

BREDFIELD VILLAGE HALL & PLAYING FIELD

MANAGEMENT COMMITTEE MEETING

HELD ON

Tuesday 12 December 2023 at 6.00 p.m. 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 and Village Shop),

**In Lieu of Organisations
i.a.w. Clause 8** Stephen Seargeant (Play Area and Tennis Courts)

Co-Opted Chris Woods, Tim Dean

Action

Item 1 - Apologies

Apologies were received from: Chris Norman, Janet D'Arcy, and Matt Blowers

Item 2 - Minutes

The Chair signed the Minutes as a true record.

Item 3 - Matters Arising

There were no matters arising.

Item 4 - Brief Reports

Chair

Anne stated that all her items to report on were covered by the Agenda items below.

Secretary

SC David Ha. reported how, as the VH contact, the Charity Commission send him occasional emails to be forwarded to Trustees. He will send out the latest with the Minutes for comment. He reported that he had submitted the Annual Report to the Commission on behalf of the Trustees. It can be viewed on the Charity commission website. The Commission are requiring more information from the Hall each year, reflecting increased interest in the way charities operate.

He reported that, following the need to remind dog owners that dogs were not allowed in the hall, new signs had been put up by the main and Field Room entrances. New signs have also been placed in the Play Area.

Treasurer

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

Current Account	£12,176
PayPal Account	£318
Savings Account	£20,353
Cash	<u>£1115</u>
Total Funds	£33,962

He noted that Barclays Bank Woodbridge branch had been closed. Cash and cheques now had to be paid into the current account at a local post office, or more distant branches. Barclays had asked him for details on all Trustees as listed by the Charity Commission. Following discussion with the bank over the checks needed for money laundering, it was accepted that information was needed for just the 3 account signatories

Stephen C noted that income from the October Quiz was £436 with £1154 from the Xmas Fair. The Pop-Up-Bar continued to provide a steady income, augmented by sales at the new monthly Book Club meetings. As an overview income was good and hirers were paying promptly.

Booking Secretary

Tony reported that hires remained steady with some build-up of enquiries towards Xmas.

Kesgrave Kestrels football matches were being booked to accommodate their fixtures, but recent wet weather and then frost had led to cancellations; meaning they will need to be rebooked, potentially at short notice.

Item 5 - Review of Development Projects

David Ha. reported that he had received an enquiry from the Parish Council about their list of potential projects by the Hall for funding from the Community Infrastructure Levy. It was agreed that the need for more solar panels and an air source heat pump could not be justified; but that replacement of curtains and carpets in the hall, would be retained as a medium to long term project.

The list also included resurfacing the tennis courts, which apart from some ingress by mares tail are sound. This led to consideration of the use of the tennis courts and the possibility of converting the court nearest to the Play Area into a Multi-Use-Games-Area for junior football, basketball etc.

He had contacted Playdale, who installed the existing Play Area in 2015, for budget prices for installing Play Walls or a MUGA enclosure. He passed round sheets with a summary in information from Playdale (copy to be sent with the Minutes).

DHa. It was agreed that he would arrange for a free consultation with Playdale's local rep in the New Year and notify the committee for those interested in meeting him. A discussion with the community could be linked to the AGM in April.

David He. and Stephen C were asked about the potential availability of funds from the CIL and Hall respectively. They each thought that up to £10K might be available. The need to apply for grants and the options from other suppliers can follow if there is support for the project.

Item 6 – Review of Maintenance Work

David Ha. reported that there was a fault with the control for the Field Room heaters. An electrician has been booked to resolve the problem.

- DHa./TB The Hall received an email from East Suffolk Council on the need periodic inspection of the hall's electrical system by a competent person. David Ha. and Tony will discuss what might be needed with the electrician visits to rectify the heater problem.
- SC Anne stated that she had received an email from East Suffolk Council about Play Area inspections. Stephen C. will contact the Council to discuss.

Item 7 – Review of Fundraising and Entertainment Events

- AH Anne stated the last planned event of the year would be the Pop-Up-Bar with Carols on Friday 15 December. She will be arranging a meeting of the Fundraising and Entertainments Sub- Committee shortly to discuss a programme for the next 6 months. Dates already booked are:
- | | |
|----------------|-------------|
| Pop-Up-Bar | 26 January |
| Pop-Up-Bar | 16 February |
| Macmillan Quiz | 23 February |
| Pop-Up-Bar | 15 March |
| Pop-Up-Bar | 26 April |

- AH She reported that the Burger Van booked with the Pop-Up-Bar in September had given very poor service. However, the idea of combining food with a P-U-B was sound and could be tried again with a different burger/pizza van company. Tony noted that the hall had been booked by a hirer for a 'Pizza Van Launch' on Saturday 3 February, Anne will investigate.

Item 8 – AOB

None were raised.

Item 11 - Dates of the AGM and Next VHMC Meeting

- All The AGM will be on Friday 19 April 2024 at 7 p.m. with drinks and nibbles to follow
- The next VHMC meeting will be on Tuesday 30 April 2024 at 6.00 p.m. in the Village Hall
- There being no further business the meeting closed at 6.40 p.m.