

BREDFIELD VILLAGE HALL & PLAYING FIELD

MANAGEMENT COMMITTEE MEETING

HELD ON

Monday 16 December 2024 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),

**In Lieu of Organisations
i.a.w. Clause 8** Stephen Seargeant (Play Area)

Co-Opted Chris Woods

Action

Item 1 - Apologies

Apologies were received from: Chris Norman, Paul Cannard, Matt Blowers and Tim Dean

Matt is recovering from a major operation – all wished him well on his recovery.

Item 2 - Minutes

The Chair signed the Minutes of the meeting on 14 August as a true record.

Item 3 - Matters Arising

There were no matters arising.

Item 4 - Brief Reports

Chair

Anne stated that her items to report on were covered by the Agenda items below.

Secretary

David Ha. reported that Tony Bishop, as Chairman of the Bowls Club, had contacted him about making improvements to the access path to the clubhouse. The Club were in the process of fundraising with a view to laying an 'Ecodeck' type plastic grid path in the spring. David He. said that he had contacted Chris N. on the potential to apply for funding from the Parish Council's CIL fund.

CN

PC

He reported that Paul had spoken with him on the PCC's need to carry out works on the church roof. The PCC were considering holding fund raising events in the hall and using the hall as a venue for services during the work. It was agreed that there would be no charge for PCC bookings. Paul to make bookings.

AH/DH He stated that Xmas events had generated a lot of soiled tea towels. The committee noted it's appreciation of Urda Hurst, who has been laundering these for many years. It was agreed that she would be given a Xmas present in recognition.

Treasurer

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

Current Account	£8,326
PayPal Account	£45
Savings Account	£10,596
Total Funds	£18,967

He noted that funds were increasing steadily.

Tony asked if the size of funds could affect discretionary business rate relief. Stephen C replied that he had to submit an application to East Suffolk Council periodically, but that relief had always been awarded, even when the accounts had been inflated by large grants.

Stephen C reported that the Quiz night had raised £355 and the Xmas fair £1,099. The Pig Race night, held with Woodbridge Lions, had raised some £2,600 for charities. The Hall had run a paid bar and had sponsored one of the races for £200.

SC He reported that he had changed energy supplier from Eon to Octopus, reducing the unit rate from 26.6 to 22.83 p/kWh and standing charge from 48 to 44.5 p/day. The export to grid from the solar panels has increased as consumption in the Shop has reduced, following the installation of more energy efficient chillers and freezers. He will apply to Octopus for a Smart Export Guarantee tariff to generate income from the export. It was noted that the split of Shop to Hall usage was 4:1.

Booking Secretary

Tony reported that a new Kesgrave Kestrels team had played pre-season friendly matches on the playing field, but they were not using it for league games.

SC/TB Faye Stockdale had provisionally booked the hall for an Out of School Camp on Monday 23 December. She had paid one outstanding bill for previous sessions, but another invoice for £380 was outstanding. Stephen and Tony will liaise over contacting her before the event to secure payments.

Item 5 - Review of Development Projects

Multi Use Games Area

Anne and David Ha. reported on the retrospective planning application for the replacement of the perimeter fence. David Ha. had met with an Environmental Protection Officer on 13 November, when no serious issues were identified. Delays due to staff shortages at the Council have resulted in extensions to the time for a decision, which is now 20 December.

Ceiling Bulbs

DHa. David Ha. noted that Stephen and Tony had installed separate dimmer switches for the new coloured and white LED bulbs replacing the old tungsten filament ones. He has been trying to sell the old and spare bulbs on eBay and Gumtree, without success. He will try disposal on Freecycle.

Item 6 – Review of Maintenance Work

David Ha. reported on:

Electrical Installation Condition Inspection

DHa./SC Remedial work from the Electrical Condition Report had been completed, except for the broken earth to 2 of the Field Room heaters. Investigation has shown that the problem resulted from Ivy Solar's electrician fixing conduit with screws over existing buried wiring. Ivy Solar has agreed to pay for the remedial work by Aaron Electrical that will be completed in the New Year.

Hall Deep Clean

The hall deep clean was carried out on 1 September. Anne thanked all those who helped. Following Ashley Shemmings raking of the car park with his tractor, the need for more pea shingle was identified and 5 tonnes has been spread.

Play Area Bark

Following comments from the Inspection in May six 2 m³ bags of hardwood chippings have been added to replenish the play area surface.

Hedges

A work party was arranged for 20 October to cut back hedges, bushes and brambles beside the play area and footpath beside Primrose Cottages. The Hall bought a new petrol hedge trimmer and help was given by Chris Skellorn and Jon Stokes from Primrose Cottages. The 2 trailer loads of cuttings were removed by Grahame Taylor.

Item 7 – Review of Fundraising and Entertainment Events

AH Anne noted the success of raising funds through the Quiz, Xmas Fair, Pig Race night and Pop Up Bars. Further events are booked for:

Pop-Up-Bar and Carols	Friday 20 December
Pop-Up-Bar with Chinese Food	Friday 31 January
Pop-Up-Bar	Friday 21 February
Macmillan Mammoth Quiz	Friday 28 February
Pop-Up-Bar	Friday 28 March
Pop-Up-Bar after PC Annual Meeting	Friday 25 April
Pop-Up-Bar	Friday 30 May
Pop-Up-Bar	Friday 27 June

AH It was agreed that the Entertainment Committee would consider arranging a Bowls Evening at a Pop Up Bar during the summer.

TB The next Xmas Fair would be on 29 November 2025.

Item 8 – Discussion on having an EpiPen available at the Hall

Parish Councillor Tony Richardson had asked Anne if the Hall provided an EpiPen as a precaution against a food allergy emergency at a catered event.

AH It was agreed that the need for training to identify when use was appropriate; obtaining one without a prescription and the time-limited date on them made it impractical for the Hall to provide an EpiPen as a first aid item. It was expected that visitors known to be at risk would carry a viable pen. Anne will feed back to Tony.

Item 9 – AOB

AH Anne announced that she intended to stand down as Chair at the AGM in April 2026. She has been a Trustee since 2015 and Chair since 2016. She will begin seeking a replacement when publicising the AGM for April 2025.

David Ha. noted that he had been a Trustee and Secretary since 2016 and would stand down when a replacement could be found. He could remain a Trustee.

Item 10 - Date of the next VHMC Meeting

All The AGM will be on Friday 11 April 2025 at 7.00 pm in the Village Hall. It was agreed that a free bar would follow for all who attended.

All The next VHMC meeting will be on Monday 28 April 2025 at 6.00 p.m. in the Village Hall

There being no further business the meeting closed at 6.45 p.m.