

**BREDFIELD VILLAGE HALL & PLAYING FIELD**

**MANAGEMENT COMMITTEE MEETING**

**HELD ON**

**Tuesday 30 April 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),  
Paul Cannard (Parochial Church Council)

**In Lieu of Organisations  
i.a.w. Clause 8** Stephen Seargeant (Play Area and Tennis Courts)

**Co-Opted**

**Action**

**Item 1 - Apologies**

Apologies were received from: Chris Norman, Chris Woods, Tim Dean and Matt Blowers

**Item 2 - Minutes**

The Chair signed the Minutes as a true record.

**Item 3 - Matters Arising**

There were no matters arising.

**Item 4 - Brief Reports**

**Chair**

Anne welcomed Paul Canard to the meeting as the new representative for the Parochial Church Council. All her items to report on were covered by the Agenda items below.

**Secretary**

DHa

David Ha. stated he had updated the Constitution for 24/25. Changes were limited to updating the trustees, the asset register and hiring charges. He will send the new version 11 and a note of the changes out with the Minutes for any comments before publishing it on the website.

**Treasurer**

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

Current Account	£10,107
PayPal Account	£313
Savings Account	£20,438
Total Funds	£30,848

He noted that funds had been reduced by the payment of deposits for materials for the refurbishment of the tennis courts.

### Booking Secretary

Tony reported that Kelly Paterson had taken over as the franchisee of Bounce fitness classes.

There was a new booking on Tuesdays from 4 to 7.30 from the Angela Rowe School of Dance that is due to start on 4 June.

Tony stated that he was concerned that the process for booking the Field Room could prejudice a separate booking for the hall.

SC It was agreed that Stephen C would amend the booking form to replace the separate Field Room and Bar tick boxes with a comment to contact the Booking Secretary if a hirer wished to book them.

DHa. The Hiring Charges page of the Constitution will be amended to say that booking the Field Room for one-off hires can only be confirmed 2 weeks ahead of the required date.

### Item 5 - Review of Development Projects

DHa. David Ha. summarised progress on the planned refurbishment of the tennis courts. The wire link fencing is to be replaced with welded mesh and the court nearest to the play area converted to a multi sports area for junior football and basketball. Orders had been placed with East Fencing to replace the fence and with Zoan for the 2 goal ends. A start has been made to remove the old fence by volunteers and is to continue on 4 May and 15 June. It is planned to clear and level the area between the courts and the ditch, before the installation takes place at the end of June. This will facilitate weed control.

AH Anne summarised funding of the £29k project, partly by using the £7,262 from the tennis courts 'ring-fenced' fund. The Townlands Charity had offered £1k, subject to all other funding being secured. Applications have been made to the Parish Council for £10k from its CIL fund and to the District and County Councillors from their discretionary funds. The balance of approximately £9k will be met from the Hall's general fund.

### Bicycle Rack Stands

At the AGM Stephen S had raised the need for a bicycle rack stand for visitors to the hall and the shop. David Ha. reported that he had identified potential sites on the slabs where the oil tank used to stand and on the slabs beside the tennis court hut. He circulated information on potential suppliers. It was thought that those from screwfix <https://www.screwfix.com/p/mottez-zinc-5-bike-rack/75938> and amazon [https://www.amazon.co.uk/Sunix-Adjustable-Purposes-Included-Installation/dp/B08DKMDM5Q/ref=sr\\_1\\_52?crid=3N4M2EKR60KY6&dib=evJ2joiMSJ9.7hZDVt6BC2ivd6He329pRPryNH9klwzubYDSSo8H2PUcCjgRDundp-BLGg1npxxC39uy2PP1AEjtkIlaQWMwXOSEeG-u\\_npDheO2Xvwm89s2Qd1b8XUV1n0W87VQi3StzDW6if-m0TP5BXnRmCjvkFxQBKS-DmH8ibCioHNURKBT7tRFx4CzR1irrhYQUqQ5Eh4-fEcm-mOBngAPhGODTp\\_xfPGIoK-Aj4s8IKNQ5UX9saQ89K-A-nroUesxKzURK7799Y0qdTNSm03OnRPGD4\\_FVvNCiqirTYIV5vviE.EEmxruiD-1bj2AZsair6vRj0VTQOe05CC-Y63e4Gpgo&djb\\_tag=se&keywords=bike+stands+for+storage&qid=1714556983&srefix=Bike+Stands%2Caps%2C89&sr=8-52](https://www.amazon.co.uk/Sunix-Adjustable-Purposes-Included-Installation/dp/B08DKMDM5Q/ref=sr_1_52?crid=3N4M2EKR60KY6&dib=evJ2joiMSJ9.7hZDVt6BC2ivd6He329pRPryNH9klwzubYDSSo8H2PUcCjgRDundp-BLGg1npxxC39uy2PP1AEjtkIlaQWMwXOSEeG-u_npDheO2Xvwm89s2Qd1b8XUV1n0W87VQi3StzDW6if-m0TP5BXnRmCjvkFxQBKS-DmH8ibCioHNURKBT7tRFx4CzR1irrhYQUqQ5Eh4-fEcm-mOBngAPhGODTp_xfPGIoK-Aj4s8IKNQ5UX9saQ89K-A-nroUesxKzURK7799Y0qdTNSm03OnRPGD4_FVvNCiqirTYIV5vviE.EEmxruiD-1bj2AZsair6vRj0VTQOe05CC-Y63e4Gpgo&djb_tag=se&keywords=bike+stands+for+storage&qid=1714556983&srefix=Bike+Stands%2Caps%2C89&sr=8-52)

were the best options on cost and ease of installation.

All The committee were asked to comment to him on these designs and any others, with a view to installing one outside the shop soon and possibly one by the play / games area later.

### Item 6 – Review of Maintenance Work

#### Inspection

DHa./SC David Ha. reported that Aaron Electrical had carried out the 5 yearly electrical testing and inspection of the Hall's circuits and distribution boards in April at a cost of £1,150. The

Electrical Installation Condition Report was awaited and was likely to include requirements for some remedial works.

SC David He. asked when the fire extinguisher check to include the Shop was due. Stephen C will check and let him know.

#### Cleaning

AH David Ha. raised the matter of annual cleaning and refurbishment. He suggested a cleaning day for the play equipment to remove grime / lichen / weeds and to review the need for topping up the wood chippings. Also, to consider the annual deep cleaning day for hall, kitchen etc. later in the summer. Anne will look at suitable dates and seek volunteers through a Mailchimp post.

He suggested refurbishment of the tennis hut could be considered after the work on the tennis courts was done.

#### WiFi

SC Stephen C stated that he will be changing the WiFi code for hall users shortly and replacing the QR code notices. The 'management' code will not change.

### **Item 7 – Review of Fundraising and Entertainment Events**

AH Anne reported that the Entertainment Committee had met and set a programme of dates for events:

Pop-Up-Bar with Pizzas	Friday 24 May
Plomesgate CC Grass Track Racing	Sunday 7 July
Pop-Up-Bar	Friday 26 July
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 / Lions 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

AH She reported that the Village Book Club was meeting on the first Friday evening of each month in the Field Room. There was no charge for hire as bar takings were £80 to £100.

### **Item 8 – AOB**

Tony raised an issue with Field Room Bookings – see Item 4 above

SC Stephen raised the issue of security of the key box for the main entrance door. He will look into the cost of installing an electronic door lock that could be programmed with different codes for hall hirers i.e. a one-time use code for one-off hires; individual codes for regular hirers and another for the trustees, cleaner etc? He will report back.

PC Paul enquired about the use of the hall by St Andrews for church services in the winter. He was asked to book through the website. Any charge would be nominal.

**Item 11 - Date of the next VHMC Meeting**

The meeting day is being moved to accommodate the new Tuesday Dance Class booking.

All The next VHMC meeting will be on Wednesday 14 August 2024 at 6.00 p.m. in the Village Hall

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