

## BREDFIELD VILLAGE HALL & PLAYING FIELD

### MANAGEMENT COMMITTEE MEETING

#### HELD ON

Monday 15 April 2019 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), Lesley Jessup (Bowls Club)

**Action** **Item 1 - Apologies** Marc Coker, Janet D'Arcy (Parochial Church Council),  
Patsy Ginn (Tennis Club), Denise Causier (Play Area),  
Allison Chaplin

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

The minutes of the last Meeting held on 10 December 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 stated that she was writing to the organisations funding the extension asking them to release the monies. She had requested application forms from Adnams with a view to applying for a grant towards the new bar.

###### 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	£26,138
Savings Account	£4,797
Investment Account	<u>£5,254</u>
Total	£36,189

Stephen reported that the accounts for 2018/19 had passed audit by Phillippa Seagers. Anne thanked Phillippa for being the Independent Examiner.

- SC Stephen reported that he has completed all the necessary paperwork and is waiting for NS&I to close the Investment Account . Funds will be transferred to Barclays Savings Account.
- SC Tony questioned the increase in electricity costs in the annual accounts from the previous year, when meter reading show that consumption had reduced. He pointed out that 75% of the cost was born by the Village Shop. Stephen was asked to investigate and report back.
- Booking Secretary
- TB Tony reported that bookings were doing well. A new class for Keep Fit had started on Monday evenings.

### **Item 5 - Village Hall Website and Online Booking System**

- SC Stephen stated that the new website was being updated and was being widely used and all booking enquiries are now to [bookings@bredfieldvillagehall.org.uk](mailto:bookings@bredfieldvillagehall.org.uk)
- SC Tony reported that some booking enquiries did not provide sufficient information. Stephen will revise the booking form to include times required and number of people and to add a headline to remind prospective hirers to check availability on the calendar before making an enquiry.

### **Item 6 - Development Proposals : Progress Report**

Anne confirmed that the extension was now fully funded and it was agreed that the project should proceed.

David Ha. stated that a programme of work for the extension has been developed, starting with adding an extended gutter to the hall roof to support the new roof. This would take place during May by volunteers from the community. The contractor, Waveney Windows can then measure the site for the main structure for building on site during August. Work on heating, lighting, and flooring would follow with a view to completion in early September.

- All/DHa. There would be follow up work on a new patio and conversion of the storeroom to a bar and vice versa. Outline plans had been drawn up for consideration, which followed the meeting. Budget estimates for the work had been costed at £7k for the Bar, £3k for the patio and £500 for the storeroom. Copies are available from David Ha.
- SC/AH/All The need for funding was discussed. Anne will request funding of £2,355 from Adnams for electrical fittings for the Bar. The remaining total cost of some £8k would be met from Hall funds and grant applications. Stephen was asked to advise on the funds available from the Hall and Anne will consider where requests for funding could be made. The committee were asked to consider where funds might be available.
- SC The provision of broadband in the hall was discussed. This would facilitate use of a payment card reader in the Bar and Wi-Fi in the hall and shop. Stephen was asked to investigate using Freeola, who host the Hall's website, as a service provider on the landline that goes from the hall to the shop. Under this arrangement the Hall and the Shop could share costs.

### **Item 7 - Review of Maintenance Work and Resourcing**

- DHa./SC David Ha. stated that the grass cutting season had started again and any assistance would be appreciated.
- DHa./AH An annual deep clean and paint touch-up was planned for the summer. A request for assistance will be made nearer the time.
- DH/DC/PG David Ha. will review maintenance work on the Play Area and Tennis Courts with Denise and Patsy.

### **Item 8 - Update from Fundraising / Entertainment Sub-Committee**

- AH Allison was not present at the meeting and had not submitted a report. Anne will contact Allison to review her plans for the coming year.

### **Item 9 – Memorandum of Understanding with the Village Shop**

- David Ha. tabled a Memorandum of Understanding drawn up between the Village Hall Management Committee and the Community Interest Company that manages the Village Shop. The MoU describes each body's responsibilities and liabilities. The MoU was agreed by the Committee and Anne and David He. signed a copy on behalf of the Hall and the Shop.
- LJ Lesley was asked to make the Bowls Club committee aware of the MoU with the Shop and to ask if it was appropriate to draw up a similar one with the Club.

### **Item 10 – Constitution, Governance and Operating Procedures**

- DHa. David Ha. tabled Version 6 of the Constitution etc. and a summary of the changes from Version 5. The committee approved the new version that will be published on the website shortly.

### **Item 11 – Declaration of Acceptance of Trustees**

- DHa. Those Trustees present at the meeting signed the declaration for 2019/20. David Ha. will contact those not at the meeting with a view to them signing.

### **Item 12 - AOB**

- SC Tony reported that he had received an enquiry from a company wanting to place a clothes and shoes bank in the car park. The Hall would receive £350 per tonne collected. It was agreed that the Hall should proceed as a benefit to the community and to Hall funds. Stephen will contact the company to complete an agreement. Stephen reported that a payment had been received from Boulton Bros for the paper bank of £345 which represented back payment for many years.

**Item 13 - Date of Next Meeting**

The next meeting will be on Monday 19 August at 7.30 p.m. in the Village Hall.

TB

(Tony to check on hall bookings for that week and book if possible – otherwise the meeting will be held in the Church Room)

There being no further business the meeting closed at 8.20 pm.