

# BREDFIELD VILLAGE HALL & PLAYING FIELD

## MANAGEMENT COMMITTEE MEETING

### HELD ON

Tuesday 10 August 2021 at 6.00 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, Denise Causier (Play Area),  
Patsy Ginn (Tennis Courts).

**Co-Opted** Chris Woods

**Action** **Item 1 - Apologies** Tim Dean (Bar), Matt Blowers (Playing Field), Lesley Jessup (Bowls Club), Janet D'Arcy (Parochial Church Council)

#### **Item 2 - Minutes**

The Minutes of the last Meeting held on 17 May 2021 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 summarised funding for the project to install solar panels and batteries. The Shop has agreed to contribute £1,000 and the District Council's Community Partnership has agreed A contribution of £2,000. It is hoped that the Bredfield Townlands Charity might offer a contribution £1,000 and she is waiting to hear if the County Council will provide any funds.

She reported that the Parish Council had arranged for locks to be fitted to the trade waste bins to limit their use to the Shop, Hall and Bowls Club. There is a key in the kitchen and the bar.

She noted that the wood chippings had been laid in the play area and that two Pop-Up-Bar events had been held after Covid 19 restrictions were relaxed.

##### Secretary

David Ha. stated that updates on all matters would be covered under the Agenda items.

##### Treasurer

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

Current Account	£16,208
PayPal Account	£1,154
Savings Account	£20,141
Total	£37,503

Stephen noted that expenditure for the year to date was £5,800 with income from hiring of £2,542. The Pop-Up-Bars had generated £131 net profit, although actual profit is more as stock has been accumulated for future sales. The Hall's financial position is strong, notably due to the receipt of Covid-19 Business Support Grants.

#### Booking Secretary

Tony reported that most of the regular hirers had now returned with the addition of Bounce fitness classes and new Contemporary Dance classes were starting in September. Sue Staziker's Yoga classes had been at the hall for many years, but she has moved away. Her Thursday session is being taken over by a new hirer in September. Cathie Shuster is resuming her Wednesday Yoga classes in September. He expects that Art and French classes might resume then too.

He noted that the hall is attracting more Children's parties and he has a number of Wedding parties booked.

He thought that events were largely following the Hall's Covid guidance, although large adult parties were yet to be held.

TB Tony stated how a request to hold tapdancing lessons had been discussed with the officers and he would be writing to decline.

#### **Item 5 – Current Conditions for Hall Hire during Covid-19**

David Ha. reported that following the relaxation of restrictions on 19 July the Hall had issues Version 11 its Special Conditions of Hire. These are published on the Hall's website <https://www.bredfieldvillagehall.org.uk/media/other/40197/BVHSpecialCovidHiringConditionsV1119-7-21.pdf>. The hirer is responsible for ensuring that Government advice / guidance is followed. The Hall encourages social distancing, good hygiene practice and the use of the Hall's QR code.

#### **Item 6 – Review of Development Projects**

DHa./ SC/  
TB/AH David Ha. reported that he had met with the contractor Ivy Solar earlier in the day. Work has been delayed due to availability of scaffolders. It is hoped this can be erected this weekend or early next week. As he is unavailable, he will send Ollie Taylor of Ivy Solar a call down list for Stephen, Tony or Anne as contacts for starting work. The contractor has been asked to clear the scaffolding by 28 August when a wedding party is booked.

DH/DHe. The work is likely to will interrupt power for a period. The contractor was asked to carry out work in the afternoons. Ollie will liaise with David Hepper about the effect on the shop as necessary. The contractor was asked to avoid disrupting power when the hall is hired and directed to the website calendar.

No further projects are planned at present.

### **Item 7 – Review of Maintenance Work**

- DHa. David Ha. noted that the signs on the hall and at the car park entrance were becoming discoloured. It was agreed that he would investigate replacement like for like and report back with costs for decision on when this was needed.
- DHa./AH David Ha. noted how a work party had had responded to a request to spread the new wood chippings over the play area, hopefully this could be repeated for redistributing gravel in the car park.
- DHa. David Ha. noted that a number of small maintenance jobs have been carried out, their remain other that he will review with others in the Maintenance Team.

### **Item 8 – Review of Fundraising and Entertainment Events**

Anne reported that a new Fundraising Sub-Committee of her, Chris and Yvonne Woods, Tim Dean and Hilary Harker had met and the following events were scheduled:

13 August	Pop-Up-Bar from 6 pm
22 August	Picnic 1-6 pm, bring your own food with bar and ice cream sales.
17 September	Small Quiz in the Field Room / Pop-Up-Bar
1 October	Pop-Up-Bar
22 October	Large Hall Quiz with Kath Woods as Quiz mistress ( <i>updated to Anne</i> )
27 November	Christmas Fair
17 December	Carols with bar

- AH/TD Anne is seeking more volunteers to run a session at a Pop-Up-Bar and will review what happened to the WhatsApp group with Tim.
- All Anne also asked for help in seeking prizes for the Xmas Raffle from local businesses,

### **Item 9 – Review of Use of the Playing Field**

Anne reported that some 30 people had met one evening in July to play with footballs on the playing field. There had been a lot of noise and she had spoken with them. Further complaints had been received and Matt had visited on another occasion and spoken with a group. There have not been repeats recently.

- MB The goal nets and goal mouths are deteriorating. Matt is in discussion with Robert Green of Kesgrave Kestrels U13s, who are regularly hiring the pitch to review how to address this.
- TB Tony noted that if matches coincide with another large event at the Hall or Bowls Club car parking can overflow onto the street. He was asked to liaise with Football Club when he knew of a clash.

### **Item 10 - Constitution – Review of Changes**

David Ha. described minor updates to Version 8 of the Hall's Constitution:

- Reference to the Hall's Cleaner providing a service after an event has been removed.
- The use of the playing field has been added to the Hall's Terms and Conditions for Hire.
- Following discussion it was agreed to reduce the maximum numbers that could be accommodated in the hall to reflect the endemic nature of Covid-19 and advice from ACRE.

- DHa. An updated version of the Constitution will be published on the website shortly.

**Item 11 - AOB**

CW Chris volunteered to dispose of an empty helium gas cylinder left by a hirer when he visits the Foxhall waste site.

**Item 12 - Dates of Next Meeting**

All It was agreed to hold the next meeting on Tuesday 7 December at 6.00pm in the Village Hall.

There being no further business the meeting closed at 6.45 p.m.