

BREDFIELD VILLAGE HALL & PLAYING FIELD

MANAGEMENT COMMITTEE MEETING

HELD ON

Monday 25 April 2018 at 7.30 pm in Bredfield Church Room

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), Patsy Ginn (Tennis Club),
Denise Causier (Play Area), Dan Rose (Bowls Club),
Janet D'Arcy (Parochial Church Council)

Action Item 1 - Apologies Marc Coker,

Item 2 - Minutes

The minutes of the last Meeting held on 11 December 2017 were taken as read. The Chair signed them off as a true record.

Item 3 - Matters Arising

There were no matters arising.

Item 4 - Brief Reports

Chair

Anne's report to last week's AGM had covered recent and planned activity.

Secretary

DHa. David Ha. reported that a combined meeting of the Finance Sub-Committee, Development Sub-Committee and Maintenance Team had been held in February to review charges to users, cleaner's salary, maintenance contracts and the objectives for the coming year.

Treasurer

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

Current Account	£15,634
Savings Account	£4,788
Investment Account	<u>£5,255</u>
Total	£25,677

SC The increase in the current account was due to the transfer of funds following the suspension of the Tennis Club. These funds will be ring fenced for the future maintenance of the courts and the adjacent wooden building.

Stephen summarised the accounts for 17/18 as presented at the AGM with £10,500 expenditure on electricity, utilities, insurance and maintenance and improvements to assets and an overall operating profit for the year of £177.

He outlined a budget for 18/19, by limiting expenditure on maintenance to £4k he hoped to secure a surplus from a projected income of £13.5k of some £2.5k that would be available for projects associated with the proposed extension to the Hall.

Booking Secretary

Tony outlined the profile of income from hirers that was topped by yoga with a significant income for private dance practice. The majority of hirers are from outside the village.

Item 5 - Feedback from the AGM

- All Anne reported that attendance at the AGM had been low, despite the prospect of refreshments following a short meeting. She wanted to encourage more involvement by younger members of the community and asked the committee for any ideas on how this might be achieved. It was agreed that the proposed extension might attract use by smaller social groups from within the village.
- JD/AH/SC Following discussion on the use of the tennis courts by the community it was agreed that the Ufford Road chalets and Moat Barn Caravan site could offer use of the courts to their visitors for an annual payment of £50 to the Hall. The owners should be asked to contact David Ha. to agree conditions for use. The same payment would apply to Hall users such as the Suffolk Home Educators and Just 42. Stephen will contact them, along with other individuals that may be interested in using the courts on a regular basis.

Item 6 - Village Hall Website and Online Booking System

- SC Stephen reported that the new website <http://bredfieldvillagehall.org.uk/> was online and content was being added. He asked the committee members to let him have suggestions for additional content. He will liaise with Tony to transfer the functions of booking and the calendar to the new site. The site will have a link for hirers to make payments via PayPal, to include payment for the annual use of the tennis courts.
- All Stephen would like to hand over the role of website administration once the site is fully operational. The committee were asked if they could suggest anyone who might be interested in helping with this role, joining the VHMC would not be necessary.
- SC/DR Anne suggested that the Shop and Bowls Club might move their content from the One Suffolk website to the Village Hall's.
- SC/TB/DH The Hall's compliance with the General Data Protection Regulation was discussed. It was noted how organisations and businesses were interpreting their obligations on holding personal data in different ways. It was agreed that the VH Officers would maintain their records of hirers; charge payers; committee members; volunteers etc. and protect individual's personal data using updated internet security. It was not considered necessary to contact individuals for their permission in order to comply with the GDPR.

Records can be requested by an individual and would contain only relevant information and personal information would not be published without consent.

Item 7 - Development Proposals : Progress Report

Anne stated that she had submitted a Stage One application to the National Lottery for £22,280 that would fund the structure of the proposed extension. She would be making further applications for £5,148 to local funders to cover lighting and heating, flooring and a roller door to the proposed new bar once the outcome of the Lottery application was known. Alternative options for funding the structure by other sources would be considered as necessary. The funding of the conversion of the storeroom to a new bar (and vice versa) and the construction of a new patio area would be considered in due course.

Item 8 - Review of Maintenance Work and Resourcing

David Ha. reported that proposed maintenance work for the coming year included surface dressing of the car park, refurbishing the tennis pavilion and repointing brickwork on the external walls of the outside toilets, bar and ladies toilets. There were ongoing smaller jobs around the Hall, including an annual summer deep clean. Requests for assistance from the community would be made for the larger jobs and any assistance with the smaller jobs was appreciated.

All The frequency for the contractor mowing the playing field has been reduced this year, which will reduce the number of times to follow up and mow the perimeter, play area and front of the Hall. There have been 3 volunteers to help with the mowing, but more would be appreciated. The committee were asked to assist where possible and to help 'recruit' volunteers, particularly from parents / grandparents who use the play area frequently.

Denise stated that she was raking the bark on the play area when required and it would not need topping up this year. Stephen stated that the play area was covered by the Hall's public liability insurance, but was not covered for accidental or malicious damage.

Item 9 - Update from Fundraising / Entertainment Sub-Committee

Anne confirmed the programme of events for the coming year:

- Barbecue with 'games' Sunday 26 August
- Quiz Night Friday 26 October
- Christmas Fair Saturday 24 November
- Carol Singing Friday 21 December

All Anne was now the only committee member on the sub-committee that organises events. She was assisted by a small group of volunteers, but there was a need for someone to join the committee to take over the roll. The committee were asked to suggest anyone who might be approached and to consider suggestions for any additional events.

Item 10 - Policing the Playing Field

All David Ha. noted that the problem with dog fouling on the playing field and play area was ongoing. More signs warning dog owners of the risk of fines had been put up. The committee were asked to be proactive if they saw an owner who was not bagging and binning their animal's waste.

All He also asked for the committees' assistance in policing the tennis courts by enquiring if tennis players had paid for their use of the courts, or if they were being used for other ball games, skate boarding etc. The need for weed control has been added to the list of maintenance jobs.

Item 11 - Constitution, Governance and Operating Procedures

- DHa. David Ha. tabled Version 5 of the Constitution etc. and talked through the significant changes that had been made from Version 4. He will email a copy of the new version and the changes sheet to all Trustees, inviting them to make any suggestions for revisions before he formally publishes the new version.

Item 12 - Declaration of Acceptance of Trustees for 2018/19

- DHa. The Declaration for the current year was signed by those present at the meeting. Signatures will be sought from those who were unable to attend.

Item 13 - AOB

Tony explained that as Bredfield Amateur Dramatic Society was no longer active he was in the process of closing it as an entity and of transferring the funds it held to the Hall. It was agreed that the funds should be used to update the controls for the stage lighting.

- TB/DHa. The bank requires full names, addresses and dates of birth of the Hall's Trustees to close the BADS account and transfer the funds. It was agreed that David Ha. would provide these to Tony.

Item 14 - Date of the AGM and Next Meeting

The next meeting will be held on Monday 20 August at 7.30 in the Village Hall

There being no further business the meeting closed at 8.30 pm.