

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

**18 April 2024 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), Chris Norman
(Bowls Club) Stephen Seargeant (Play Area), Matthew Blowers
(Playing Field).
Co-Opted Members Tim Dean, Chris Woods
Village Residents: Mandy Bence, Hilary Harker, Keith Derham

Item 1 - Apologies

Appointed Members of
Village Organisations: Janet D'Arcy (Parochial Church Council),

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 had a wonderful celebration of the Coronation of King Charles III on Saturday 6th May. We all watched the event together on the big screen – thank you to Geoff Spain for the loan of the equipment and setting it up. Then we toasted the king – thank you Mr D'Arcy for the fizz and enjoyed a sharing lunch together. Commemoration mugs were given out to children and a great memory was created for all who attended.

We have had a number of successful pop-up bars – especially the recent very successful Chinese New Year – many thanks to Angela Dean for all her help and many thanks to Tim Dean for all his hard work throughout the year. We are all looking forward to a Pizza Night at the end of May and hopefully some lovely summer evenings, when we can sit out in the sunshine. Lynn Taylor has organized a Village Book Club, which is extremely popular and makes great use of the bar – well done Lynn. We had a successful quiz night and a

Christmas Fair – thanks to the Entertainment Committee – Tim Dean, Hilary Harker, Chris & Yvonne Woods and Lynn Taylor.

The big project this year was the new flat roof, which was carried out very efficiently and hopefully will keep the rain out for many years to come. Our big new project for 24/25 is the refurbishment of the tennis courts and the installation of a multi sports area in one of the courts. More information about this project can be had from Dave Harker after the meeting.

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.

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

Bredfield Village Hall has an excellent reputation as one of the best halls in the area and it is all thanks to the hard work of the committee. 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:

Income

The accounts show that the income verses expenditure generated a deficient of £1,006. The current account has £14,550, the deposit account has £20,433, Paypal account £1,302 and £1,120 cash in hand. Taking into account restricted funds the available funds are £24,923.

Income from the hire of the hall for this financial year was £14,036 made up of £12,734 (Bank) + £1,302 (PayPal) which is similar to last year. Payments using a credit/debit card have shown to be an easy and convenient method of payment (48%) and the PayPal fees resulted in a charge of £118 (1.75%) for this year.

The renewal of the flat roof was our biggest expense of £17,022 and assisted by £10,000 of CIL funding.

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 £1,385 which is down from last year's £1,522.

Fund raising events has raised £2,400 in total.

The restricted fund for the tennis courts and the former Bredfield Amateur Dramatic Society (BADS) are £7,483.

Income from the tennis courts has raised £100 which is less than the previous year.

Expenditure

Our electricity costs have reduced due to a revised tariff in November 2023 changing from 50.6 per kWh to 26.6p per kWh. There are still ongoing billing issues with EON as they seem unable to send us regular bills resulting in the account being in debit of £708 at the moment. The solar panels supplied 43.2% of the electricity used in the hall and shop.

The cost for playing field maintenance is our biggest regular cost of £1,635. Vertas has increase it charges for this year to £780 an increase of 11% 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 are £577 and a review will be under taken to establish if this can be reduced. The cost of the PRS music license has increased to £377 as it is based on our income.

Expenditure for the coming year will be the upgrading of the fencing around the tennis courts and conversion of one of the courts to a children's sports area. It is planned to use the restricted tennis court fund to cover part of the cost of the fencing upgrade.

Questions

DHe. asked about the cost of the replacement of the tennis court fencing and conversion of a tennis court proposed conversion to multi sports area. DHa. replied that the cost was estimated at £26.5k with funding identified from the Halls funds and, subject to approval the Parish Councils Community Infrastructure Levy fund of £25.5k. Additional funding from grants was being sought to cover the shortfall and additional items.

DHa. queried the increased cost in the music licence. Stephen replied that this was related to income from hirers and had been suppressed in 22/23 by restricted use of the hall the Covid epidemic.

Item 5 - Secretary's Annual Report

David presented his report as follows:

First of all, thanks to Anne for her hard work leading the committee through another successful year.

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

There were no changes to the Trustees during the year. 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 10 after the May VHMC meeting to reflect changes to the Governance and Operating Procedures. A new Version 11 will be issued after the Committee for 2024-25 has been elected and has been able to review and approve it.

Maintenance work during the year included the re-roofing of the flat roof, the resurfacing of the car park, repair to a leaking water stop cock and repair to switching for Field Room's heating.

The were no major developments during the year, although improvements were made to lighting outside and inside the premises.

Quotes have been obtained to replace the fencing around the tennis courts and to convert the tennis court nearest to the play area into an area for junior football and basketball. The work is scheduled for the end of June, with funding being sought from the Parish Council’s Community Infrastructure Levy fund, the Hall accumulated funds; and local grant providers. It is hope that the community will be able to help with taking down the existing fencing beforehand to save on costs. Anyone interested in helping can see me afterwards.

Updated information on the activities and facilities in the hall is published on the Hall’s website and can be found on Hallshire, Your Hall and Suffolk Infolink websites.

Kesgrave Kestrels football team has continued to hire the playing field and mark out the pitch as their ‘home ground’, although use has been disrupted by the exceptional high rainfall this winter.

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 2024/25

The representatives for the village organisations were confirmed as continuing:

| | |
|---------------------------------|--------------|
| Parish Council and Village Shop | David Hepper |
| Bowls Club | Chris Norman |

Janet D’Arcy is standing down as the representative of the Parochial Church Council. The PCC will nominate a replacement in due course.

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 2024/25

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

Item 9 – Election of Chair for 2024/25

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.

Chris N enquired about parking a Burger Van on the southwest corner of the car park for the Bowls Club social event in June. Although there was no problem with this the Bowls Club should liaise with the Hall on parking arrangements and marking a space for the van, once the event's date is confirmed.

Chris N enquired about the effect of the adjacent Ivy Meadows housing development on the Bowls Club grass cuttings disposal. He was advised to speak with Grahame Taylor.

Chris N noted that the Bowls Club were cutting the hedge back beside the footpath to clear .

Stephen S suggested that the Hall might install a bike rack near to the hall and shop entrances. DHa. will look into options and report to the next VHMC on 30 April.

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

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

INCOME AND EXPENDITURE FOR THE YEAR ENDING 31st MARCH 2024

| | 31.03.24 | 31.03.23 |
|-------------------------------------|-----------------|-----------------|
| INCOME | | |
| Hire of Village Hall: | 12,734 | 14,193 |
| Village Shop (electricity payment) | 4,365 | 1,987 |
| Interest received - Deposit account | 76 | 44 |
| Refund Electricity | | 500 |
| Fund raising | 2,820 | 3,516 |
| Grants | 10,000 | |
| Charges & Fees | 380 | 380 |
| Bar Income | 3,372 | 4,278 |
| Income from Tennis Courts | 100 | 379 |
| Donations | | 1,000 |
| Use of Playing Field | 163 | 145 |
| | | |
| TOTAL INCOME | 34,011 | 26,422 |
| | | |
| EXPENDITURE | | |
| Bar Stock | 1,987 | 2,756 |
| Broadband and Web Hosting | 577 | 564 |
| Event Expenditure | 409 | 1,903 |
| Cleaning - Labour | 1,193 | 1,135 |
| Heating Oil | 504 | 560 |
| Insurance | 901 | 1,016 |
| Licences | 555 | 502 |
| Music Licence | 377 | 139 |
| New equipment | | 1,161 |
| Audit Fee | 70 | 60 |
| PayPal Fees | 117 | 135 |
| Maintenance Hall | 23,593 | 5,495 |
| Maintenance Tennis Courts | | |
| Electricity | 2,837 | 2,556 |
| Waste management | 342 | 309 |
| Water | 670 | 744 |
| Depreciation of Solar Panels | 883 | 883 |
| | | |
| TOTAL EXPENDITURE | 35,017 | 19,918 |
| | | |
| Surplus for the year | (1,006) | 6,504 |

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

BALANCE SHEET AS AT 31st MARCH 2024

FIXED ASSETS

| | | |
|---|---------|---------|
| Solar Panels at Cost | 17,665 | 17,665 |
| Less: Accumulated Depreciation on straight line basis over 20 years | (2,599) | (1,766) |
| Written Down Value carried forward | 15,066 | 15,899 |

CURRENT ASSETS

| | | |
|--------------------------------|--------|--------|
| Cash at bank : Current account | 14,550 | 17,391 |
| : Deposit account | 20,433 | 20,187 |
| : PayPal | 1,302 | 0 |
| Cash in hand | 1,120 | 0 |

| | | |
|---|---------------|---------------|
| Total Assets represented by General Fund: | 52,470 | 53,477 |
| Restricted Funds - Tennis Courts | 7,162 | 7,164 |
| BADS | 221 | 221 |
| Available funds | 45,087 | 46,092 |

GENERAL FUND

| | | |
|--|----------------|---------------|
| Balance brought forward - 1 st April: | 53,477 | 46,973 |
| Add Surplus of Income over expenditure for the year: | (1,006) | 6,504 |
| Balance carried forward – 31 st March | 52,470 | 53,477 |