

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

**20 April 2018 at 7 pm
in
BREDFIELD VILLAGE HALL**

MINUTES

Elected Members: Anne Henderson (Chair), Stephen Cook (Treasurer),
David Harker (Secretary), Tony Bence (Bookings Secretary)

Village Organisations: David Hepper (Parish Council), Dan Rose (Bowls Club)

Clause 8 Keith Derham

Village Residents: Janet D'Arcy, Phillippa Seagers, Hilary Harker,

Item 1 - Apologies

Appointed Members of
Village Organisations: Denise Causier (Play Area), Patsy Ginn (Tennis Club),
Co-opted Members Jane Talbot, Marc Coker

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:

I read over last year's report and cannot believe that so much has happened in the last year.

This time last year I was talking about the problems we had with finding a cleaner – as one arrived by the front door they left by the back. But we did find a cleaner – Eve Stokes, who is terrific and does a great job keeping the place clean and tidy. Thank you Eve.

In 2016 we did a major paint job and clean of the main hall and foyer, which meant we had a bit less to do in 2017 – but thank you to everyone who helped with the painting and cleaning this year. We have a great village hall and it is a huge asset to the community, it is important that it is maintained to the highest standards. There is always more to do and we will be having more work parties so let Dave know if you would like to help.

This time last year I spoke about getting advice from Vernon Blackmore (The Table, The Anchor, and The Easton White Horse) about what we might need in a new kitchen, and on the 7th October there was Vernon in the new kitchen making beautiful canapés for our grand opening. The kitchen is much admired and very well used. Thanks to Suffolk Coastal, Suffolk County and Bredfield Townlands for their generous grants. Particular thanks to Dave and Steve who made sure that everything was installed properly and added all those little extra things I had forgotten.

The Village Hall Committee is now in charge of the tennis courts and I would urge you to make good use of them – they are an excellent facility. As is, the play area, which is very well used and much admired.

We have had various fundraising events – a quiz, a Christmas Fair, carol singing and only last weekend a car boot and table top sale which raised £337. All this money and a lot more will be going to our new extension. I have recently applied for a lottery grant and am waiting to hear if we have been successful to move forward to the next phase. We will be applying for other grants as well but we must keep fundraising as it is important that we contribute to the pot. There will be a BBQ on 26th August, a quiz, Christmas Fair and carols. Thank you to Jane Talbot, Hilary Harker and Angela Cook for making these happen.

There are lots of regular users of the village hall – Cotton Club, Youth Club, French Class, Danegeld, Art Class, Scottish Country Dancing, Home Education Group and lots of yoga!, as well as one off events, parties, weddings etc. Thank you to Tony for organizing and booking all these many events.

Stephen is busy working away on the website, which he will tell us about later. We have moved over to online banking which makes it much easier and quicker for paying out and in. I often send out information about the hall on MailChimp and I would urge you to sign up if you have not already done so. If you are already on MailChimp and wish to remain you need to fill out a form and return it to me. This is so that I will comply with the new General Data Protection Regulation, which comes into law on 25th May. If you have not returned the form then I will remove you from the list. (I know it's boring but legally this is what I have to do)

I would like to thank Dave for all his hard work slaving over a hot computer, organizing maintenance teams, putting up notices but mainly for making sure that I am doing what I'm supposed to be doing.

So there is a lot happening in Bredfield Village Hall and it is important that as many people as possible participate in the events, fundraising, work parties etc to make sure that we have a great village hall for many years to come. So if you are interested in becoming a trustee we would be very happy to welcome you to the committee.

Item 4 - Treasurer's Annual Report

Stephen presented his report as follows:

The total income over the past twelve months showed a increase from £17,103 to £33,041. The increase in income was due to grants for the kitchen refurbishment and the transfer of funds from the Tennis Club to the Village Hall.

Money from the hiring of the Hall showed a slight decrease from £11,279 last year to £10,707 this year.

On the expenditure the main item was the refurbishment of the kitchen for which grants from Suffolk County Council, Suffolk Coastal and Bredfield Townland Charities contributed £12,098 with £1,237 from the Village Hall funds to complete the project. We had to make an insurance claim to replace a damaged door on the outside toilets entrance. The cost of replacing the door was £860 and as we have a voluntary excess of £150 on the insurance policy we claimed £610 from our insurers. The windows in the kitchen and bar area were replaced at a cost of £1,200.

We have made a significant saving in electricity cost (£1,950) compared to last year due to changing to a better tariff and whenever possible fitting low energy bulbs. We will be investigating whether low energy lighting can be installed in the main hall to further reduce costs.

Fund raising events this year has been very successful and raised £1,856 towards the new extension.

The running and maintenance of the tennis courts has been transferred to the Village Hall with existing funds of the Tennis Club of £4,819 transferred to the Village Hall account. These funds have been deemed as restricted for the upkeep of the courts.

The overall result for the year is a surplus of £6,852 compared to £1,168 the previous year and It must be noted that £4,819 is restricted (Tennis Courts) and £1,856 is designated (new extension) leaving a profit of £177 over the year.

For this year we need to ensure the Hall's high standard of maintenance be continued to attract users and ensure we cover our costs and have a small surplus to put forward to further improvements in the Hall.

From the balance sheet you can see how much the Village Hall is worth. Cash and assets for this year are £25,677 and show an increase of £6,842 compared to last year's figures of £18,825.

My thanks must go to Phillippa Seagers for carrying out the audit of the accounts.

A copy of the Accounts is included at the end of these Minutes.

During discussion David He. noted that the interest from the NS&I account had reduced and suggested that a higher rate might be obtained elsewhere. Phillippa suggested that Charities Aid Foundation bank could be considered. He also noted that the electricity cost had fall considerably since the contract with Eon was changed from variable to fixed rate. This may in part be due to the accrual of a surplus turning to a deficit; the monthly direct debit has recently been increased. As the Village Shop uses some 70 percent of the electricity they will also benefit.

Item 5 - 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 attended by between 7 and 9 members.

There were no changes to the Committee during the year with 11 Trustees for the charity throughout. The Trust Deed allows for up to 18. The position of a representative for the Village Shop remained vacant.

The Tennis Club gave notice that it was no longer active as a club and wished to be suspended. As a result the Village Hall Committee has taken on management of the courts to make them available for community use. Annual household and hourly charges have been introduced, details of which are on the notices boards. Patsy Ginn has offered to remain on the VHMC to represent the interests of tennis court users.

The Constitution was reissued as Version 4 after the April VHMC meeting to reflect changes to the Governance and to update Operating Procedures. A new version will be issued after the Committee for 18/19 has met.

In September the Hall was registered to hold a Small Societies Lottery that enabled the Hall to hold a raffle at the Christmas Fair.

Planning Permission was granted for the proposed extension to the Village Hall in March. Architects drawings and plans can be viewed at the back of the Hall.

The Development Sub-Committee and Maintenance Team undertook refurbishment of the kitchen, including additional new equipment; an annual deep clean of the Hall in August, with ongoing grass cutting general maintenance jobs. Offers to help are always appreciated.

The Hall has experienced anti-social behaviour through dog fouling, joy riding and the suspected theft of heating oil. Action against dog fouling has been taken by installing more notices to remind dog owners of their responsibilities and informing them of the risk of a fine. The police were informed after deep 'doughnut' tyre marks were made on the playing field on two occasions in January. A vehicle barrier has been erected to restrict access to the playing field.

Item 6 - Election for Members of the Committee 2018/19

Four 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 proposed and seconded and duly elected. Stephen, David and Tony confirmed that they were willing to continue in their current roles of Treasurer, Secretary and Bookings Secretary.

Keith Derham and Jane Talbot had given notice that they no longer wished to be on the Committee and act as Trustees of the Village Hall.

Item 7 – Appointment of Representatives for Village Organisations for 2018/19

The representatives for the village organisations were confirmed as

Parish Council	David Hepper
Bowls Club	Daniel Rose
Play Area	Denise Causier
Tennis Courts	Patsy Ginn

Janet D'Arcy stated that the Parochial Church Council had asked her to be their representative on the VHMC and hence be a Trustee of the Village Hall.

There was no nomination for a representative of the Village Shop to be a committee member and Trustee of the Village Hall.

Item 8 – Appointment of Co-opted Members for 2018/19

The new committee confirmed the co-option of Marc Coker.

Item 9 – Election of Chair for 2018/19

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

Item 10 – Any Other Business

David Ha. asked for nominations for 2 Trustees to represent the Village Hall on Bredfield Townlands Charities. It was agreed that these would be David Hepper and, subject to confirmation, Denise Causier.

Anne was asked about plans to fund the Hall's extension if the Lottery funding was not forthcoming. There were a number of other local donors who could be approached and the Hall was accumulating a fund from events and its potential operating profit on income from hirers. It was not proposed to make a public appeal at this stage.

There being no further business, the AGM meeting closed at 7.30 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 2018

	31.3.18	31.3.17
INCOME		
From hire of Village Hall:		
Village Organisations	176	1,561
Non-Village Organisations	10,531	9,718
	£10,707	£11,279
From other sources:		
Village Shop (electricity payment)	2,042	3,708
Interest received - Deposit account	2	2
- Nat. Savings investment	25	70
Fund raising	2,425	1,252
Grants & donations	12,098	250
Charges & Fees	288	263
Transfer of Tennis Club Funds	4,845	0
Refund	610	279
		0
TOTAL INCOME	£33,041	£17,103
EXPENDITURE		
Cleaning - Labour	983	635
- Materials	26	174
Maintenance Hall	5,155	5,750
Maintenance Tennis Courts	26	0
Kitchen Project	13,335	0
Web Hosting	94	94
New equipment	76	1,667
Electricity	2,832	4,782
Oil fuel	628	485
Water	399	442
Insurance	1,052	966
Music Licence	271	177
Fund Raising	569	0
Waste management	200	167
Charges & Fees	266	496
Licences	276	100
TOTAL EXPENDITURE	£26,189	£15,935

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

INCOME AND EXPENDITURE FOR THE YEAR ENDING 31st MARCH 2018

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Cash at bank: Current account	15,634	8,810
: Deposit account	4,788	4,785
: National Savings	5,255	5,230
Total Assets represented by General Fund:	£25,677	£18,825

GENERAL FUND

Balance brought forward - 1 st April:	£18,825	17,657
Less (Deficit)/Surplus of Income over expenditure for the year:	2,033	1,168
Restricted	4,819	0
Balance carried forward – 31 st March	£25,677	£18,825