

BREDFIELD VILLAGE HALL & PLAYING FIELD

MANAGEMENT COMMITTEE MEETING

HELD ON

Monday 17 May 2021 at 7.45 pm in Bredfield Village Hall

MINUTES

Attendees:

Elected Members: Anne Henderson (Chair), Stephen Cook (Treasurer),
David Harker (Secretary),

**Appointed Members of
Village Organisations:** David Hepper (Parish Council), Lesley Jessup (Bowls Club),
Janet D'Arcy (Parochial Church Council)

Co-Opted Tim Dean, Chris Woods

Action **Item 1 - Apologies** Tony Bence (Booking Secretary), Patsy Ginn (Tennis Courts),
Denise Causier (Play Area), Matt Blowers (Playing Field)

Item 2 - Minutes

The Minutes based on the reports provided for a virtual meeting in December 2020 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 welcomed the committee to the first meeting in the hall for some time, following the relaxation of Covid-19 restrictions today. She looked forward to the hall being used more again.

Anne stated that there had been a further complaint from a resident of Primrose Cottages about behaviour on the Playing Field and that Matt is liaising with him.

JD/DHa. She noted that a microwave oven had been left by the trade waste bins in the hope that Norse would remove it. This is unlikely and Janet offered to dispose of it in a skip at The Old Rectory. The bins are for the use of the Shop and Hall only and Anne asked the committee to remind anyone else seen using them for other waste of this.

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	£18,257
Savings Account	£20,141
Total	£38,398

Stephen reported that the Hall had received a further Covid-19 grant of £8k from the District Council taking the total received to £29,521. This has strengthened the Hall's finances.

Anne noted that the need to apply for grants had been discussed by the Finance Sub-Committee and that she felt that the funds received should be used in lieu of making other grant applications for future work.

There followed discussion on how the surplus might be spent with projects for installing solar panels or replacing the flat roofing identified for discussion under development and maintenance items.

- DHe. David He. noted that following the approval of the Neighbourhood Plan the Parish Council would be receiving the Neighbourhood Portion of the Community Infrastructure Levy for the new development on Woodbridge Road. The monies will be received in tranches over time and represent significant sums to be spent for the benefit of the village community. He thought that the Hall would be able to propose projects to the Parish Council and will keep the Committee informed of the sums available and the their timing.

Booking Secretary

Tony was unable to attend the meeting and sent his apologies.

David Ha. confirmed with Tony that many of the regular hirers were returning and that several new regular sessions, including Bounce exercise classes and the Woodbridge School of Dance had taken up regular slots. Tony was receiving enquiries for weddings this year and next.

Item 5 – Committee Membership Appointment

- DHa. Anne welcomed Chris Woods to the meeting and confirmed that he was willing to join the Committee and become a trustee. It was unanimously agreed that Chris should be co-opted to the Committee.

Item 6 – Arrangements to Manage Covid-19 Risks to Hall Users

David Ha. reported that Tony and he had carried out an Electrical Safety check before reopening the hall. Hygiene measures were in place, following the advice from the Government and Action with Communities in Rural England, based on a series of information sheets provided by Community Action Suffolk.

The Special Conditions for Hire have been updated to follow the latest advice and were published on the Hall's website:

<https://www.bredfieldvillagehall.org.uk/media/other/40197/BVHSpecialCovidHiringConditionsV1028-4-21.pdf>

Item 7 – Review of Development Projects

The Development Sub-Committee had met in February and agreed to progress the purchase of new benches for the Play Area and Patio, which were funded by a grant from East Suffolk Council. No further projects were being progressed, although it was agreed to consider the purchase of a pool table once the pop-up bar was functioning again.

David He. suggested that the committee consider installing solar panels and battery storage with the surplus funds identified above. This would significantly reduce electricity costs for the Shop and provide an environmental benefit.

- DHa. It was agreed that David Ha. would check on quotes for a 12 kw installation and report back. He commented that the lime tree at the end of the hall would need to be cut back to prevent shadowing of the panels.

Item 8 – Review of Maintenance Work

- SC/AH/DHa. Stephen reported that he had contacted suppliers of bark chippings for the play area and proposed to have some delivered towards the end of the first week in June. Anne was asked to make a request through Mailchimp for volunteers to spread them. David Ha. will ask Grahame Taylor if he can help to move bags from the car park.

- SC Stephen will also be ordering pea shingle to replenish the car park.

- SC Stephen reported that he had been chasing the contractor due to replace the tennis court tension wires and would now seek an alternative one.

- DHa. David Ha. reported that the heavy rainfall in the autumn had overtopped a crack in the GRP roof and water had seeped onto the kitchen ceiling. The crack was patched in December and the affected part of the ceiling painted. Melted lying snow in February had seeped onto the bar ceiling via the join of the GRP and felt roofs. This has dried out and been painted over. He will arrange for Cummings roofing to quote for remedial work.

- DHa. Chris questioned when the committee should consider the full replacement of the flat roofing, which could be funded by surplus funds, or potentially the Neighbourhood Portion of the CIL. David Ha. will get some budget quotes to replace the 180m² of roofing and report back.

- DHa. David Ha. noted that there was a list of maintenance jobs that he will review with the Maintenance Team.

Item 9 – Review of Fundraising and Entertainment Events

Anne reported that no events were currently planned, although she hoped that a Christmas Fair could take place this year. Following discussion there was support for holding a pop-up bar in the hall / on the patio. It was thought that a quiz could be held in the hall with a limited number of tables and there was support for a summer picnic or barbeque.

Tim and Chris offered to join the Sub-Committee. Anne will arrange a meeting with them and non-committee volunteers to discuss possible events.

Item 10 - Constitution – Review of Changes

All David Ha. reported that V8 of the Constitution had been prepared. He will send a copy out with the Minutes, together with a list of the significant changes made. It was agreed that he will publish the revised document in a week's time, subject to any comments received by then.

Item 11 – Signing the Annual Declaration of Acceptance

DHa. David Ha. tabled the annual sheet for signing, which was completed by those present. He will contact those not at the meeting for them to sign.

Item 12 - AOB

I Lesley reported that the Bowls Club Open Day went well and she hoped to recruit new members from the village. She confirmed that the Club intends to carry out some repair work to the entrance path and is reviewing options.

Anne stated that the waste paper bank was to be removed soon and that the Bowls Club were welcome to install a clothes bank in its place.

Item 13 - Dates of Next Meetings

All It was agreed to hold the next meeting in August. David Ha. will contact the committee nearer the time to check on their availability.

There being no further business the meeting closed at 8.35 p.m.