

**BREDFIELD VILLAGE HALL & PLAYING FIELD**

**MANAGEMENT COMMITTEE MEETING**

**HELD ON**

**Tuesday 15 August 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), Chris Norman  
(Bowls Club)

**In Lieu of Organisations  
i.a.w. Clause 8** Matt Blowers (Playing Field)

**Co-Opted** Chris Woods

**Action**

**Item 1 - Apologies**

Apologies were received from Janet D'Arcy, Tim Dean and Stephen Seargeant

**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 noted that work had recently taken place to resurface the car park, re-felt the flat roofing and carry out a deep clean of the kitchen.

**Secretary**

SC David Ha. stated that the East Suffolk Council were consulting over changes to Premises Licences and had requested comments by 28 August. Stephen C agreed to look at the proposals and respond as appropriate.

All other items to report on were covered under the Agenda Items below.

**Treasurer**

Stephen C reported that the current balances in the Hall's accounts had reduced significantly following expenditure on the car park and roofing they now stand at:

Current Account	£8,696
PayPal Account	£269
Savings Account	<u>£20,229</u>
Total Funds	£29,194

He noted that monthly income remained steady at around £1,000 a month; although regular bookings for ballroom dance practice have been lost for now due to a dancer's injury.

Stephen stated the County Court judgement for no payment had now been made. He will query for the next steps. He noted that cases for non-payment were rare and one-off hirers were now being asked to pay in full before their event. Generally, all payments were being received promptly.

SC Stephen has reached agreement with Eon over the issue of inaccurate billing and is in discussion with them over renewal of the electricity contract in November.

Booking Secretary

Tony reported on good feedback from hirers on the standards at the hall in comparison to others. Bookings for weekend childrens' parties remained buoyant.

TB Tony had received booking dates until the end of January for Kesgrave Kestrels home matches for kick off at 10.00 on Saturday mornings. It was accepted that hiring the field and use of the car park could overlap with bookings for the hall. Tony will notify the hall hirers when necessary.

TB Tony noted that he will be away on holiday at times during the next month, but will still be responding to enquires and liaising with hirers as usual.

**Item 5 – Review of facilities included in the hire charges**

Stephen C explained that the published charges did not include the use of the Field Room when the main hall was booked, but that hirers often used it. It was agreed that the table on the website would be amended to include the Field Room with the basic charge and that a higher charge would only apply if the bar was required.

SCo. Stephen will change the website and will revise the booking enquiry form to ask hirers to tick the facilities they would use from: Hall with Kitchen II Field Room II Bar II Playing Field.

Chris N asked if the tennis courts were included in the hall hire. Stephen explained the separate charges and noted that payments received had fallen considerably this year; although usage had not.

The charges for 24/25 will be reviewed in February.

**Item 6 - Review of Development Projects**

David Ha. stated that there were currently no development proposals being progressed.

David He, asked if there was any benefit in installing a ground source heat pump. David Ha. thought that these was best at providing a steady level of heating, rather than the high level needed during short periods of hire. Heating demand in the shop is low due to the heat coming from the fridges. Stephen noted that the oil heating bill was around £500 with another £100 or so for servicing each year, so payback would be lengthy. The need for a scheme can be reviewed if external funding was available.

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

### **Flat Roofing Replacement**

The flat roof had been re-felted by East Anglia Roofing at a cost of £17,022.

### **Car Park Surface**

The pot holes in the car park had been repaired, an area rebounded with tar and 6 tonnes of shingle laid by EFM Surfacing at a cost of £2,528.

### **Water Leaks**

David Ha. reported that Smart AIM plumbing had identified the leak causing the increased water consumption as one of the halls internal stop cocks. This has been repaired. The company had also dealt with a later burst pipe on a cistern feed in the ladies toilets. Opportunity was taken to fit new push button flushes to both toilets.

### **Play Area**

All Stephen Co reported that 4 tonnes of wood chips had been delivered. It was agreed that a work party would meet to spread them on following Wednesday morning.

### **Gutter Cleaning**

CW/DHa. David Ha. noted that now that the flat roof has renewed the gutters could do with clearing of grit etc. before the winter. Chris W offered to help.

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

AH Anne listed the planned programme of events as:

Sunday 27 August	Picnic with a bring along finger food buffet and Bar
Friday 29 September	Pop-Up-Bar with Burger Van by <a href="https://gourmetgrillmasters.com/">https://gourmetgrillmasters.com/</a>
Saturday 14 October	Games Night with baked potatoes and Bar - £10 with bingo (Anne asked for loan of 'quick games' and a bingo drum / board)
Friday 10 October	Quiz Night - £12 with fish and chips
Wednesday 22 November	Hall decoration
Saturday 25 November	Xmas Fair
Friday 15 December	Pop-Up-Bar and Carols

## **Item 9 – Declaration of Acceptance by Trustees for 2023/24**

The Declaration was further signed.

## **Item 10 – AOB**

None were raised.

## **Item 11 - Date of the Next Meeting**

All The next meeting of the VHMC will be on Tuesday 12 December 2023 at 6.00 p.m. in the Village Hall

There being no further business the meeting closed at 6.40 p.m.