

BREDFIELD VILLAGE HALL & PLAYING FIELD

MANAGEMENT COMMITTEE MEETING

HELD ON

Monday 18 August 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 Members of
Village Organisations:** David Hepper (Parish Council and Village Shop),

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

Co-Opted Chris Woods

Action

Item 1 - Apologies

Apologies were received from: Stephen Seargeant (Play Area); Chris Norman (Bowls Club),
Paul Cannard (PCC) and Tim Dean

Items 2 Minutes

The Chair signed the Minutes of the meeting on 28 April as a true record.

Item 3 - Matters Arising

There were no matters arising.

Item 4 - Brief Reports

Chair

AH Anne reported on the success of the pizza night on 30 May and the visit by Dr Bike on 27 July, servicing villager's bicycles free of charge. It is hoped that both will return.

DHa. Anne noted that Paul had band practice on Monday evenings and therefore was not able to attend VHMCI meetings. David Ha. will write to him asking if the Parochial Church Council would like to nominate a new representative.

Anne stated that she was still looking for someone to take over as Chair for 2026/7

Secretary

David reported that Version 12 of the Constitution had been published and that new cutlery had been bought for the kitchen.

Treasurer

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

Current Account	£10,287.39
PayPal Account	£814.98
Savings Account	<u>£10,669.51</u>
Total Funds	£21,771.88

SC/TB Stephen stated that Faye Stockdale, who runs the out of school events, still owes the Hall £82. He is escalating actions to receive payment. Tony has informed her that the Hall will not accept further bookings until full payment is made.

Stephen stated that he has now stopped using QuickBooks for invoicing thereby saving £400 a year. The new free system is working well.

Booking Secretary

Tony reported that he has received new request for bookings from:

- Kate Bowers to hold EFT (Emotional Freedom Techniques) sessions monthly on Thursday evenings.
- Jon Regester has booked the hall for weekly NHS Cardiac Rehabilitation sessions on Tuesday evenings.
- Simon Dickings for the use of the Playing Field for home fixtures on Saturday mornings for Wickham Market Knights under 10's football teams.

David Ha. questioned if bookings for wake's were for Bredfield residents. Tony, Anne and Lynn clarified that the 3 recent ones had all been for people with historic links to the Village

Item 5 – Update on the Hall 's Entry

SC Stephen reported that he would be fixing an electronic digital lock to the new entrance doors shortly. Regular hirers would be given an individual access code and a key fob for entry, event hirers would be issued with a code for their single event. The hirers entry and leaving times are recorded and the doors can be locked remotely. Stephen will notify all hall users of the new system and their codes. David Ha. suggested that the key safe code could be added for a transition period while users became familiar with the new lock.

Item 6 – Review of Development Projects

David Ha. reported that the new entrance doors had been fitted by Waveney Windows at a cost of £3,500. When to progress other projects under consideration could be discussed at the December meeting.

Item 7 – Review of Maintenance Work

AH It was agreed that the annual deep clean of the hall would be on Sunday 7 September. Anne will seek volunteers to help via Mailchimp.

AH/DHa. David Ha. thought that there was a need for some outside work as well i.e.

- Raking of the Play Area and Car Park
- Cutting some of the hedges
- Trimming low branches on a few of the trees
- Weeding the perimeter of the sports courts

Depending on the number of volunteers, and the weather, some of this might take place alongside with the deep clean.

Item 8 – Review of Fundraising and Entertainment Events

AH Anne stated that the Fundraising and Entertainment Sub- Committee will meet shortly to discuss arrangements for the forthcoming events:

Pop-Up-Bar with Burgers	Friday 29 August
Pop-Up-Bar	Friday 26 September
Pop-Up-Bar	Friday 17 October
Village Hall Quiz	Friday 31st October
Xmas Fair	Saturday 29 November
Pop-Up-Bar with Carols	Friday 19 December
Pop-Up -Bar with Chinese Food	Friday 30 January
Pop-Up-Bar	Friday 20 February

Item 9 – AOB

There were no matters raised

Item 10 - Date of the next VHMC Meeting

All The next VHMC meeting will be on Monday 15 December 2025 at 6.00 p.m. in the Village Hall

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