

**BREDFIELD VILLAGE HALL & PLAYING FIELDS
MANAGEMENT COMMITTEE**

The Annual General Meeting of the above committee will take place on
Friday 23rd April 2010 at 7.30pm in Bredfield Village Hall

AGENDA

1. Apologies

2. Minutes of the last Annual General Meeting

3. Matters arising

4. Chairman's Report

5. Treasurer's Report

6. Secretary's Report

7. Election of Officers and Committee

8. Any other business

Apologies please to Sue Tilley (01394 383494) or e-mail susanr@madasafish.com

**BREDFIELD VILLAGE HALL MANAGEMENT COMMITTEE
ANNUAL GENERAL MEETING**

HELD ON 29th APRIL 2009

MINUTES

Attendees:

Mr. K. Derham (Chairman), Mr. D. Hepper (Treasurer), Mrs. S. Tilley (Secretary), Mr. T. Bence, Ms. D. Causier, Mr. T. Keats, Mrs. S. Woods, Mrs. N. Nicholson, Mr. F. Boswell, Mr. R. Irving, Mrs. M. Irving.

Apologies:

Miss L. Bence, Mrs. K. Woods.

Minutes of the last meeting:

The minutes were approved and the chairman signed them as a true record.

Matters Arising:

The chairman pointed out that we had missed the proposed 25th anniversary celebration of the Village Hall last year. A suggestion was made from the floor that we hold it this year, but there is a risk of conflict with the celebrations being staged by the Village Shop.

The dog bins and signs were now installed on the Playing Field.

Chairman's Report:

The Committee met three times during the year (1st April to 31st March). Topics covered included dog-fouling notices (erected with substantial posts), hall signage, re-siting of rubbish and recycling bins, cleaning of the hall, resurrection of village charities, caravan rallies, and the work of the three sub-committees.

The two village charities, Bredfield Townlands Charity and Marjorams Charity for Bredfield and Boulge, are in the process of reform, with two members from the Village Hall Management Committee included as Trustees.

The Committee is endeavouring to strike a balance between encouraging Caravan Rallies (and the substantial income which they generate) and avoiding disturbance to local residents. The guidelines reported at the last AGM did not prove sufficient, and the conditions of use have subsequently been made more stringent, although not yet implemented.

The three sub-committees stand as set up last year:

Hall Hire Charges – no review yet

Social – ongoing work

Refurbishment – ongoing work.

Hall bookings have been quite high with 54 users booking over 500 events during the year. Having agreed last year to raise charges by 10%, it was agreed to review them more frequently in future. The group will use the cost increases identified in the accounts to make the next changes.

The Social group was responsible for running 4 functions during the year: A musical afternoon by Mr. A. Fairley, a film archive evening, and 2 quiz evenings. As well as providing social focus, the functions raised almost £1000. There were some other proposed events for which anticipated attendance proved minimal, and therefore did not take place. Nonetheless the team continued to be enthusiastic and committed, strongly lead by Mrs. K. Woods. They are all due our thanks.

The Refurbishment group started the period with the main priorities being painting the hall, repairing the floor cheaply, replacing the flat roofing and refurbishing the toilets. Lower priorities included new chairs and curtains and replacement of window frames.

The Hall was painted out by a band of volunteers; to them a great thank you. The walls are already becoming marked, but we hope to remedy that.

The flat roof replacement was contracted during the financial year under review, and the work has since been completed; only just in time as a leak had just developed.

There is now a Village Hall sign, which is in the same style as the Shop signs.

Thanks go to the Shop for donating the sign.

The play area has been re-barked, toddler seats replaced, and the Wendy House roof re-felted.

Refurbishment of the toilets is about to be contracted.

As the year has progressed, the floor's condition has deteriorated and the cheap repair has become a £6,000 replacement proposal. Likewise, the condition of the car park has deteriorated to such an extent that remedial action has become necessary. Whilst temporary repair provides a short-term solution, the committee is busy evaluating the various kinds of permanent replacement surfaces available with the guidance and involvement of Mr. P. Tilley.

After the toilet work, the highest priority projects are now the floor and the car park, which one year ago were deemed fairly insignificant. When these are finished, the currently available funds are likely to be exhausted and we may need to take a longer view of the other requirements, although we will continue to strive for more capital.

The Treasurer will give detailed information on the financing of the refurbishments, but the grant applications reported at last year's meeting were largely successful, with only one disappointment.

The Chairman thanked his fellow officers, Mr. D. Hepper and Mrs. K. Woods. In

particular, Mr. Hepper had persevered with the sometimes daunting grant applications. Circumstances had forced Mrs. K. Woods' decision to resign as Secretary. The Chairman has written to give her our thanks, and he has always appreciated her direct and no-nonsense approach to her Secretarial and Social Committee responsibilities. Both of them had been very supportive during the year especially considering that the Chairman had been absent for quite long periods. As this situation is likely to continue, this should be taken into consideration during the election of the new committee.

Finally the Chairman wished to thank Mrs. R. Bradshaw for her work in cleaning the Hall and Mr. T. Bence who, as Booking Secretary and Caretaker, deals so capably with all the ongoing daily issues involved in running the Hall.

Treasurer's Report:

The total income for the year to 31st March 2009 was £16,236, which was slightly down on the previous year. This figure is rather distorted due to the £5,620 received as grants this year. However the income derived from the hire of the Village Hall was up from £7,053 in 2008 to £7,276 this year.

Expenditure has been around the same level at £8,494 this year compared to £8,523 last year. The Village Hall telephone has now been removed. The costs for electricity, oil and water have all risen significantly over the year and this should be closely monitored in the future.

There was an excess of £7,742 of income, including grants, over expenditure.

Excluding grants and fund raising, there was an excess of £1,156.

Total assets are currently £24,642. Cash in the bank stands at £23,667 as £975 of advance payments have been made.

Over the last year, grant receipts included £5,000 from the Garfield Weston Trust. £620 was received from Suffolk Coastal District Council for the play area. In addition £10,000 was allocated from the Suffolk County Council Regeneration Fund and £6,000 from the Suffolk Coastal District Council Capital Grant Aid, both ring-fenced for our future use. £7,000 received from Suffolk Environmental Trust, which administers funds allocated from Viridor Waste Management for community projects, was used to pay for the refurbishment of the flat roof.

Further grants will be pursued over the next few months.

The Treasurer acknowledged with thanks the contribution made by fund raising.

Thanks also go to Mr. M. King for carrying out the audit.

Comment was made about the heavy use of electricity by the Shop. It was noted that the income from the Shop of nearly £2,000, determined by meter readings, paid the bulk of the electricity bill. Water bills had been high due to increased water use in the urinals, a situation now being rectified.

Secretary's Report:

The Chairman read out a letter from Mrs. K. Woods giving her resignation with regret. She offered her thanks to the Officers, Committee and members of the Fund Raising Group.

Election of Officers and Committee:

Mr. T. Bence pointed out that as Caretaker and Booking Secretary paid a remuneration he was a co-opted member, not an elected member as listed. It was agreed the list would be amended accordingly. However the Treasurer stated that the current structure of the committee may soon come under review, with a view to bringing it back into line with the original structure.

All elected officers and committee members stood down. There were no other nominations and as all the committee were willing to stand again, they were elected en bloc. Mr. R. Irving proposed, Mrs. N. Nicholson seconded and the motion was carried unanimously.

Representatives of the village organisations were asked to inform the Secretary of any changes.

Any Other Business:

Ms. D. Causier volunteered to take over the lead of the social event fund raising group, in place of Mrs. K. Woods.

The car boot and table top sale held on 26th April 2009 raised £109.20.

There being no other business, the meeting closed at 8p.m.

Next Meeting:

To be arranged.