

BREDFIELD VILLAGE HALL & PLAYING FIELDS MANAGEMENT COMMITTEE ANNUAL GENERAL MEETING

The AGM for 2020 was held by the exchange of emails with the committee members with community participation through the publication of papers on the Hall's website. Notice was published via the community email system and the Parish Council website.

MINUTES

e mail Circulation

Elected Members: Anne Henderson (Chair), Stephen Cook (Treasurer),
Tony Bence (Bookings Secretary), David Harker (Secretary),
Village Organisations: David Hepper (Parish Council & Village Shop), Lesley Jessup (Bowls Club), Patsy Ginn (Tennis Courts), Denise Causier (Play Area), Janet D'Arcy (Parochial Church Council).

Item 1 - 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 2 – Chair's Annual Report

Anne had presented her report as follows:

I started last year's report with – 'Another busy year in the life of Bredfield Village Hall and an even busier one to come.' Little did I think that we would be in the midst of a lockdown as a result of a global pandemic a year later.

Our new extension is up and until lockdown was beginning to be used with lots of plans for the future. We decided to name it The Field Room as it has such a beautiful view of the playing field and farm fields beyond.

We had an official opening on 25th January and invited representatives from all the grant and donation givers: Suffolk Coastal Council; Suffolk County Council; Viridor Credits; Garfield Weston Foundation; Bredfield Parish Council; Bredfield PCC; Bredfield Townlands; Millcard Ltd; Robin D'Arcy.

Cllr Tony Fryatt gave a short speech and local resident, Sheila Woods cut the ribbon. The new space has been much admired and we hope will be much used when we get out of lockdown. We had a village meeting to discuss ways to use the space and from that held our first successful Pop-Up Bar event and we look forward to more. Lots of people have volunteered to help and there is a great feeling of community spirit.

We have had various fundraising events – refreshments for the cycle event, a BBQ, a quiz, a Christmas Fair, carol singing. Thank you to Allison Chaplin and Hilary Harker for making these happen.

The tennis courts are being well used and the system of having a yearly payment of £30 per family or paying £5 per session is working well. The play area continues to be well used and much admired, and entices families from other villages to come and use the facility. It is also a great plus for people booking parties or weddings

There are lots of regular users of the village hall – Cotton Club, French Class, Danegeld, Art Class, Scottish Country Dancing, Suffolk Swords and lots of yoga! A couple of ballroom dancers use the hall very frequently for practice, and some table tennis enthusiasts. The French class had moved from the main hall to the Field Room. And we still have lots one off events, parties, weddings etc. Thank you to Tony for organizing and booking all these many events.

The new website is working very well. You can check out the calendar to see if the hall is available, make a booking enquiry, check out regular hall users and generally keep up to date with everything happening in the hall. We have moved over to online banking, which makes things much easier and quicker for paying out and in.

Marc Coker and Allison Chaplin are stepping down from the committee and we would like to thank them for their contributions.

Eve Stokes, the cleaner, does a great job keeping the place clean and tidy. We are very lucky to have her. Thank you Eve.

I would like to thank Dave for all his hard work slaving over a hot computer, organizing maintenance teams, putting up notices and at this moment collating quotes and information for an application to Viridor for a grant to install solar heating and upgrade the radiators in the hall. We should know soon if we have been successful.

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 3 - Treasurer's Annual Report

Stephen had presented his report as follows:

The total income over the past twelve months shows a decrease, from £18,318 last year to £15,636 this year, which excludes any grants that we have received for projects.

The restricted fund for the tennis courts and the former Bredfield Amateur Dramatic Society (BADs) is £6114.

The income from the hiring of the hall has now decreased to £9,805 compared to £12,319 last year.

The National Savings Account was closed and the funds transferred to the Deposit Account.

The expenditure has shown a saving in electricity costs of £725 compared to last year.

The cost of water this year appears to be very high at £1,866 which was due to incorrect meter reading when we changed over from Wave (Anglian Water) to Everflow. This has now been corrected and we have received a refund of £1,454 which makes our water bill £414 for this year showing a saving of £188 over the previous year,

Fund raising events this year have been very successful and raised £2,931 towards the new conservatory and bar.

The cost of running and maintaining the tennis courts has generated £265 income which will be used to keep the courts in good condition for all users.

The major expenditure has been to add a conservatory and create a new bar area in the former store area. We managed to secure grants of £11,315 toward the cost of the conservatory, with the balance from the Village Hall fund for completion of the projects.

The overall result for the year is a loss of £16,961 compared to profit of £11,255 the previous year but this was expected as it was agreed to use hall funds to complete the two projects.

This year could be difficult, as the Covid-19 virus has resulted in a significant reduction in use of the hall. Therefore it is expected that there will be no income until the social-distancing requirements are lifted.

We need to ensure that the hall's high standard of maintenance can be continued to attract users and that we cover our costs.

From the balance sheet (at the end of the Minutes) you can see how much the Village Hall is worth. Cash and assets for this year are £19,971 and show a decrease of £16,961 compared to last year's figures of £36,932.

Item 4 - Secretary's Annual Report

David had presented his report as follows:

The Management Committee has held three Ordinary Meetings since last year's AGM which were each attended by 6 members.

There were no changes to the Committee during the year, but Allison Chaplin and Marc Coker gave notice that they would not be standing in for re-appointment. In response to a request for help in running the new bar Tim Dean will be joining the VHMC next year. At the end of the year there were 11 Trustees for the charity. The Trust Deed allows for up to 18.

The Constitution was reissued as Version 6 after the April VHMC meeting to reflect changes to the Governance and to updates to Operating Procedures. It was further updated during the year to reflect the completion of the Field Room and New Bar. A new version to include changes arising since the update approved at the VHMC meeting on 16 December will be issued after the Committee for 2020/21 has been able to review and approve it.

The Maintenance Team undertook work associated with the construction of the extension, fitting out the new bar and converting the old bar into a storeroom. The annual deep clean of the Hall was postponed due to the other work. A small team carried out grass cutting during the season. Simon Dickings has been employed to carry out the grass cutting around the hall for the coming season, including weed control around the hall and tennis courts.

Work on the extension began in May with volunteers constructing a cantilevered extension to the hall roof to support the new glass roof. Waveney Windows erected the structure in August and this was followed by electrical, plastering and flooring contractors. Fitting out the new bar and finishing work on the extension was carried out by volunteers in September. Unfortunately work on the new enlarged patio in October was put off until next year due to high rainfall. A grant from Suffolk

Coastal Council was used to replace the fluorescent tubes in the hall with LED battens and to install new LED wall lights.

An application was prepared for submission to Viridor Credits for funding solar panels and storage batteries that would significantly reduce electricity cost, most of which are incurred by the Village Shop. The grant application also includes replacement of the fan convection radiators in the hall, which are some 20 years old.

The Hall and the Village Shop signed a Memorandum of Understanding at the April Committee Meeting to recognise their relationship and responsibilities. A draft MoU has been agreed between the Hall and the Bowls Club with a view to finalising and signing next year.

The impact of the coronavirus epidemic led to the last regular bookings ending in the week of 16 March; although it was decided that bookings would still be taken for dance practice from a married couple who became the only people using the hall.

Government Guidelines meant that the Play Area should not be used from the last week in March, but the Tennis Courts remained open for hire. The need for social distancing meant use of a court was restricted to a household group. The community continued to use the playing field while observing social distancing. The Village Shop remained open providing a service to the community during the lockdown, in particular through providing deliveries to those self-isolating.

Item 5 - 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 and confirmed that they were willing to continue in their current roles of Treasurer, Secretary and Bookings Secretary. The committee members confirmed election by emails.

Item 6 – Appointment of Representatives for Village Organisations for 2019/20

The representatives for the village organisations were confirmed by emails 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 7 – Appointment of Co-opted Members for 2019/20

The new committee confirmed by emails the co-option of Tim Dean, who will undertake the role of Bar Manager.

Item 8 – Election of Chair for 2019/20

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

Item 9 – Any Other Business

Questions were received by email from:

David Hepper, who queried what the restricted funds were and what could they be used for. The restricted funds are the monies transferred from the Tennis Club and Bredfield Amateur Dramatic

Society when they closed. It was agreed by the VHMC to use these funds to maintain the Tennis Courts and for improving facilities for performances respectively.

Lindsay Marriott, who requested that a disabled access ramp be provided as part of the construction of the new patio at the rear of the hall. It was explained to her that the drop from the threshold at the rear doors to the patio level did not allow sufficient space to incorporate a permanent ramp. Disabled access to the rear of the hall is provided by a portable ramp that can be installed for assisted use at events where wheelchair access is required.

Notice of the meeting and associated papers were published on the Hall's website on 30 April and Minutes finalised on May 15 to allow time for the new committee to be confirmed and for questions and comments to be received.

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

INCOME AND EXPENDITURE FOR THE YEAR ENDING 31st MARCH 2020

	31.03.20	31.03.19
INCOME		
From hire of Village Hall:		
Village Organisations		
Non-Village Organisations	9,805	12,318
	£9,805	£12,319
From other sources:		
Village Shop (electricity payment)	1,775	2,868
Interest received - Deposit account	13	9
- Nat. Savings investment	30	38
Fund raising	2,931	2,692
Grants & donations	11,315	2,525
Charges & Fees	816	
Transfer from NS&I	5,323	
Income from Tennis Courts	265	393
Bredfield Amateur Dramatics (BADS)	0	1,118
TOTAL INCOME	£32,274	£21,961
EXPENDITURE		
Cleaning - Labour	1,169	960
Maintenance Hall	2,758	2,280
Maintenance Tennis Courts	15	44
Web Hosting	79	75
New equipment	0	130
Electricity	2,736	3,465
Oil fuel	361	321
Water	1,866	600
Insurance	1,071	1,071
Music Licence	296	315
Fund Raising	306	237
Waste management	0	102
Charges & Fees	0	285
Licences	307	373
Bredfield Amateur Dramatics (BADS)	0	448
Transfers	5,323	
Conservatory	28,977	
Bar	3,822	
Refund	150	
TOTAL EXPENDITURE	£49,235	£10,706

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

INCOME AND EXPENDITURE FOR THE YEAR ENDING 31st MARCH 2020

ASSETS	31.03.20	31.3.19
Cash at bank: Current account	9,455	26,842
: Deposit account	10,134	4,797
: National Savings	0	5,293
Cash in hand	383	
 Total Assets represented by General Fund:	£19,971	£36,932
Restricted Funds - Tennis Courts and BADS	6,114	6,236
Available funds	13,858	30,696

GENERAL FUND

Balance brought forward - 1 st April:	£36,932	£25,677
Less (Deficit)/Surplus of Income over expenditure for the year:	-£16,961	11,255
 Balance carried forward – 31 st March	£19,971	£36,932