

BREDFIELD VILLAGE HALL & PLAYING FIELD

MANAGEMENT COMMITTEE MEETING

HELD ON

Wednesday 14 August 2024 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),
Chris Norman (Bowls Club)

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

Co-Opted Chris Woods, Tim Dean

Action

Item 1 - Apologies

Apologies were received from: Paul Cannard, Stephen Seargeant and Matt Blowers

Item 2 - Minutes

The Chair signed the Minutes of the meeting on April 30 as a true record.

Item 3 - Matters Arising

There were no matters arising.

Item 4 - Brief Reports

Chair

Anne stated that her items to report on were covered by the Agenda items below.

Secretary

DHa./SC

David Ha. stated he had prepared the Annual Report to the Charity Commission and will submit once the Independent Inspector had checked the accounts in September. Other items to report on were covered below.

Treasurer

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

Current Account	£5,915
PayPal Account	£249
Savings Account	£10,506
Total Funds	£16,670

He noted that funds had been depleted by the work on the tennis courts. All promised grants had been received and all invoices due paid.

Booking Secretary

Tony reported that a new Kesgrave Kestrals team had booked the playing field for a series of friendly matches. They had not confirmed if they wished to use the pitch for fixtures.

TB Faye Stockdale had booked the hall for a series of Out of School sessions in August. A Hiring Agreement had not been completed prior to the events. It was agreed that future failure could result in a booking being cancelled.

Stephen noted that she had delayed payment for previous bookings, but it had now been received.

TB Anne reported that she had received a WhatsApp message from Eleanor Newman who was having trouble with submitting a booking form. Tony will respond to the original enquiry.

Item 5 - Review of Development Projects

Anne reported that the work to convert one of the tennis courts into a court for football and basketball and to refurbish the other had been completed. She thanked the trustees who had worked on the project along with the volunteers who helped: Chris Merton, Keith Clark, Ashley Shemmings, Kris Skellorn and Tom Purkis.

It had been necessary to apply for planning permission to convert a tennis court into a multi-use games court and this had been granted on 4 July, prior to erection of the goal ends. The District Council had received an objection from the owners of a neighbouring property; although the matter was discussed with them there was no agreement on the points raised. The need to manage the use of the facility was recognised.

The Council informed the Hall on 27 June that planning permission was also needed for the replacement of the perimeter fence as it was over 2 metres high. As the fence had already been erected a retrospective planning application was made. This was discussed at a special Parish Council meeting on 5 August at which the objectors were present.

AH/DHa. The Parish Council has responded that it had no objection to the application. The Hall has accepted the need to minimise noise from the area and undertook to look into mitigation measures. The Parish Council has asked if the Hall could submit a response to the points raised by the objectors that could be tabled at the Parish Council Meeting on 30 September.

Anne reminded the meeting that the project had been funded by grants from the Parish Council's CIL fund, the Local Councillor's discretionary fund and Bredfield Town Lands Charity; with the remainder needed met by the Hall's ring-fenced fund received from the defunct Tennis Club and its accumulated funds.

Bicycle Rack Stands

All Following discussion at the last meeting Stephen S had sourced a second-hand cycle rack at a cost of £30 and this had been installed by the Shop. Stephen C stated if Stephen S provides an invoice the Hall will reimburse him.

Item 6 – Review of Maintenance Work

Electrical Installation Condition Inspection

DHa./SC David Ha. reported that the Condition Report by Aaron Electrical had identified the need for remedial works. Where simple these had been carried out by the Maintenance Team. The remainder will be scheduled for Aaron Electrical in September.

Stephen C stated that he had purchased coloured LED reflector bulbs to replace the tungsten bulbs in order to reduce energy use. Aaron Electrical has been asked make modifications needed to accommodate their installation.

DHa. Anne suggested that the old bulbs and spare new ones be sold on Gumtree.

Play Area Inspection

David Ha. reported that Play Inspection Company had submitted its report through East Suffolk Council. It had identified the need for remedial works, the main ones being to clean the equipment to remove algal, moss and lichen and to replenish the wood chip surface. A play equipment day was organised for 30 June with Hall committee members together with Kieran Pope and family, Helen Young and Ian Wiles.

Hall Deep Clean

AH/All It was agreed that the annual deep cleaning day for hall, kitchen etc. would be on Sunday 1 September. Anne will seek volunteers to join committee members through a Mailchimp post. It was noted that raking the car park gravel would be included if possible. Committee members should let Anne know if they will be able to help on the day.

Other works

Stephen C reported that the faulty cystem flushes in the outside toilets had been replaced.

David Ha. noted that the annual boiler service had been arranged for 4 September.

It was agreed that any refurbishment of the old tennis hut would be deferred until next year.

Item 7 – Review of Fundraising and Entertainment Events

AH Anne reminded the meeting of the programme of dates for events:

Pop-Up-Bar	Friday 30 August
Macmillan Coffee Morning	Saturday 21 September
Pop-Up-Bar	Friday 27 September
Village Hall Quiz	Friday 25 October
Macmillan / Lion's Pig Racing	Saturday 9 November
Pop-Up-Bar	Friday 15 November
Christmas Fair	Saturday 7 December
Pop-Up-Bar and Carols	Friday 20 December
Pop-Up-Bar with Chinese Food	Friday 31 January
Pop-Up-Bar	Friday 21 February
Macmillan Mammoth Quiz	Friday 28 February

Item 8 – Changes to the Constitution etc.

David Ha. reported that revisions to the document had been made in June and again in August. Version 11.2 will be circulated with the Minutes together with a summary of the changes made. It will be published shortly afterwards, subject to any comments received.

Item 9 – AOB

No items were raised.

Item 10 - Date of the next VHMC Meeting

All The next VHMC meeting will be on Monday 9 December 2024 at 6.00 p.m. in the Village Hall

There being no further business the meeting closed at 6.40 p.m.