

## BREDFIELD VILLAGE HALL & PLAYING FIELD

### MANAGEMENT COMMITTEE MEETING

#### HELD ON

Monday 10 December 2018 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), Janet D'Arcy (Parochial Church Council), Patsy Ginn (Tennis Club), Lesley Jessup (Bowls Club) – joined at the meeting.

Co-Opted Allison Chaplin

**Action** Item 1 - Apologies Marc Coker, Denise Causier (Play Area),

##### Item 2 - Minutes

The minutes of the last Meeting held on 20 August 2018 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 asked the committee to promote the use of the new website by the community.

###### Secretary

David Ha. reported that he had re-entered trustees details with the Charity Commission. The CC now sends an email to trustees when their details are changed. The CC only publishes the full names of trustees on its website.

Dan Rose has resigned as the Bowls Club Member of the Committee and as a Trustee. Anne offered thanks to Dan for serving on the Committee for the last two years.

###### Treasurer

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

Current Account	£21,217
Savings Account	£4,788
Investment Account	<u>£5,254</u>
Total	£31,259

Income v Expenditure for the year to date after allowing for ring fenced sums was £1,700.

SC Stephen reported that there was still a problem with him replacing the previous treasurer as signatory on the NS&I Investment Account. He will investigate if there are other signatories.

PG He reported an income of £120 from Tennis Court use. Patsy holds another £90 that she will transfer to him.

#### Booking Secretary

TB Tony reported that bookings for children's parties remained buoyant. Sue Staziker was transferring her Tuesday morning Yoga class to Ellie Pendle-Lowe from January. The Suffolk Early Learning Group was restarting meetings at a reduced frequency of 1 per month. He had received an enquiry from a Salsa Dancing group to meet on Monday evening, which is free since the Just 42 Youth Club suspended its booking. He will inform Just 42 before accepting the new booking.

DHa. The hall key has been missing from the key safe on 2 occasions recently. David Ha. will put the phone numbers for the elected members, who all hold keys, in the key safe. Hirers can contact them for entry if locked out.

#### Item 5 – Bowls Club Representative

Anne welcomed Lesley, who was joining the committee as the appointed representative for the Bowls Group and a trustee, following Dan's resignation due to changing work hours. The committee approved her appointment.

DHa./LJ David Ha. referred to the lack of any documentation on the relationship between the Bowls Club and the Village Hall. He asked if Lesley could liaise with the Bowls Club Committee on whether its proposed constitution would include this. He suggested that a complementary section could be included in the Village Hall's constitution, or the two bodies could adopt a memorandum of understanding for the benefit of future committees.

#### Item 6 - Village Hall Website and Online Booking System

SC/TB Stephen reported that he had added to the <http://www.bredfieldvillagehall.org.uk/> website content, with assistance from Anne and David Ha., to include new pages and additional information. They would share maintaining and updating content. He is liaising with Tony on transferring e mails on booking enquiries to [booking@bredfieldvillagehall.org.uk](mailto:booking@bredfieldvillagehall.org.uk) and standing down the <http://www.bredfield.org.uk/> website that he has maintained for many years.

AC Allison suggested that the Village Hall should have accounts on Facebook and Twitter that could be used to publicise events. She will look into creating and maintaining these.

DH David Ha. has registered the website to advertise the Hall for hire through Hallshire <https://www.hallshire.com/halls/view/5271/bredfield-village-hall> and Suffolk Village Halls <http://www.suffolkvillagehalls.co.uk/hall.php?h=Bredfield+Village+Hall>

DHa./TB Allison queried what the Village Hall policy was on hirers making excessive noise, such as that at experienced from a Techno Disco in the summer. David Ha. will look into noise regulation rules and review the Terms and Conditions of Hire to add more specific wording on hirers limiting disturbance and noise. Tony will consider the implications of noise when taking bookings.

### **Item 7 - Development Proposals : Progress Report**

Anne summarised the grants secured to date for the proposed extension, which total £8k, included the latest one of £3k from The Garfield Weston Foundation.

Stephen confirmed that the Hall funds include £4.5k from fundraising events for the extension and that an additional £7.5k could be taken from accumulated funds, while leaving a reserve of £12.5k. The current sum available for construction is £20k.

AH/All

David Ha. stated that the cost of the proposed structure, heating & lighting and flooring was estimated at £26k. Anne is progressing further grant applications to meet the shortfall with Viridor and the Princes Countryside Fund. The Committee were asked to let her have suggestions for any other grant aiders.

David Ha. outlined a draft programme for the project: with construction work by volunteers on a roof extension in May, followed by letting a main contract to Waveney Conservatories in June for construction in August and completion in early September.

Further fundraising and work would be required to convert the storeroom to a bar / serving area and to provide a new patio seating area.

### **Item 8 - Review of Maintenance Work and Resourcing**

DHa./SC

David Ha. reported that work had been completed on repointing the front wall brickwork; replenishing the car park gravel; annual hall floor and wall cleaning; a deep clean of the kitchen and a manhole cover replacement. The maintenance list has been updated for action by the maintenance team.

David Ha. reported that he had been in touch with the contractor for the flat fibreglass roof about ongoing maintenance against cracking. Although currently serviceable the flat rooves over the hall and shop will need replacement in the medium term.

Allison asked if the Hall had a sinking fund for asset replacement and maintenance work. Stephen and David Ha. replied that the annual income from hiring funded minor items and that historically grant applications had been made for major ones.

### **Item 9 - Update from Fundraising / Entertainment Sub-Committee**

All

Anne summarised the sums raised from the Summer Barbeque, Quiz Night and Christmas Fair as some £2,000. The remaining event for this year was Carol Singing Friday 21 December. She asked for assistance with setting up from 5.45 p.m. on the day.

AC/All

Allison is developing a programme of fundraising and entertainment events for 19/20 for discussion at the next meeting. She is considering a Race Night and social 'get togethers', alongside repeating the Barbeque, Quiz Night and Christmas Fair. It was suggested that the village could be canvassed through an insertion in The Lantern or a separate mail drop flier. Any suggestions for events should be passed to Allison.

### **Item 10 - AOB**

All

Anne asked for views on Robin D'Arcy request to put a board at the car park entrance to publicise an open day at The Meadows Lodges in Ufford Road on 23 December from 11 a.m. to 1 p.m. This was agreed to.

Janet reminded those present that they should RSVP to [info@meadowlodges.co.uk](mailto:info@meadowlodges.co.uk) if they would like to attend.

**Item 11 - Date of the AGM and Next Meeting**

TB

The AGM will be held on Friday 26 April at 7.00 p.m. in the Village Hall.

The format to be the same as that used for the last 2 years of a meeting to which the community is invited to receive officers reports, ask questions and elect a new committee; followed by a social discussion with the new committee.

The first meeting of the new committee will be held on Monday 29 April at 7.30 p.m. in the Village Hall (or the Church Room if the Hall is booked)

There being no further business the meeting closed at 8.30 pm.