

**BREDFIELD VILLAGE HALL & PLAYING FIELD**

**MANAGEMENT COMMITTEE MEETING**

**HELD ON**

**Tuesday 16 May 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** Stephen Seargeant (Play Area & Tennis Courts)

**Co-Opted** Chris Woods

**Action**

**Item 1 - Apologies**

Apologies were received from Janet D'Arcy, Tim Dean and Matt Blowers.

**Item 2 - Minutes**

Chris N pointed out that his name had been misspelt in Item 1 (Apologies) of the Minutes of the last Meeting held on 14 December 2022. The Chair corrected this and signed the Minutes as a true record.

**Item 3 - Matters Arising**

There were no matters arising.

**Item 4 - Brief Reports**

**Chair**

Anne noted that the celebrations to mark the coronation of Charles III had gone well with a good attendance to watch the coronation on the big screen and share lunch afterwards.

**Secretary**

David Ha. stated that all items to report on were covered under the Agenda Items below.

**Treasurer**

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

Current Account	£18,556
PayPal Account	£182
Savings Account	<u>£20,186</u>
Total Funds	£38,924

He noted that the operating profit for the year to date was £1,347 with income from hiring of £1,890 and £328 from the bar.

Stephen C. reported that the cost of grass cutting and weed control had increased to some £2,200 a year due higher charges from both Vertas and Simon Dickings. It was agreed that the alternative of asking for volunteers was not viable.

Anne asked about progress with the case to recover an unpaid hire charges. Stephen C stated that it was being progressed through the County Court and that otherwise payments were all being receive promptly.

Stephen reported that he was withholding payment to Eon over their inability to provide accurate bills due to double counting electricity meter readings.

#### Booking Secretary

TB Tony reported that there had been a problem with the overlap of a hire to the Flagship Group for their annual meeting with a Chi Kung session. This had occurred after Flagship had extended their hire period after the original booking was made. In the event they left in time for the Chi Kung event, although they were given assistance to clear away. There had also been an issue with the number of cars parked by Flagship. It was agreed that if they book again they be asked to park on the playing field.

TB Chis N stated that the Bowl Club would be hosting a corporate event on Thursday 15 June. There would a large number of cars and a pizza van to accommodate. Tony was asked to liaise with Roslyn Kemp on access to park cars on the playing field.

Tony noted hiring for Children's parties remained strong.

### **Item 5 – Review of Development Projects**

David Ha. noted that acoustic panels had been installed in the Field Room and that festoon lights had been purchased for installation over the patio for Hall events.

DHa. David Ha. queried if it would be worthwhile installing acoustic panels in the main hall. Anne commented that the acoustics in the hall were good for speech performances and was concerned that reducing reverberation might affect this. It was agreed that David Ha. would ask Trim Acoustics to visit and advise on whether there would be any benefit in installing panels.

TB Tony raised a question on whether the hall was legally required to have an Energy Performance Certificate. There was discussion on the relevance of short period hires and longer period letting of premises to the need for an EPC. Tony was asked to determine whether an EPC assessment is required or not.

### **Item 6 – Review of Maintenance Work**

#### Flat Roofing Replacement

DHa./DHe. A quotation from East Anglia Roofing Services of £17,022.60 for reroofing the flat roof over the hall and the shop has been accepted with work due to start on 24 July for 2 to 3 weeks. A pre-commencement meeting will take place in June.

SC/DHe. It had previously been confirmed that the work will be funded by a Community Infrastructure Levy grant of £10,000 from the Parish Council, with the remainder from the Hall's funds.

### Car Park Surface

SC/TB/DH The deteriorating state of the car park surface was discussed. Options were to patch the potholes; to fully resurface with a tar bonded base and shingle; or to resurface with rolled tarmac. Stephen C, Tony and David Ha. were asked to discuss options and obtain prices for consideration.

DHa. David Ha. reported that he had been told that several blocks along the edge of the tarmac apron to the car park had worked loose. He will reset them, but thought they may work loose again as the car park side has sunk over time.

### Play Area and Tennis Pavilion

SC/AH It was agreed that the wood chippings surface in the Play Area needed topping up. Stephen C will order more of the same and liaise with Anne over arranging a work party to spread the chippings. It was suggested that any maintenance of the play area equipment and repainting the tennis hut could be discussed then.

### Deep Cleaning of Hall and Kitchen

AH David Ha. noted that the stainless steel cupboards and shelves in the kitchen had not been thoroughly cleaned for some time and had accumulated grime. Also the kitchen oven and hall's carpets and would benefit from an annual clean. Anne was asked to recruit volunteers for a work party in August when the hall is less used.

### Water Leak

DHa. Stephen had noted increased water consumption from the water bills and David Ha. had quantified this from meter readings overnight at some 340 litres per day. A meeting with Smart AIM plumbing had identified that leaking stopcocks were a major factor and they had quoted £160 for replacement as a precursor to checking for any leaks in the supply pipe. It was agreed that David Ha. will arrange for the work to be carried out.

## **Item 7 – Review of Fundraising and Entertainment Events**

AH Anne stated that the Fundraising and Entertainments Committee were meeting on 23 May to review the events planned and booked for the rest of the year. She will update the Committee in due course.

## **Item 8 – Constitution, Governace & Operating Proceedure Version 10**

DHa. David Ha. stated that he had drafted Version 10 of the Constitution, Governance and Operating Procedures to update it following the AGM and added provision for disposal of unclaimed property left at the hall. He will send a copy of the new version and summary of the changes with the Minutes. It was agreed that he could go ahead and publish the changes after waiting for any comments to be made and considered.

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

David Ha. asked those Trustees present who had not signed to do so at the end of the meeting.

## **Item 10 – AOB**

None raised

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

All The next meeting of the VHMC will be on Tuesday 15 August 2023 at 6.00 p.m. in the Village Hall

There being no further business the meeting closed at 6.50 p.m.