

**BREDFIELD VILLAGE HALL & PLAYING FIELD**

**MANAGEMENT COMMITTEE MEETING**

**HELD ON**

**Monday 28 April 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** Stephen Seargeant (Play Area)  
Lynn Taylor (Book Club)

**Co-Opted** Chris Woods, Tim Dean

**Action**

**Item 1 - Apologies**

Apologies were received from: Chris Norman (Bowls Club), Paul Cannard (PCC)

**Items 2 and 3 – Minutes**

The Chair signed the Minutes of the meeting on 16 December as a true record.

The Chair signed the Minutes of the AGM on 11 April as a true record.

**Item 4 - Matters Arising**

There were no matters arising.

**Item 5 - Brief Reports**

Chair

AH Anne had stated at the AGM that this would be her last year as Chair. She is actively looking for a replacement.

TD/AH Anne noted that Tim was standing down as Bar Manager. A new rota has been produced for staffing the bar to cover events up to the end of the year. Each event will have a stock buyer and 2 staff to run the bar. Tim will provide a stocktake list and a list of suggested best-selling products.

Secretary

David Ha. stated that his items to report on were covered on the Agenda below.

### Treasurer

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

Current Account	£11,142.51
PayPal Account	£605.27
Savings Account	<u>£10,634.18</u>
Total Funds	£22,381.96

- SC He reported that Faye Stockdale, who runs the out of school events, owes the Hall £608. He was pursuing her for payment. Money was also owed by Eon for overpayment of £666. The company had not responded to requests for repayment and Stephen is taking action through the small claims court.

### Booking Secretary

- TB Tony noted the trend for more children's parties. He has received a request from Lapwing Education for a regular booking on Wednesday afternoons, in addition to the Tuesday morning cooking sessions. This Wednesday's hire butts against a Town Lands Charity meeting starting at 4pm in the Field Room – he is liaising with David He.

## **Item 6 – Consideration of systems for hirer bookings and payment**

- SC Stephen C stated that the charge for Quickbooks, used for invoicing and accounting, had risen to over £400 a year. He would be moving invoicing to Zoho, which is a free invoicing system for small businesses.
- SC/TB Stephen C reported that he had downloaded a trial version of <https://hallbookingonline.com/> that is used by Charsfield Village Hall. He has concluded that, although the system provides online booking and invoicing for £10 / month, it does have shortfalls in the way invoices are issued. He proposes to take some good points from the system and discuss modifying the Hall's online booking process with Tony. In particular combining the booking form with the hiring agreement, and the issue of invoices once a hire agreement has been returned.
- SC Stephen C stated that the current website was now no longer supported and he was investigating how best to upgrade to a new one. He has secured the domain name bredfieldvh.net with a view to using it for a new website and emails.

## **Item 7 – Potential Development Projects**

David Ha. reported that the Development Sub-Committee had met in February and identified 3 potential projects:

### New Front Door and Electronic Key Pad

- SC/DH It is proposed that key entry is replaced with an electric door lock. Locks are designed be compatible with the locking mechanism of UPVC doors and it is proposed to replace the existing wooden front doors and frame with new UPVC units. A quote has been obtained from Waveney Windows for £3,600 to replace the wooden unit. A new lock would cost around £250.

### Acoustic Panels

- DH Following the installation of acoustic panels in the Field Room, a quote had been obtained in March 2024 from Trim Acoustics for the supply of 20 acoustic panels for the hall ceiling at a cost of £3,150. They would need to be fixed by volunteers, otherwise this would cost an additional £1,620. Trim Acoustics has confirmed that the price currently holds.

### Replacement Shed / Lean-to

- DH The wooden shed beside the hall is about 10 years old and needs increasing ongoing maintenance. It is proposed to replace it with a larger more robust lean-to on the adjacent hall wall. In outline the wooden structure would be on a 6m x 2m concrete base with up-and-over

doors at each end. Detailed costing has not been done but it is likely to be of the order of £3k to £4k, if constructed by volunteers. It is understood that a lean-to structure would require planning permission at a cost of around £300.

Following discussion, it was agreed that the Hall could currently fund one of these projects, without the need for a grant, and the replacement doors and lock was chosen to be progressed with Waveney Windows without the need for further quotes.

DHa. David Ha. will progress it on the basis of matching the style of the existing doors, but with a central opening and 2 side panels.

Stephen C suggested that fencing of the Play Area be considered as a future project.

### **Item 8 – Review of Maintenance Work**

DHa./AH Minor maintenance works are ongoing, with the annual deep clean of the hall to be discussed at the next meeting.

### **Item 9 – Review of Fundraising and Entertainment Events**

AH Anne stated that the Fundraising and Entertainment Sub- Committee would be meeting on Thursday 1 May to discuss arrangements for the forthcoming events:

Pop-Up-Bar with Pizza Van	Friday 30 May
Pop-Up-Bar with Bowls	Friday 27 June
Pop-Up- Bar	Friday 25 July
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

### **Item 10 – Review of Sub-Committees and Team Members**

David Ha. confirmed the sub-committees memberships with the VHMC for 25/26. As a new trustee Lynn Taylor has 'formally' joined the Entertainments Committee.

### **Item 11 – Constitution, Governance and Operating Procedures – review of changes for sign off of Version 12 by the new Committee**

All David Ha. summarised the changes to the new version of the Constitution and will email a copy of these together with the Version 12 to the Committee with the Minutes of the meeting. Any comments or amendments should be sent to him prior to finalising for publication of Version 12 at the end of May.

SC/DHa. Any changes to the booking process can be included in a subsequent revision, as necessary.

### **Item 12 – Declaration of Acceptance by Trustees for 2025/26**

Those present were asked to sign the declaration as trustees for 2025/26

**Item 13 – AOB**

- AH Chris W suggested that the published finish time of Pop-Up-Bars might be brought forward from 10.30pm to 10pm. This would benefit the volunteer bar staff (who could still keep the bar open until midnight if they wished)
- DH David Ha. will make the Letter of Delegation available in the Bar for completion on occasions when the bar is not supervised by a trustee.

**Item 14 - Date of the next VHMC Meeting**

- All The next VHMC meeting will be on Monday 18 August 2025 at 6.00 p.m. in the Village Hall

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