

BREDFIELD VILLAGE HALL & PLAYING FIELD

MANAGEMENT COMMITTEE MEETING

HELD ON

Monday 20 August 2018 at 7.30 pm 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),
Janet D'Arcy (Parochial Church Council)

Co-Opted Marc Coker, Allison Chaplin (Co-opted at the meeting)

Action **Item 1 - Apologies** Patsy Ginn (Tennis Club), Denise Causier (Play Area),
Dan Rose (Bowls Club)

Item 2 - Minutes

The minutes of the last Meeting held on 24 April 2018 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 will report under the Agenda Items.

Secretary

DHa./All

David Ha. reported that the Charity Commission were updating trustees details in accordance with the introduction of the General Data Protection Regulation. The only effect to date seemed to be to use full names and to remove alternative names. The annual report to the Charity Commission has been prepared and will be submitted shortly. Anyone who would like to see it should contact him.

Treasurer

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

Current Account	£19,455
Savings Account	£4,788
Investment Account	<u>£5,255</u>
Total	£29,398

Income v Expenditure for the year to date was £2,178.

- SC A sum of £1,117.82 has been transferred by Tony from the Bredfield Amateur Dramatic Society to the Hall's funds, with the proviso that it should be used for performance related capital expenditure and be subject to approval by the trustees of BADS, which remains a registered charity.
- TB Tony will investigate options to replace the analogue stage lighting control with digital.

Booking Secretary

Tony reported that bookings were buoyant, with a number of children's parties. The Just 42 Youth Club has suspended its booking on Monday evenings until the end of December, due to falling numbers.

- TB Tony had received an enquiry to hire the Hall on New Year's Eve that would include entertainment until 02.50 am. Under the Premises Licence music and dancing on New Year's Eve has to stop at 00.30. It was felt that an extension was unlikely to be permitted by the District Council and Tony would respond to the enquirer saying the same.

Item 5 – Co-option of Alison Chaplin as Trustee

- AH/AC Anne proposed that Allison Chaplin be co-opted to the Committee. This was agreed. Allison agreed to take on the role of Lead of the Fundraising and Entertainments Sub-Committee. Anne will remain on the Sub-Committee which currently has 3 non-trustee members.

Item 6 - Village Hall Website and Online Booking System

Stephen reported that the <http://www.bredfieldvillagehall.org.uk/> website has been moved to a package hosted by Freeola. This should prove easier to maintain and develop. The site includes the bookings calendar and a facility to email a booking enquiry to a new email address booking@bredfieldvillagehall.org.uk

Access to maintain the new website and access the email account will be given to Stephen, Anne, David Ha, and Tony. Tony will lead on monitoring and responding to emails and Stephen and David Ha. will maintain the new website.

- TB Tony will review how best to link the <http://www.bredfield.org.uk/> website to the new website and how to reduce the content that refers to the Village Hall as the new website develops.
- AH Anne will provide a link to the new website from the Parish Council website <http://bredfield.onesuffolk.net/>
- DH David Ha. will register the new website to advertise the Hall for hire through Hallshire, Suffolk InfoLink etc.
- All The process should be complete by the next meeting. The Committee were asked to look at the new website and offer any comments for its development.

Item 7 - Development Proposals : Progress Report

Anne stated that the application for funding the proposed extension to the National Lottery has been refused on the grounds that "there was limited evidence to demonstrate the benefit of the project to the wider community".

Anne outlined a new strategy to apply to the Garfield Weston Foundation as the main funder with smaller sums from local authorities and local charities and a significant contribution from the Hall's fundraising and accumulated funds. Details are in the

application to GWF sent to the Committee before the meeting that envisaged a sum of £3,000 from fundraising and £9,000 from accumulated funds.

Stephen confirmed that fundraising had raised £2,500 so far with events planned to add to this. Of the total current funds of £29,000 after allowance for ring fencing for the tennis courts, play area, BADS and the funds raised for the extension the balance is some £19,000. This would allow for the contribution from Hall funds of £9,000, while leaving a reserve of £10,000. It was agreed that funding for the extension and associated work could proceed on that basis, once a major funder had been secured.

Item 8 - Review of Maintenance Work and Resourcing

- DHa./SC David Ha. reported that arrangements are being made for surface dressing of the car park and the annual summer deep clean. Any volunteers should contact him. Simon Dickings has been asked to take on weed control on the hard surfaces around the Hall and in particular the control of mare's tail on the tennis courts.
- MC/DH Marc has provided a replacement manhole cover for the side of the bar and will fit it shortly.
- All It was noted that dog fouling on the Playing Field continues, albeit at a low level. The committee were asked to police the Playing Field as appropriate.

Item 9 - Update from Fundraising / Entertainment Sub-Committee

Anne outlined arrangements for the Barbecue next Sunday, with a variety of activities and a paid bar.

Anne reminded the meeting of the events currently programmed:

- Quiz Night Friday 26 October with Alex Brigginsshaw
- Christmas Fair Saturday 24 November
- Carol Singing Friday 21 December

- AH/AC Anne would support Allison in taking on the Lead role and the Update to VHMC meetings.

Item 10 - AOB

- DHe. David Ha. asked David He. if, as a Director of the Village Shop, he will be the 'Appointed Member' of the VHMC for the Shop. He will confirm this with the Shop Committee.

Item 14 - Date of the AGM and Next Meeting

The next meeting will be held on Monday 10 December at 7.30 in the Village Hall

There being no further business the meeting closed at 8.35 pm.