

BREDFIELD VILLAGE HALL & PLAYING FIELD

MANAGEMENT COMMITTEE MEETING

HELD ON

Monday 17 August 2026 at 6.00 p.m. in Bredfield Village Hall

MINUTES

Attendees:

Elected Members: Chris Woods (Chair), David Harker (Secretary), Stephen Cook (Treasurer), Tony Bence (Booking Secretary)

Appointed Representatives of Village Organisations: David Hepper (Parish Council and Village Shop), Lynn Taylor (Book Club)

In Lieu of Organisations i.a.w. Clause 8 Franki Shemmings (Pop-Up-Bar) – appointed at the meeting

Co-Opted Anne Henderson, Michael Billinge-Jones, Ashley Shemmings – appointed at the meeting

Action

Item 1 - Apologies

Apologies were received from: Tim Dean, Christine Johnson (Parochial Church Council), Don Oliver (Bowls Club)

DHa. Stephen Seargeant had given notice that he was resigning from the committee and as a trustee; although he will continue to volunteer for maintenance work.

Item 2 Minutes

The Chair signed the Minutes of the meeting on 27 April 2026 as a true record.

Item 3 - Matters Arising

There were no matters arising.

Item 4 Appointment of New Trustees

It was unanimously agreed that Franki and Ashley Shemmings would join the Management Committee as Trustees.

DHa. Ashley was co-opted to the committee and will join the Maintenance Team as its Lead member. Franki was appointed under clause 8 to represent the Pop-Up Bar and will join the Fundraising and Entertainments Sub-Committee and the Bar Team as the Bar Manager.

Item 5 - Brief Reports

Chair

Chris reported that he had attended the recent CAS 2026 Village Halls and Community Buildings Conference. He noted that the facilities at Bredfield compared well with others nearby, for which he congratulated the management team. He thanked it for work over the last 4 months to maintain and improve the facilities; notably the new electronic entrance door lock.

Secretary

David Ha. reported that John Bracewell had inspected the MUGA on 30 April to assess the noise level of the wire panels. He has written a letter for the Hall stating that the installation was to a good standard, but that regular maintenance was needed to keep fixings tight and minimise rattles.

He reported that RCAirtech Ltd had taken aerial drone photographs of the Hall's site and village features on 22 June. Stephen had processed these for use on the Hall and the Parish Council websites. The cost of £110 had been shared with the Parish Council.

Treasurer

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

Current Account	£9,024
PayPal Account	£592
Savings Account	<u>£20,840</u>
Total Funds	£30,456

He noted that so far this year that hall hire had made a profit of £1,140, the bar had raised £1,350 and that funds were available for development and maintenance projects.

Booking Secretary

TB Tony stated that bookings remained strong with a number of summer holiday activity hires taking place.

He had received enquiries from a fitness exercise group looking for a regular booking slot and also from the NHS Trust's Woodbridge Integrated Neighbourhood Team who wanted regular all-day bookings. He is looking into how he could accommodate these.

CW/TB Chris stated that he was hoping to meet with Tony to gain a better understanding of the booking process.

Item 6 – Review of Development Projects

Acoustic Panels

DHa/SC/AS Chris lead discussion on the installation of acoustic panels on the hall ceiling to attenuate reverberation. This was intended to reduce sound levels during functions, without adversely effecting performances. It was agreed that the project should go ahead at a cost of circa £4,000.

Mike asked what colour the panels would be – it was agreed that they would be white.

DHa./AS David Ha. and Ashley will discuss timing and installation and place an order with Trim Acoustics for the supply of 24 panels and arrange for assistance from volunteers.

Emergency Power Supply

AS ClimaTech has been asked to provide prices for an Emergency Power Supply battery pack that would enable the solar panels to function during a mains power cut and also to fit a connector for emergency generator for use during a longer power outage.

AS Ashley explained that a generator output might not be compatible with the solar panels, meaning they could not be used together. Tony asked whether the Hall's power supply could be switched to operate on a single phase, although this would mean the 3-phase cooker could not be used. Ashley will consider the best options and advise on cost.

Replacement of the Tool Shed

DHa./AS David Ha. stated that the wooden tool shed was over 10 years old and space was tight for tools and the football equipment. Options had been discussed at previous meetings and the road container option discounted due to the constraint of the lime tree. The options for a larger replacement shed, or the construction of a bespoke lean-to against the hall wall will be reviewed.

Item 7 – Review of Maintenance Work

Shop Rear Door Replacement

DHa./FS DHa. stated he had replaced / filled rotted wood on the Shop's rear doors, but the rot was more extensive than expected. One door has been refurbished with new glass, but work halted pending a review of installing a replacement UPVC unit. He will obtain a quote from Waveney windows. Franki suggested getting a second quote from a contact of hers.

Play Area Wood Chips and swing seats

SC/DHa/AS Chris noted that the wood chips in the Play Area had compacted and further replenishment was needed. Stephen will order 2no. 2m³ bags at a cost of £436. David Ha. and Ashley will seek volunteers to spread the wood chips.

Following a comment from a visitor to the Play Area the 2 cradle swings are being replaced at a cost of £210. A further comment was received on the state of surface of the top of the crawl tunnel.

Car Park Gravel

DHa./AS Car park traffic has moved gravel to the sides and exposed bare patches. A work party is needed to move gravel back, with a likely need for replenishment. David Ha. and Ashley will discuss what is needed and arrange.

Annual Deep Clean

CW/AH A date was set for the annual deep clean on Sunday 6 September from 10-3. Chris will prepare a work list and Anne will publicise on Mailchimp.

Item 8 – Review of Bar Management

DHa. Franki has agreed to become Bar Manager and lead the Bar Team. David Ha. will send copies of the Bar Stock and Pricing spreadsheets to her. Anne and David Ha. had reviewed the duties of Bar Manger in V13.1 of the Constitution etc., which will be sent to the committee for any comments

Item 9 – Review of Dog Control on the Playing Field

DHa./AS Chris reviewed the history of dog fouling on the Playing Field and Play Area and the difficulty of policing with a potential for overreaction. Following discussion, it was agreed that the installation of a low fence around the wood chipped area should be investigated.

(Note: As the crawl tunnel is outside the woodchip area - this is an opportunity to move the tunnel and its face boards inside a new fence to address the need to replace the surface matting at some point and make other improvements)

Item 10 - Review of Fundraising and Entertainment Events

Anne stated that the following events were being arranged:

Pop-Up-Bar with Burgers	Friday 28 August
- Orders were currently slow, but likely to increase nearer the cut-off date	
Pop-Up-Bar	Friday 25 September
Pop-up-Bar	Friday 23 October
Village Hall Quiz	Friday 30 October
- She thanked David He. for agreeing to being Quizmaster.	
Christmas Fair	Saturday 28 November
Pop-Up-Bar with Christmas singing	Friday 18 December

Item 11 – Constitution

DHa. David Ha. stated that he had updated the Constitution to Version 13.1 to reflect trustee changes and some minor revisions. He will circulate the revised version with the Minutes for any comments prior to publication.

Item 12 – Declaration of Acceptance

Signing of the annual declaration was completed.

Item 13 – AOB

TB/SC Tony commented that he gets asked about the availability of a screen projector at the Hall. Stephen suggested that an ultra-short throw projector used with the existing screen would not obstruct viewing and could be stowed away securely. They were asked if they could investigate products.

David He. commented that the Parish Council had stocked the Emergency Box that is kept to the left side of the stage.

Item 14 - Date of for the next VHMC Meeting

All The next VHMC meeting will be on Monday 7 December 2026 at 6.00 p.m. in the Village Hall

There being no further business the meeting closed at 7 p.m.