

BREDFIELD VILLAGE HALL & PLAYING FIELD

MANAGEMENT COMMITTEE MEETING

HELD ON

Wednesday 14 December 2022 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) Janet D'Arcy (Parochial Church Council)
In Lieu of Organisations i.a.w. Clause 8	Matt Blowers (Playing Field), Stephen Seargeant (Play Area & Tennis Courts)
Co-Opted	Tim Dean, Chris Woods

Action

Item 1 - Apologies

An apology has been received from Chris Norton who was due to attend for the Bowls Club

Item 2 - Minutes

The Minutes of the last Meeting held on 23 August 2022 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 expressed the Committees condolences to Lesley Jessup's family following her death in November. Lesley had served as the Bowls Club representative and a Trustee since 2018. Anne and David Ha. attended Lesley's funeral.

She reported that the October Quiz night had raised £374 for Hall funds and the Christmas Fair £1297. She thanked David He. for setting the Quiz and being Quizmaster.

Secretary

David Ha. stated that he had reported a car abandoned in the Hall car park to East Suffolk Council. It had been removed once the period of notice had expired.

He noted that the Special Covid Hiring conditions, notices and sanitising and cleaning materials were in still in place. It was agreed they should remain over the winter months.

Treasurer

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

Current Account	£17,619
PayPal Account	£181
Savings Account	<u>£20,161</u>
Total Funds	£37,961

He noted that the income level for this year was good with £11k received from hirers and a net profit from the bar of £1,393. Fundraising events had added to income, which was above pre-Covid levels.

He reported that he was disputing billed electricity charges with Eon and stated that the impact of increased energy prices would be covered under Item 6

Booking Secretary

Tony noted that the main area of growth in hiring was for Children's parties. Ballroom Dance practice continued to provide a significant income. Holly Haste had taken over as the organiser of the Bounce sessions and he was liaising with her about fitting in bookings with other regular hirers.

- TB Tony reported on the experience of empty Vodka bottles left on the Playing Field and Pizza on the Field Room wall after a recent 16 year old's birthday party. He had informed the Committee prior to the meeting of a request for another party in January and was seeking advice to respond to the request.
- DHa./TB It was agreed that although older teens parties would not be refused, they could be subject to a higher hiring charge and a substantial deposit. David Ha. will prepare an additional clause for the Hiring Conditions and a statement for the website Charges page that the Hall may request a special deposit and make higher charges for some types of events. Tony was given guidance that a hire charge of up to £300 and special deposit of up to £200 might be appropriate for such events.
- SC Stephen stated that one-off hirers were invoiced for payment prior to their event and that regular hirers were invoiced a month in arrears. He reported that a remaining part payment for a wedding in June was outstanding and, after a final request, he will be making an online application to the small claims court.

Item 5 – Change of Bowls Club Representative

- DHa. David Ha. reported that Roslyn Kemp, the Bowls Club Secretary, had informed him In October that Lesley Jessup had resigned as their representative due to ill health and that the Club was nominating Chris Norman to replace her. It was agreed that he would be adopted onto the Committee as a Trustee. David Ha. will contact him to complete the formalities.

Item 6 – Review of Energy Suppliers and Costs

- SC Stephen reported that he had sought quotes for a new electricity supply contract and that he had negotiated renewal with Eon for a one year as the cheapest option. There has been a large increase in electricity costs and based on historic levels of consumption the charges for the coming year are forecast at £1,200 for the hall and £4,800 for the Shop, net of savings from the Government Energy Bill Relief Scheme and generation from the solar panels. This represents a doubling of electricity costs from the old contract. It was agreed that with the

current healthy state of finances and hires the Hall would be able to absorb the increased cost.

All agreed with Chris that Stephen should be thanked for his efforts in securing the best price possible for the electricity to the Hall and Shop for the next year.

David He. stated that the increased costs for the Shop were significant and that savings had been instigated through removing a freezer, with LED lighting to be installed in the New Year.

Stephen stated that he is receiving monthly bills from Eon and will be applying a split of the electricity bill of 80:20 between the Shop and the Hall. He had discounted changing from single to dual tariff rates, as there would be no benefit.

- SC Stephen stated that the central heating oil needs replenishing and he will place an order shortly. The cost of £1/litre is double that of a year ago, but can be accommodated within the Hall's budget.

Item 7– Review of Development Projects

- SC/DHa. Lighting outside the bar and in front of the Shop has been improved. It is planned to install further lights shortly.

- DHa. David Ha. reported that Liz and Rob Whitman had donated a 3m x 6m marquee to the Hall. He will arrange for it to be put up as a trial before it is used next summer.

- TD Tim has been investigating semi-permanent gazebos for protection against rain and sun during events and will be reporting back.

- AH/DHa./SC Anne raised the need for sound insulation in the Field Room, where the hard surfaces resulted raised noise levels as conversation numbers increased. She suggested installing full-length curtains along the wall from the doors into the hall to the bar and will obtain quotes. The Hall had previously received a maildrop from a company that installs sound absorbent panels. David Ha. / Stephen will contact them so that options can be considered.

Item 8 – Review of Maintenance Work

Flat Roofing Replacement

- AH/DHa. David Ha. has previously reported that a representative quote for replacing the 190 m² flat roof over the Hall and Shop was £32k and would mean applying for grants. David He. stated that a further tranche if CIL monies had been received by the Parish Council and that £10-15k might be available on application. Stephen commented that the Hall funds should be able to provide a similar sum. Subject to seeking quotes a similar sum again would be needed from grants. Anne and David Ha. will look into making applications in the new year for possible replacement of the roofing next summer.

David He. confirmed that replacement work would not qualify for funding from the District Councils CIL pot; but new developments, such as a semi-permanent gazebo that could be used by the community as well as the Hall, would.

There were no leaks from the heavy rain in October.

Car Park Surface

- SC Stephen has approached EFM Surfacing, who laid the car park some 10 years ago, and is waiting to hear back from them.

TB Tony had seen an advert for another company repairing tar sprayed gravel surfaces and will contact them for advice.

Shop Exterior Woodwork

The doors and windows to the front and back of the Shop have been treated with sadolin, along with the repaired vegetable rack. The vegetable cupboard has been replaced with a bigger one. The side door will be painted when the weather is warmer. David He. thanked all of those who had helped with the work.

Tennis Pavilion

No further work has been carried out.

Outside Toilet Basins

There have been no further problems with the basin taps in the outside toilets and so no action will be taken for now.

Item 9 – Review of Fundraising and Entertainment Events

Anne reported the events currently planned are:

16 December	Pop-Up-Bar and Carols
28 January	Pop-Up-Bar
17 February	Pop-Up-Bar
24 February	Macmillan Quiz
14 March	Pop-Up-Bar
21 April	Pop-Up-Bar
19 May	Pop-Up-Bar
16 June	Pop-Up-Bar

DHa. The Sub-Committee had discussed an event based on live screening of the Coronation on Saturday 6 May in the Hall.
A TV licence would be required and options are being considered.

Item 10 – Constitution, Governace & Operating Proceedure

DHa. David Ha. described the revisions proposed to Version 9 of the Constitution, Governance and Operating Procedures. He will send a summary with the Minutes. It was agreed that he could go ahead and publish the changes.

Item 10 – AOB

None raised

Item 11 - Dates of the AGM and Next Meeting

All The AGM will be on Friday 14 April at 7 p.m. with drinks and nibbles to follow

The next meeting of the VHMC will be on Tuesday 16 May at 6.00 p.m. in the Village Hall

There being no further business the meeting closed at 6.55 p.m.