

## BREDFIELD VILLAGE HALL & PLAYING FIELD

### MANAGEMENT COMMITTEE MEETING

#### HELD ON

Monday 9 December 2019 at 7.30 pm 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), Patsy Ginn (Tennis Courts)

**Action** **Item 1 - Apologies** Denise Causier (Play Area), Marc Coker, Janet D'Arcy  
(Parochial Church Council), Lesley Jessup (Bowls Club),  
Allison Chaplin

##### **Item 2 - Minutes**

The Minutes of the last Meeting held on 19 August 2019 were taken as read. The Chair signed them as a true record.

##### **Item 3 - Matters Arising**

There were no matters arising.

##### **Item 4 - Brief Reports**

###### Chair

Anne summarised the work that had taken place over the last 6 months on the extension to the hall, developing the new bar and preparation for the new patio.

She noted that the Hall had held a Village Barbeque, Quiz Night and Christmas Fair since the last meeting and hoped that the extension would generate more social events for the community.

Details were discussed under the items that followed.

###### Secretary

David Ha. stated that updates on all matters would be covered under the Agenda items.

###### Treasurer

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

Current Account	£10,803.21
Savings Account	£10,129.98
Total	£20,933.19

The NS&I account had been closed and monies transferred into the Barclays Bank savings account that also held the ring fenced sums for the tennis courts, and BADS.

Stephen summarised the costs for developing the extension and new bar. In total the Hall had received £17,137 in grants and had spent £16,490 from fundraising events and the income from hirers. The expenditure on the development of the extension and bar was £33,627.

DHe. Stephen reported that he had renewed the contract with Eon for the electricity supply for a further 3 years after checking with cost comparison sites. The cost had risen and as the Village Shop is the major user of electricity David He. was asked to note the increase which would be approximately 13%.

SC/All The contract can be ended and he will check periodically to see if better deals are available. The trustees were asked to let him if they were aware of any cheaper deals for business users.

Dev Team It was suggested that the Development Team look at the benefits of installing solar panels on the hall or shop roofs

#### Booking Secretary

TB Tony reported that the enquiry for a Pilates Class on Tuesday mornings had not been progressed and that there were some slots for regular hirers during weekdays. The regular bookings were all continuing and bookings for weddings and children's parties had increases since the kitchen was refurbished.

### **Item 5 – Use of the Field Room and new Bar**

It was agreed that the new extension would be called The Field Room.

The Finance Sub-Committee had met to discuss charges for the use of the Field Room and new bar prior to the meeting. David Ha. tabled a revised page on Hiring Charges from the Hall's Constitution etc. In summary it was agreed that :

- Due to access bookings for the Field Room and Main Hall would as a rule not be accepted at the same time.
- The use of the Field Room, including the Bar, would be charged at half the Main Hall rates (rounded).
- The use of the Field Room would be included in the Main Hall rates.
- The use of the Bar in addition to the Main Hall would be charged at 50% of the Field Room and Bar rates.
- To give preference to bookings for the Main Hall bookings for the Field room only would be subject to confirmation by the Booking Secretary 2 weeks ahead of the event. The booking could be cancelled if the Main Hall was booked before then.
- The Full Weekend rates would be increase by £50.
- The new rates would be introduced for new bookings from 1 January 2020.

DHa. /All David Ha. summarised the other changes to Version 6 of the Constitution resulting from the building of the Field Room and the swapping of the bar and storeroom. A copy of the summary sheet and the updated V6 will be sent out with the Minutes for any comments, with a view to issuing the new document and updating the Hall's website shortly after.

AH Anne described how it was proposed to hold a 'drinks and nibbles' event to formally open the Field Room and New Bar over lunchtime on Saturday 25 January. An invitation list was being prepared to include the Grantors, Builders, Volunteer Workers, Trustees, Parish Councillors and The Press. Invitations will be sent out in early January.

- AH Following discussion it was agreed that Anne will invite Sheila Woods to 'cut the ribbon', as a village resident throughout the development of the hall, and District Councillor Tony Fryatt would be asked to say a few words as a supporter of this and previous projects.
- DHa. David Ha. tabled a draft for a stainless steel plaque to be fixed to the outside wall to acknowledge the contributors to the project. He had obtained quotes, the lowest of which was for £91. It was agreed that he would order a plaque and fix it to the southeast corner of the extension. He would also temporarily fix a plaque with details of the main supplier, Waveney Windows, to the northeast corner.
- AH Anne stated that she would like to arrange a community meeting shortly after the 25 January to discuss the use of the Field Room as a pop-up bar, luncheon club etc. She hoped that there would be support for a new small group to co-ordinate events and to recruit a new trustee to represent it. Anne was asked to progress the meeting.

### **Item 6 – Review of Regular Hirers Charges**

Stephen tabled a copy of a summary of the hourly charges rates paid by the regular hirers that he had received from Tony.

The hourly charges for the longer term hirers had not been reviewed for some time and as a result there were differences in the rates charged for similar events.

- SC/TB It was agreed that Stephen and Tony would review the rates and then arrange a meeting of the Finance Sub-Committee to agree changes for the year 2020/21. The basis for any changes would be explained to the regular hirers early in the New Year.

### **Item 7 – Village Hall website and Booking arrangements: Progress Report**

- DHa. All regular hires had signed hiring agreements. Tony was arranging signing of the single event form and had suggested changes to it. These were agreed and David Ha. will change it, copy it to Tony and Stephen and replace it in the Constitution etc.
- SC/TB Stephen reported that he and Tony are working on changes to bookings to enable him to issue invoices using the Clearbooks accounting system.

### **Item 6 - Development Proposals : Progress Report**

David Ha. summarised work on the current developments:

#### **Extension and New Bar**

These were now completed.

David He. thanked David Ha. for managing the project and the other volunteers who had contributed time to the work with him.

#### **Patio**

A grant of £1,000 has been given by East Suffolk Council. An additional 42 recycled slabs have been bought, but the work on laying the new patio has been postponed due to the high rainfall in the autumn. Offers of labour and equipment have been confirmed with a view to construction when the ground is firmer in the spring

### Storeroom

The old bar has been cleared and the walls painted. Equipment has been moved into it and new shelving will be built shortly.

### Hall Lighting

Maint Tm An application has been made to East Suffolk Council for £1,000 towards funding for replacing the hall strip lights with LED units and for establishing a circuit for the wall light sockets. Options for light fittings to the wall sockets are being considered by the maintenance team.

## **Item 7 - Review of Maintenance Work and Resourcing**

DHa/SC David Ha. reported that Simon Dickings would be cutting the grass around the play area and hall etc. from now on. This would add some £800 a year to the hall's running costs. He is also dealing with weed control on the site.

DHa. David Ha. reported that the small ceiling leak into the new bar area had returned. He had applied a temporary fix and would arrange for Cummings Roofing for a repair along with further work to the GRP flat roof in the spring.

## **Item 8 - Update from Fundraising / Entertainment Sub-Committee**

Allison was not present at the meeting and had not submitted a report. Anne summarised the monies raised by events since the last meeting:

Village Barbeque	£501
Quiz Night	£389
Christmas Fair	£814

All Carol Singing with a paid bar, and an invitation to all to bring nibbles, will be held on Friday December 20 from 6.30 to 8.30 pm.

## **Item 9 - AOB**

### Window Cleaning

SC Stephen reported that Mr Proctor had provided a quote of £28 to include cleaning the outside of the extension windows as well as the rest of the hall. Alternative quotes had been obtained, these ranged from £60 to £70 and included the extension glass roof and the shop. It was agreed Stephen would ask Mr Proctor to continue and to include the shop's windows and door, but not the glass roof in a new costing.

## **Item 10 - Dates of Next Meetings**

All The AGM will be held on Friday 24 April 2020 at 7.00 p.m. with wine and nibbles to follow

All The first meeting of the new committee will be on Monday 4 May at 7.30 p.m. in the Village Hall.

TB Tony was asked to make bookings to include the 25 January event from 10.00 to 15.00.

There being no further business the meeting closed at 8.40 pm.