

BREDFIELD VILLAGE HALL & PLAYING FIELD

MANAGEMENT COMMITTEE MEETING

HELD ON

Monday 15 December 2025 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 Representatives
of Village Organisations:** David Hepper (Parish Council and Village Shop),
Christine Johnson (Parochial Church Council),

**In Lieu of Organisations
i.a.w. Clause 8** Lynn Taylor (Book Club),

Co-Opted Chris Woods, Tim Dean

Action

Item 1 - Apologies

Apologies were received from: Stephen Sargeant (Play Area); Chris Norman (Bowls Club),

Items 2 Minutes

The Chair signed the Minutes of the meeting on 18 August as a true record.

Item 3 - Matters Arising

There were no matters arising.

Items 4 – Appointment of a Parochial Church Council Representative

Anne welcomed Christine Johnson to the committee to represent the PCC, following Paul Cannard's resignation. Christine was returning to the committee after a break of some 30 years when she represented the Mother and Toddler Group.

Item 5 - Brief Reports

Chair

Anne noted that recent successful events were the annual BVH Quiz and the Christmas Fair that had raised £1600, including sales by Lynn's team in the morning to Wickham Market U10 footballers and supporters.

Anne reported that Chris Woods was willing to stand as Chair at the AGM in April when she would stand down. She was willing to remain a trustee for 26/27 and to continue to chair the Entertainments Sub-Committee.

CW She stated that Chris would be attending Community Action Suffolk's next Village Halls and Community Building Conference, as an introduction to the new role.

Secretary

David stated that the Parish Council has bought the new bench on the patio. It will be moved to behind the shop at some point.

He reported that the Hall's Annual Report and Accounts has been uploaded to the Charity Commission's website, which requires more details on the Charity each year.

Treasurer

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

| | |
|-----------------|-------------------|
| Current Account | £14,900.03 |
| PayPal Account | £327.13 |
| Savings Account | <u>£10,736.17</u> |
| Total Funds | £25,963.33 |

Stephen reported that regular monthly income from hires was now around £1,200 and that there were currently no debtors.

SC He reported that the claim for reimbursement of £606 from Eon was due to be heard by the Small Claims Court in February. The new electricity contract with Octopus was going much better.

Booking Secretary

Tony stated that he had nothing specific to report; increased hirings were reflected in the increased income.

Item 6 – Review of Development Projects

Stephen reported that he had not been able to fix the electronic digital lock to the new entrance doors yet as the hall was booked so frequently! He will endeavour to do so over the Christmas break.

David Ha. reported how residents close to the MUGA were still raising concerns about the sound of footballs hitting the wire mesh goal ends and that he and Anne had met with the Council's Environmental Protection Team.

DHa. He had discussed the issue with the supplier, Zoan, that had suggested a visit by John Bracewell; who has many years of experience addressing such matters. This could potentially identify any inherent problem with the installation and show that the Hall was not complacent over the resident's concerns. It was agreed to arrange for a full day's visit in the Spring to investigate / rectify at a cost of £700.

DHa. David Ha. stated that discussions with Zoan had indicated that retrofitting rubber washers to the perimeter fence might reduce the noise generated when it was hit by a stray ball. He will purchase some washer from Zoan and fit them to the fence facing the Play Area as a trial before the Spring.

All The Committee was invited to let any of the 'Hall's Officers' know if they had a proposal for development works in 2026, prior to the annual Development Sub-Committee's meeting in February.

Item 7 – Review of Maintenance Work

David Ha. reported on recent maintenance work including the annual hall deep clean; servicing of the oil boiler; servicing the dish and glasses washers and repairs to the Field Room guttering.

- DHa. He noted that the portable wheelchair ramp that was used on the doors from the hall to the patio had ‘disappeared’ sometime during the last few months. As no one had seen it either it was agreed that he would purchase a new one at a cost of £190.

Item 8 – Review of Fundraising and Entertainment Events

- LT Anne reported that the rota for buying stock and staffing at Pop-Up-Bars was working well and that income from these and the Book Club evenings was strong. Following the success of the bacon baps for Wickham Knights footballers Lynn will be repeating this for selected matches.

Anne stated that the following events were being arranged:

| | |
|------------------------------|---------------------|
| Pop-Up-Bar with Carols | Friday 19 December |
| Pop-Up -Bar | Friday 30 January |
| Pop-Up-Bar with Chinese Food | Friday 20 February |
| Macmillan Mammoth Quiz | Friday 27 March |
| Pop-Up-Bar | Friday 24 April |
| Pop-Up-Bar with Pizza Van | Friday 29 May |
| Pop-Up-Bar | Friday 26 June |
| Pop-Up-Bar | Friday 31 July |
| Pop-Up-Bar with Burgers | Friday 28 August |
| Pop-Up-Bar | Friday 25 September |
| Pop-up-Bar | Friday 23 October |
| Village Hall Quiz | Friday 30 October |
| Christmas Fair | Friday 27 November |

Item 9 - Discussion of the Policy for the Control of Dogs on the Playing Field

Anne noted how there were continuing complaints from users of the Playing Field and Play Area of dog fouling, notably from Simon Dickens who cuts the grass and arranges the U10 football matches.

David Ha. had circulated a discussion note on dog controls inside the hall and on the Playing Field with reference to what controls and enforcement options were available to the Committee, and some draft changes to policies to include in the Hall's Operating Procedures.

Discussion included the Notices displayed, the introduction of a Dogs and Leads request and fencing of the Play Area.

- DHa. It was agreed that the Constitution would be revised to better describe the policies; that Notices on display would be reviewed and improved where necessary. The Sub-Committees' meeting in February will further consider the benefits of erecting Dogs on Leads notices and fencing the Play Area.

It was agreed that Guide and Assistance Dogs were allowed in the Hall, but that Emotional Support Dogs would not normally be.

Item 10 – Registration of the Hall as an SCC designated Emergency Plan Rest Centre

DHa./DHe. David He. described how the Parish Council has recently adopted an Emergency Plan that identifies the Village Hall as a designated Rest Centre, as part of wider County and National emergency planning. The Bredfield PC Emergency Plan names David Ha. as one of the Co-ordination Group. It was agreed that the Hall's Constitution would add this role to both the Chair's and Secretary's duties and that Chris W's name could be added to the Co-ordination Group.

Item 11 – Registration of Lottery Return signatories

DHa. This year Stephen C. replaced Anne as the promoter of the Hall's Christmas raffle. The Hall is required to make a Statement of Lottery Returns to East Suffolk Council. The Hall's Constitution currently states that the Chair is the promoter. It was agreed that the Constitution will be amended so that the Treasurer or Chair is the promotor with the Chair or Treasurer otherwise acting at a signatory to the Declaration alongside the Secretary.

Item 12 – AOB

There were no matters raised

Item 13 - Dates of for the AGM and the next VHMC Meeting

All The AGM will be on Friday 10 April 2026 at 7 p.m. in the Village Hall, to be followed by drinks and snacks for those attending.
The next VHMC meeting will be on Monday 27 April 2026 at 6.00 p.m. in the Village Hall

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