was agreed that the next meeting of the VHMC should be held in the Village Hall during the week starting 17 May, subject to the relaxation of Covid-19 restrictions. David Ha. to liaise with Tony on booking.

There being no further business, the AGM meeting closed at 7.45 pm.

**BREDFIELD VILLAGE HALL AND PLAYING FIELD CHARITABLE TRUST**  
**REGISTERED CHARITY No 304714**  
**INCOME AND EXPENDITURE FOR THE YEAR ENDING 31st MARCH 2021**

	31.03.21	31.03.20
<b>INCOME</b>		
Hire of Village Hall:	3,995	9,805
Village Shop (electricity payment)	2,686	1,775
Interest received - Deposit account	7	13
- Nat. Savings investment		30
Village Shop use of Card Reader	2,217	
Refund Electricity	552	
Refund Water	1,338	
Fund raising		2,931
Grants	21,521	11,315
Charges & Fees	460	816
Transfer from NS&I		5,323
Bar Income	342	
Income from Tennis Courts	546	265
Bredfield Amateur Dramatics (BADS)		0
<b>TOTAL INCOME</b>	<b>£33,664</b>	<b>£32,274</b>
<b>EXPENDITURE</b>		
Cleaning - Labour	375	1,169
Maintenance Hall	9,662	2,758
Maintenance Tennis Courts	15	15
Web Hosting	812	79
New equipment	205	0
New Patio	2,144	
Village Shop use of Card Reader	2,217	
Electricity	3,693	2,736
Oil fuel	249	361
Water	269	1,866
Insurance	1,016	1,071
Music Licence	306	296
Fund Raising		306
Waste management		0
PayPal Fees	20	
Licences	377	307
Transfers		5,323
Conservatory		28,977
Bar	136	3,822
Refund & Donations	216	150
<b>TOTAL EXPENDITURE</b>	<b>£21,712</b>	<b>£49,235</b>

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

**INCOME AND EXPENDITURE FOR THE YEAR ENDING 31st MARCH 2021**

<b>ASSETS</b>	<b>31.03.20</b>	
Cash at bank: Current account	10,933	9,455
: Deposit account	20,141	10,134
: PayPal	678	0
Cash in hand	172	383
Total Assets represented by General Fund:	<b>£31,923</b>	<b>£19,971</b>
Restricted Funds - Tennis Courts and BADS	6,660	6,114
Available funds	25,301	13,858

**GENERAL FUND**

Balance brought forward - 1 <sup>st</sup> April:	<b>£19,971</b>	<b>£36,932</b>
Less (Deficit)/Surplus of Income over expenditure for the year:	£11,952	<b>-£16,961</b>
Balance carried forward – 31 <sup>st</sup> March	<b>£31,923</b>	<b>£36,932</b>