

BREDFIELD VILLAGE HALL & PLAYING FIELD
VIRTUAL MANAGEMENT COMMITTEE MEETING

December 2020

MINUTES

These minutes are based on a Report to Trustees that was circulated in lieu of the scheduled meeting on 7 December which could not be held due to restrictions on in person meetings during the coronavirus epidemic. Trustees were asked to send any comments or questions to the Secretary for the committee's officers and respond appropriately and include them in the minutes.

Trustees:

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 Courts),
Denise Causier (Play Area), Lesley Jessup (Bowls Club),
Janet D'Arcy (Parochial Church Council)

Co-Opted Tim Dean, Matt Blowers

Action **Item 1 – Minutes**

The Minutes of the last Meeting held on 10 August 2020 were circulated after that meeting, no comments were received. The Chair will sign them as a true record in due course.

Item 2 - Brief Reports

Chair

Anne noted that since the last meeting we have been in and out of lockdown, classes and groups started to use the hall and have had to stop. The playing fields and tennis courts have been open and then closed. All our fundraising activities, quiz night, Christmas fair, carols and pop up bar have been cancelled, but we look forward hopefully to 2021 when we can get back to some sort of normality.

The officers had spent a lot of time deciphering government guidelines and making sure they were followed. She thanked all for their support during this difficult time and she hoped that we can all spend some quality time with our loved ones over the festive season.

Secretary

David Ha. reported that the memorandum of understanding with the Bowls Club was finalised and signed by Anne and the Bowls Club Chairman in September. There were no comments on the MOU or on the annual report to the Charity Commission that was submitted following the last VHMC meeting. Details of the Trustees have been updated on the Hall's and Charity Commission's websites.

Treasurer

Stephen reported that the current funds at Barclays Bank are:

Community Account	£7,948.27
Business Premium ME	£20,140.00

Current restrictions have significantly reduced income by some £5,000 this year due to reduced income from the hire of the hall and no fund-raising events being held.

Income from the hire of the hall for this financial year is £3,264 but this includes £1,966 which was not collected for the 2019-20 financial year.

Income from the tennis courts has raised £456.

The Hall received a £1,454 refund from Everflow for errors in meter readings which caused excessive charges for water usage.

A grant from East Suffolk Council was applied for at the start of the Covid-19 restriction and £10,000 was received, which will help cover losses during the time the use of the hall is restricted. A further grant of £1,334 was received to cover losses during the second lockdown period during November.

During November the village shop experienced problems in taking card payments and have been using the village hall's iZettle card reader. Hopefully the problem has now been resolved and all income for shop transaction will be transferred to their account.

Booking Secretary

Tony reported that the easing of the first UK lockdown from 6 July occurred at the time that regular bookings tend to break for summer. Later in August some of the regular hirers investigated returning to the hall, and were required to create their specific Covid risk assessments. Various groups had members who were reluctant to take the risk, whilst some were not able to attend and to keep adequate social distancing.

Thus, some groups returned but, interestingly, there were new groups wanting to come to Bredfield, bookings were taken for Cathie Shuster's Yoga classes and for Chi Kung with Sally Askew. During this period it has been important to retain the normal slots for those groups not yet able to return, but also fit the newcomers into the Calendar. The playing field was hired in the autumn by Woodbridge Football Club for U16 training.

Once the second lockdown started on 2 November, all groups again had to stop coming. With the end of the second lockdown on 2 December Tier 2 measures were imposed. Some groups have already returned, some will hold off since it is very late in the current term and some remain absent as they cannot continue their activity due to social distancing requirements.

Item 3 - Arrangements for Managing Covid-19 Risks at the Hall

The Hall has continued to follow Government regulations and advice as detailed in Information Sheets issued by ACRE, which included posting QR notices for hall users to log in using the NHS track and trace app. Having been kept open until the second lockdown the tennis courts were closed and football goal nets were taken down. The play area remained open.

Item 4 - Booking and Billing Arrangements

The role of Booking Secretary, who had always issued payment requests to the hirers, has now been reduced in that the Treasurer now has taken over this activity.

SC From May 2020 onwards all invoicing is on a monthly basis for the use of the hall via Quickbooks. For regular hall users an invoice is raised at the end of the month for the use of the hall with 15 days to clear the invoice. Payment can be by bank transfer, cheque, credit or debit card. We no longer accept cash payments. The system is working well and the ability to pay online with a credit/debit card has been welcomed as a quick and easy way to pay. We have one outstanding debt at the moment but all hall users have paid in a timely manner. This has made a significant improvement to our cash flow especially during the present restriction with limited income for the use of the hall.

TB/SC Stephen noted that as invoicing has moved online it is important that details of any new bookings and agreed fees are notified to the Treasurer prior to the event taking place. This will enable the invoice to be sent to the appropriate person. It is also important the hire agreement form, which is available online, to be completed and a copy retained by the Treasurer.

Item 5 - Development : Progress Report

The Hall purchased a card reader and tablet for use in the bar that uses the recently installed WIFI. It was used for the picnic and has been a useful back up for contactless payments in the Shop.

DHa. Rotten wood on the old picnic bench at play area has meant it had to be removed. An application has been made to East Suffolk Council's Enabling Communities Budget to purchase a new wooden 8-seater picnic bench for the play area and a recycled plastic one for the hall patio to be installed in the spring.

Item 6 - Maintenance Work : Review

The felt patches used over some of the cracks in hall's flat GRP roof last summer have weathered well. Patches have now been applied over the rest of the cracks. This should prolong the life of the flat roof, but both shop and hall flat roofs will need replacing in the medium term. More remedial patching will be needed if more cracks develop.

SC A repair was made to a broken tension wire on the tennis court fencing. Most of the wires show corrosion where they pass through the metal posts. Quotes have been obtained to replace all of the wires and straighten the posts where possible. Work should take place in January.

DC/DHa. An inspection report commissioned for the play equipment identified a number of issues. The majority of these have been addressed and the rest, including replenishing the bark chippings, will follow.

MB The football nets were removed at the start of the second lockdown to discourage groups of more than 2 gathering on the playing field. The ground in front of the goals has worn badly this year due to additional use during the summer and autumn. A new pair of post sockets and a new net have been bought pending decision on remedial work;

TB Tony noted that he had fixed shiny tapes to the play area swings as a deterrent to birds landing and leaving droppings on the seats below. It appears to be successful and he will be maintaining them.

Item 7 - Fundraising / Entertainment : Update on events

As restrictions on the use of the hall prevented any social gatherings inside, it was decided to hold an outside community picnic on 30 August. About 40 people attended bringing their own food and seating for social distancing on the patio and the playing field. The Hall bar was open for outdoor sales and the Shop sold ice creams.

Item 8 - Next Meetings

A date for the AGM has been provisionally set for Friday 16 April at 7.00 p.m. at the Village Hall, with a meeting of the new VHMC to follow on Monday 26 April at 7.30 at the Village Hall.

Both meetings will be subject to review depending on coronavirus restrictions at the time.

DHa. The Secretary will contact the committee members in March to ask if they are willing to remain as Trustees for 21/22.