

BREDFIELD VILLAGE HALL & PLAYING FIELD

MANAGEMENT COMMITTEE MEETING

HELD ON

Monday 27 April 2026 at 6.00 p.m. in Bredfield Village Hall

MINUTES

Attendees:

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

Appointed Representatives of Village Organisations: David Hepper (Parish Council and Village Shop), Christine Johnson (Parochial Church Council),

In Lieu of Organisations i.a.w. Clause 8

Co-Opted Anne Henderson, Tim Dean, Michael Billinge-Jones

Action

Item 1 - Apologies

Apologies were received from: Stephen Cook (Treasurer), Lynn Taylor (Book Club), Stephen Seargeant (Play Area);

Item 2 Minutes

The Chair signed the Minutes of the meeting on 15 December 2025 as a true record.

The Chair signed the Minutes of the AGM on 10 April 2026 as a true record

Item 3 - Matters Arising

There were no matters arising.

Item 5 - Brief Reports

Chair

Chris noted that following a meeting with the Suffolk Joint Emergency Planning Unit the Hall has been adopted as an Emergency Rest Centre, in addition to being designated in Bredfield Parish Council Emergency Plan. The Hall now has a box for Emergency Equipment that is primarily being supplied by the Parish Council.

Chris reported that the Chair and Social Secretary from Creting St Mary Village Hall had visited the Hall and met with Anne and himself to view the Hall's developments over recent years.

Secretary

David Ha. reported that the Bowls Club hoped to nominate a representative to replace Chris Norman shortly.

The visit by John Bracewell to assess the noise level of the MUGA wire panels had been postponed and was now due to take place on 30 April.

A new portable wheelchair ramp for the patio doors has been purchased and the Disabled Parking signs have been replaced. Tinted solar film has been installed on the Field Room roof to reduce solar heating in the summer and improve insulation in the winter.

DHa. He reported that he had contacted RC Airtech Ltd to take new aerial drone photographs of the Hall's site. David He. confirmed that the Parish Council would also like aerial photographs of prominent sites in the village and the 3 new potential development sites, and would share costs at £66/hr. Nik Bestow is the contact for locations.

Treasurer

David Ha. presented a report on behalf of Stephen. The current balances in the Hall's accounts are:

Current Account	£7,999
PayPal Account	£375
Savings Account	<u>£20,781</u>
Total Funds	£28,955

SC/DHe. There is an outstanding invoice to Faye Stockdale, who has a history of late payment. There is also one with the Parish Council, Stephen and David He. will check on the reason.

Eon had withdrawn from the claim against them for reimbursement of £606 prior to the hearing at the Small Claims Court in February.

TB Mike asked if there were any restriction on spending Hall funds. There are none with the exception of £221 donated to the Hall by the Bredfield Amateur Dramatics Society charity that is managed by Tony. Tony was asked if he had any suggestions for spending the funds.

Booking Secretary

TB/CN Tony stated that there were frequent enquiries for bookings through the website and that these were logged on the Time and Chaos contact management system. The T&C and Google Calendar software runs on his hardware and is only available to him. Chris enquired about a contingency plan for access and will discuss with Tony.

Tony noted that Wickham Market Flower Club are hiring the hall while Wickham Market Village Hall is temporarily unavailable for hire due to building works.

Item 6 – Review of Development Projects

DHa. David Ha. had received an updated quote of £3,850 from Trim Acoustics for the supply of acoustic panels for the main hall ceiling to reduce reverberation. It was proposed to use volunteers to fix these to the ceiling to avoid £1,800 installation cost. David Ha. will discuss a Mailchimp request for volunteers with Anne.

All The planning meeting in February had discussed options to replace the 10 years old storage shed. Currently the options for a lean-to structure or a 20ft shipping container both presented logistical problems. Other options to dispose of some of the contents from the shed, carry out remedial work or replace with a similar structure are being considered.

DHa. Following the adoption of the Hall as an emergency centre by the Parish and District / County Councils consideration is being given to providing an emergency power supply to enable the solar panels to function in a power outage and potentially to run all 3 phases of the power supply with an external generator. David Ha. is arranging a meeting with Ash Shemmings of Clima-Tech to discuss options and costs. It was thought that funding might be available from the Councils.

Item 7 – Review of Maintenance Work

DHa. David Ha. suggested that the wooden benches could benefit from a coat of sadolin and that that glazing bars on the Shops rear doors needed replacing. He also noted that the play area woodchips and the car park gravel could benefit from replenishment. He will discuss adding to a Mailchimp request for volunteers with Anne and ask Stephen to place orders for woodchips and pea shingle.

Item 8 – Review of Fundraising and Entertainment Events

AH Anne reported that the Chinese meal at the February Pop-Up-Bar had been very successful and thanked Tim for arranging the food. A pizza night was planned for the May PUB and details will be published on the website shortly for pre-ordering.

AH Anne will be arranging a meeting of the Entertainments Committee shortly and reminded the meeting that she will standing down as its Chair at the next AGM. The meeting will review the bar rota for the next 6 months and recruitment of a Bar Manager.

LT Anne confirmed that Lynn and helpers will be providing bacon baps for Wickham Knights footballers on Saturday 2 May.

Anne stated that the following events were being arranged:

Pop-Up-Bar with Pizza Van	Friday 29 May
Pop-Up-Bar	Friday 26 June
Pop-Up-Bar	Friday 31 July
Pop-Up-Bar with Burgers	Friday 28 August
Pop-Up-Bar	Friday 25 September
Pop-up-Bar	Friday 23 October
Village Hall Quiz	Friday 30 October
Christmas Fair	Friday 27 November

David He. and Anne confirmed that the Parish Council will not be progressing the idea of an 'alternative village fete' on the Playing Field.

Item 9 – Review of Sub-Committees and Teams-Committee and Team Membership

Committee members agreed that they were willing to continue on the various groups. Mike agreed to join the maintenance team.

Item 10 – Constitution

David Ha. stated that he had updated the Constitution to Version 13 to reflect trustee changes and new review dates.

DHa. Tony raised a question on the management of risk from food allergies and the provision of an EpiPen for first aid. Following discussion, it was agreed that the provision of an EpiPen lay

with the allergic individual and not the Hall as a food venue. It was the responsibility of the hirer providing food at an event to ensure that advice was given on food allergies. This would include the organiser of Hall run events. David Ha. will include additional provisions on this in Version 13 and circulate it with the Minutes for any comments prior to publication.

Item 11 – Declaration of Acceptance

David Ha. circulated the annual form for signature by those present. He will follow up with those who were absent.

Item 12 – AOB

- All Mike asked about arrangement for inspection of the Play Area. David Ha. explained that the Hall was registered on East Suffolk Councils list for periodic inspections; but that these were infrequent and were not chased. The Play Area is scheduled for monthly inspections in the Hall's Operating Procedures and all trustees are asked to report on any problems if noticed whenever they are passing it.
- DHe. David He. reported that the Parish Council had ordered a new bin for cardboard only from East Suffolk Council that should be delivered before the new collection changes come into force in June. Any addition charge will be shared by the PC with the Hall and the Shop. He was asked to apply to ESC for an additional suited padlock form the new bin.

Item 13 - Dates of for the next VHMC Meeting

- All The next VHMC meeting will be on Monday 17 August 2026 at 6.00 p.m. in the Village Hall

There being no further business the meeting closed at 6.55 p.m.