

BREDFIELD VILLAGE HALL & PLAYING FIELD

MANAGEMENT COMMITTEE MEETING

HELD ON

Tuesday 7 December 2021 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)

Co-Opted Tim Dean (Bar), Chris Woods

Action **Item 1 - Apologies** Matt Blowers (Playing Field), Lesley Jessup (Bowls Club),
Janet D'Arcy (Parochial Church Council), Patsy Ginn (Tennis
Courts), Denise Causier (Play Area)

Item 2 - Minutes

The Minutes of the last Meeting held on 10 August 2021 were taken as read. The Chair signed them as a true record.

Item 3 - Matters Arising

Re Item 9: Tony stated that the Football Association had moved the start time for the local league matches to 10 a.m. The earlier start should help to avoid congestion in the car park for afternoon events.

Item 4 - Brief Reports

Chair

Anne noted that the installation of solar panels had reinforced the community's environmental commitment.

She stated that the Hall's Special Conditions of Hire during Covid-19 remained in force which encouraged mask wearing when social distancing was not possible.

Secretary

David Ha. reported that the Hall's annual report had been submitted to the Charity Commission and could be seen on the Commission's website - <https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/304714/charity-overview>

He noted that the Hall had submitted an entry to the 'Village Halls Doomsday Book 2021' being compiled by ACRE (Action for Communities in Rural England). The website <https://coda.io/@acre/village-halls-doomsday-book-2021> has been produced to mark a century of community action.

Treasurer

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

Current Account	£6,923
PayPal Account	£1,039
Savings Account	£20,142
Cash in Hand	£717
Total	£28,821

Stephen noted that nearly all hirers were now paying their monthly invoices online by bank card or by Paypal account. Most were paying promptly but some reminders were needed.

Booking Secretary

Tony reported that regular hirers had returned after the summer break and these and one-off bookings were at a good level.

- DHa. He stated that he had been receiving enquiries about whether the Hall provided a 'wedding package' and suggested that the Hall's website state that wedding hire is for the use of the premise's facilities only. David Ha. will revise the website Charges page and check on entries on hall hire sites where the Hall has been registered as a wedding venue.

Item 5 – Review of Development Projects

Solar Panels

David Ha. noted that power generated by the solar panels was declining with the shorter daylight hours. It has averaged about 20% of the Hall and Shop electricity consumption in the 3 months since installation. The batteries have enabled all power generated to be used at the site.

The Queen's Platinum Jubilee Tree Planting

The meeting discussed options for tree planting to celebrate the Queen's Platinum Jubilee. David He. stated that the Parish Council had been offered an oak sapling by the District Council for planting in the village and was looking for a suitable site.

- DHa./ All Following discussion, it was decided to look into planting a pair of specimen trees to replace the chestnut trees at the Hall's road entrance. DHa. will arrange for the old stumps to be ground out and get quotes for suitable trees and report back. Concern was raised on the location for the siting of an oak tree that will require a large area when fully grown; any suggestions for a suitable site around the village should be given to David He.

Hall & Shop Flat Roof.

- DHa. David He. noted that the Parish Council was receiving the first tranche of the Community Infrastructure Levy (CIL) for the Woods Meadow development and that some £8k of it might be available for replacement of the flat roof, when required. It was agreed that DHa. would approach contractors for advice on options for reroofing and the estimated costs.

Item 6 – Review of Maintenance Work

Hall Signs

- All David Ha. reported that he had obtained quotes for replacement of the discoloured signs on the hall and beside the road, based on a like for like. This would be just over £200 for the hall wall sign and around £120 for one side of the Shop's sign next to the road. Following discussion, it was decided that consideration be given to changing the 'Bredfield Village' style logo and replacing all of the current signs and branding used with a more contemporary style. It was agreed that the committee members would approach any

contacts with graphic design experience who might be willing to offer advice on producing a new logo and signs designs, at no charge, for discussion and decision on changing.

Car Park

DHa./All David Ha. noted that more rain filled hollows in the car park were developing and thought that filling them with shingle might preserve the surface. Anyone willing to help should contact him.

David He. suggested that a long-term solution would be to resurface the car park and that future CIL received by the Parish Council might be used for this.

Hall Heating and Lighting

Anne stated that hall users had commented that the new radiators were not set to achieve a comfortable temperature for some activities during the winter months. It was agreed that they should be set to 30°C as a trial.

DHa. Following a suggestion by Tony the wall light bulbs will be replaced by 'warmer light' and higher output bulbs.

Scrub Clearance

DHa. David Ha. and Stephen had cut back brambles that were encroaching on the play area and tennis pavilion, but more work remained to clear the area. A quotation had been obtained for removing a tree and clearing back to the ditch at a cost of £350. It was agreed that the work should go ahead.

Tennis Courts

SC Stephen reported that he has not been able to find a contractor to replace the courts' fence tensioning wires, but will continue to look.

Item 7 – Review of Fundraising and Entertainment Events

Anne reported that the Xmas Fair held on 27 November had been very successful and raised £597.89 for Hall funds, with the Macmillan stall raising £362 for the charity. She thanked all those who had helped and especially Chris and Yvonne for the catering and Matt for being Father Xmas.

The events currently planned; subject to any changes in Government Guidance on managing Covid-19 are:

17 December	Carols with a pop-up-bar
14 January	Pop-up-bar
11 February	Pop-up-bar
26 February	Hosting the Macmillan Mammoth Quiz
5 June	Queen's Platinum Jubilee event

TB/All Anne asked for suggestions for the Jubilee event on Sunday 5 June. It was noted that the event would follow the Church Fete on 4 June and that the hall was provisionally booked for a wedding over the same weekend. Tony was asked to confirm the booking with the wedding hirers so that the sharing of facilities by the 3 events might be understood.

TD Tim will be seeking 'staff' for manning the next pop-up-bars and will investigate restocking wine glasses from <https://www.nisbets.co.uk/>

Item 8 - AOB

DHa. Tony noted that hirers have been overrunning their booked slots. Stephen commented that hirers had queried charges based on ¼ hour booking increments. It was agreed that there should be a minimum of a 1-hour hire period and bookings should be for ½ hourly increments. David Ha. will add a comment to the Charges page on the website.

Item 9 - Dates of AGM and Next Meeting

All Having consulted diaries for availabilities, the date of the AGM was set for Friday 8 April starting at 7 p.m. with the first meeting of the 2022/23 committee on Tuesday 24 May starting at 6 p.m.

There being no further business the meeting closed at 7 p.m.