

BREDFIELD VILLAGE HALL & PLAYING FIELD

MANAGEMENT COMMITTEE MEETING

HELD ON

Monday 10 August 2020 at 7.30 pm in Bredfield Village Hall

MINUTES

Attendees:

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

Appointed Members of Village Organisations: David Hepper (Parish Council), Patsy Ginn (Tennis Courts),
Denise Causier (Play Area), Lesley Jessup (Bowls Club),

Co-Opted Tim Dean, Matt Blowers

Action **Item 1 - Apologies** Janet D'Arcy (Parochial Church Council)

Item 2 - Minutes

The Minutes of the last Meeting held on 9 December 2019 were taken as read. The Chair signed them as a true record.

Item 3 - Matters Arising

There were no matters arising.

Item 4 - Brief Reports

Chair

Anne welcomed Tim and Matt to the meeting as new members of the committee.

Referring to the agenda she reported how during the last 4 months the 4 elected members had addressed the challenge of managing the hall during the coronavirus epidemic. She was pleased to report that work on the patio had been completed, but noted that an application to Viridor for funding for solar panels and replacing the fan convector radiators had not been successful.

Secretary

David Ha. noted that due to government restrictions on holding meetings it had been necessary to hold a virtual AGM this year and to cancel the May committee meeting.

It had been possible to continue work on development and maintenance that are covered below.

Treasurer

Stephen reported that the current balances in the Hall's accounts were:

Current Account	£7,987
Savings Account	£20,137
Total	£28,124

Stephen reported that the Hall had received a small business grant of £10k from the District Council that is included in the sums above. Income to the Hall had dramatically declined, although it has benefited from ~£2k of hire charges due from last year.

He reported that the accounts for 20/21 have been moved online to Quickbooks. This will allow him to take over invoicing from Tony and will facilitate future successions. He intends to move to monthly invoicing as standard for regular hirers, with one of hires being invoiced 1-2 weeks before an event. Cash payment will no longer be accepted, with payment to be made by online banking or by cheque. A credit card option is also available.

Booking Secretary

TB Tony noted that he was handing over invoicing to Stephen after collecting some £162k over 22 years, for which Anne thanked him.

Hiring has been limited since 23 March by government advice and restrictions, but it had been possible to allow single households to use the hall, notably one couple for ballroom dance practice. Since early July it has been possible to accept bookings, subject to restrictions, and the Cotton Club have resumed meeting. He has contacted all the regular hirers; it may be possible for Sue Staziker to restart yoga classes in September, but close contact dancing by Dangel and the Scottish Dancers is unlikely to return in the near future.

There has been an enquiry from Cathie Shuster to start a new yoga class. This would be on Wednesday mornings in the main Hall, when the French Class are using the Field Room. David He. pointed out that the conversation class might be heard in the hall, Cathie was aware of this and would have to review if this was acceptable to her to continue. He noted that he was receiving enquiries for weddings and parties in 2021. He may be able to accept provisional bookings, but any events are subject to the government's advice and restrictions at the time.

Item 5 – Committee Membership Appointment

Anne welcomed Matt Blowers to the committee as a Co-opted member following approval by all those present.

Item 6 – Arrangements to Manage Covid-19 Risks to Hall Users

Anne noted how the elected members had implemented regulations and advice from the government and Action with Communities in Rural England. This included introducing Special Conditions for Hire, producing a Covid-19 Risk Assessment, providing additional hygiene facilities in the foyer, toilets, kitchen and bar, posting notices on hygiene around the hall and making PPE available for volunteers.

David Ha. informed the committee that a copy of the risk assessment had been posted on the hall's notice board and that the current special conditions were published on the website <https://www.bredfieldvillagehall.org.uk/media/other/40197/BVHSpecialCovidHiringConditionsV3.pdf>

Anne reported on how the playing field has received a large increase in users during the lockdown period. There had been complaints from residents on noise and the police had visited on one occasion. There has been an increase in littering and the car park surface has deteriorated due to cars spinning wheels. She and David Ha. had approached groups on numerous occasions and asked them to put litter in bins, moderate language, not play football on the tennis courts and leave the car park quietly. Although responses were positive the issues are ongoing.

The tennis courts and play area have been available for use throughout, with users expected to follow government advice on social distancing and hygiene precautions,

Item 7 – Review of Regular Hirers Charges

DHa. The Finance Sub-Group met in February to review hire charges for regular users of the hall. Charges for some had not been increased for many years and there were disparities between similar groups. Anne summarised how charges were being increased for Danegeld Morris, Yoga Classes and the Cotton Club and this was agreed. A summary of current charges will be sent with the Minutes.

Item 8 – Village Hall website and Booking and Billing Arrangements

Stephen reported that individual pages on the website have been updated for changes, notably for the new Special Condition of Hire. A contract has been signed with Freeola to provide a broadband internet connection to the Hall for £46/month. This includes website hosting that was previously charged. He has installed Wi-Fi equipment to cover the hall and the shop. Instructions on how to log-on are on the Foyer and Field Room notice boards. He is discussing whether the Shop and Bowls club wish to have access to the Hall's internet connection and how costs might be shared.

MB Anne noted that Allison Chaplin was still moderating the Hall's Facebook page, although she was no longer a committee member. Matt agreed to discuss with Allison what would be required if he was to take over from her.

Item 9 - Development Proposals : Progress Report

David Ha. summarised recent work:

Hall Lighting

In January East Suffolk Council funded the replacement of the fluorescent tube lights in the hall by LED battens installed by Ellwood Electrical. The work also included establishing a circuit to the wall light sockets. Dimmable spotlights were then fitted for uplighting.

Storeroom

The conversion of the old bar to improve storage was completed in February.

Patio

Excavation for the new patio took place once the ground had dried in May, thanks to Graham Taylor and Paul with a digger. Tom Pirkis laid the sub-base for contractors to lay the slabs, Tom then laid the edging blocks and Simon Dickings seeded the adjacent areas with grass. David Ha managed the project that was part funded by East Suffolk Council.

Work is now effectively complete on the projects that were recommended in the 2017 Groundworks East Thriveability Report for the refurbishment of the kitchen and bar, construction of a conservatory extension and replacement of old lighting with LEDs. Work on installing solar panels is unlikely to go ahead due to the lack of grant funding.

Item 10 - Review of Maintenance Work and Resourcing

David Ha. reported that recent maintenance work has been limited to addressing the trip hazard on the path at the corner of the shop. The list of outstanding jobs includes:

- Replacing / setting 2 manhole covers
- Renovation of the car park surface gravel
- Topping up bark chippings to the play area
- Replacement of a length of straining wire in the tennis courts fence
- Refurbishment / relocation of the football goals
- Repair to play area matting
- Wood treatment of the outside benches
- Repair to the outside toilet window
- Installing additional outside lighting to the rear of the hall

AH Anne will send a mailchimp asking for anyone interested in helping to maintain the hall and the playing field to contact her.

DHa. David Ha. reported that he was meeting Francis Cummings to get a quote for more remedial work on the hall roof. Simon Dickings was managing grass mowing through liaison with Vertas.

Item 11 - Fundraising / Entertainment Sub-Committee

AH Anne stated that the annual plans for a barbeque, quiz night, christmas fair and carol singing has been suspended due to limitations on gatherings. She was hopeful that a village picnic might take place on Sunday 30 August with people bringing their own food, but being able to buy drinks from the hall and ice creams from the shop. Anne will arrange advertising, but due to unknowns on Covid-19 infection rates and the weather it will not be finalised until a day or two before and could be postponed to another Sunday.

All The potential to hold a quiz in October with 'household' or 'bubble' tables was discussed. Attendance in the hall is limited to 30. Any thoughts can be given to Anne.

AH Anne confirmed that the Hall would be renewing its licence for Small Society Lotteries, as needed to hold the Christmas Raffle. She will consider whether to progress this as a fundraiser given the limitations on house calling.

Item 12 – Annual Return to the Charity Commission

All David Ha. reported that he had written the annual report to the Charity Commission. Anyone wishing to see / comment on it should contact him by 17 August as he will be submitting it by the end of the month.

Item 13 - Constitution – Review of Changes

All David Ha. reported that V7 of the Constitution had been revised. He will send a copy out with the Minutes, together with a list of the changes made. It was agreed that he will publish the revised document in a week's time, subject to any comments received by then.

Item 14 – Signing the Annual Declaration of Acceptance

DHa. David Ha. tabled the annual sheet for signing, which was completed at the end of the meeting. David Ha. will contact Janet to discuss how she might sign.

Item 15 - AOB

All David Ha. reported that Stephen and he had drafted a Memorandum of Understanding with Graham Smith and Roslyn Kemp of the Bowls Club. The MoU records each organisations responsibilities and liabilities. Anyone interested in commenting on it at this stage should contact David Ha. It is hoped to finalise it soon with a view to completion once it has been agreed by the Bowls Club's membership. It was agreed that Anne would sign it when it is ready.

Item 16 - Dates of Next Meetings

All The next VHMC meeting will be held on Monday 7 December 2020 at 7.30 p.m. in the Village Hall. This is subject to restrictions on meetings at the time, with the option to hold an on-line meeting as an alternative.

There being no further business the meeting closed at 8.25 p.m.