

BREDFIELD VILLAGE HALL & PLAYING FIELDS

MANAGEMENT COMMITTEE MEETING

HELD ON

Thursday 17 January 2013 at 7.45pm in Bredfield Village Hall

MINUTES

Attendees:

Officers: Keith Derham (Chairman), David Hepper (Treasurer)
Elected Members: Tim Keats
Co-opted Members: Tony Bence, Paul Cannard
Representatives of Village Organisations: Urda Hurst (Ladies Group), Nina Nicholson (PCC and Tennis Club)

Item 1 - Apologies

Officers: Jane Talbot, Secretary
Elected Members: Rowland Irving
Representatives of Village Organisations: Lucy Bence (BADS), Tony Bishop (Shop), Ann Bradlaugh (Bowls Club), Sheila Woods (Over Sixties) Denise Causier (Social Events and Fund Raising and Play Area)

Item 2 – Minutes

The minutes of last Meeting: were read and unanimously approved and the Chairman signed them as a true record.

Item 3 – Matters Arising

Mr Bence was to continue with the refurbishment of the existing tables. Mr Bence confirmed that the Mobile Post Office would not be interested in setting up a regular visit to the village hall car park. Mr Bence confirmed that he would put the VH minutes on the village website in the future.

Action: *Tony Bence to continue refurbishing table tops*

Item 4 – Chairman's Report

Mr Derham reported that since the last meeting, the Annual General Meeting had taken place and a further meeting of the refurbishment sub-committee. There had also been a rate review, and it had been decided not to raise hiring charges at that time. Concerns had been expressed over the possible movement of travellers, but this had not materialised. The gravel in the car park had been raked over to provide an even surface. A history walk had taken place, under the guidance of Val Norrington, for which the Chairman had thanked Val and Adrian Simpson for refreshments. The oil tank had been attacked by thieves who removed a portion of copper piping, but this had been replaced in a timely manner by Mr Bence.

Item 5 – Treasurer’s Report

State of funds:

Current account:	£5,379.14	
Deposit account:	£2,772.11	
NS & I:	£5,056.60	Total: £13,207.85

Fund raising has been carried out by the play area group and this has, so far this year, accumulated £1,259, but £250 of this is actually earmarked for the Glebe Land group, who are entitled to a percentage of the takings from the Christmas Bazaar. The play area has now raised the following:

2011-12:	£1,354.16
2012-13:	£1,009.25 (so far)
Total:	£2,364.11

Item 6 – Secretary’s Report

Nothing to report.

Item 7 – Refurbishment Evaluation

Mr Bence confirmed that the purchase and fitting of circular table tops was complete, and they were proving to be a good investment, being very popular; he would continue to repair the damaged table tops. Mr Bence also reported that the back door to the hall had been in a very poor state, and he had carried out repair work.

Some concern was expressed over the present neon tubes which provide the main lighting. The tubes are no longer manufactured. Mr Bence confirmed that he had a stock of spares, but the replacement would have to be considered at some stage.

Mr Bence confirmed that a repair had been carried out on the oil fuel safety valve, which had been damaged; the valve is situated by the back door to the shop, and it was thought likely that a delivery to the shop may have been responsible.

To add to oil tank security Tony had purchased a Closed Circuit Television (CCTV) system, which he hoped to install when the weather improved. This should cover the oil tank and door to the shop.

Action: *Mr Bence to install CCTV system*

The Chairman confirmed that the main project for refurbishment would be the replacement of the windows and doors. Three estimates had been obtained, and it had been decided by the officers of the committee that Andrew Miller should be asked to progress this work. The reason was that this would allow the work – and cost – to be staggered. He awaited confirmation from Andrew, as to definite costs and a likely start time.

Action: *Mr Derham to liaise with Andrew Miller over window replacement*

Mr Bence raised the problem of disabled access; he confirmed that two ramps were available, but they were not ideal, and a villager had asked if this could be improved. He had examined the door and believed that the existing metal grids outside the main doors could be used to provide a direct access ramp, but this would require some carpentry work on the door sills. The Chairman asked Mr Bence to continue to investigate this, working as necessary with Tim Keats.

Action: *Mr Bence and Mr Keats to investigate the provision of more permanent disabled access*

The Chairman stated that he thought the amount of gravel in the car park was visibly lessening and may need either raking back or topping up.

Action: *Committee Officers to investigate*

It was pointed out that some of the curtains needed new/repared header tape.

Action: *Tony Bence to investigate; perhaps Lucy B? Or the Cotton Club?*

Item 8 – Play Area

Paul Cannard gave a report on the activities of the group; he confirmed that they had a target of £5,000, and were still fund raising, and had various activities planned in the future. This included a Quiz Evening on 2 March. The possibility of a summer event on the playing field was being investigated, in conjunction with Andrew Miller; this would be a ticketed event to raise money for charity. He also reported that some material was left over from the Christmas Bazaar, and it was planned to sell these at a convenient car boot sale.

The plans for the development of the play area were briefly discussed, but this should become clearer next year.

Item 9 – Social Events

Apart from the play area events, no fund raising events were apparently planned for the village hall. The Treasurer pointed out that this is a valuable income. The Chairman undertook to discuss this with Denise Causier.

Action: *Chairman to contact Denise Causier*

Item 10 – Annual General Meeting

It was unanimously agreed that the first week in May was the preferred time; either Friday 3rd or Friday 10th were the likely dates. This is to be confirmed later.

Action: *Mr Bence and Mrs Talbot to confirm date of AGM*

Item 11 – Any Other Business

The Chairman said he was concerned over a legacy of the 'summer Olympics' event for which a TV licence had been obtained by the organising group. The question was whether we should renew this or not. It was agreed that it was not needed; as/when a reminder is received the Treasurer to inform TV licensing that it was no longer required.

Action: *Mr Hepper to advise TV licensing when required*

Mr Derham informed the committee that a request for the use of the kitchen had been received from a commercial organisation; this had been rejected and the committee agreed with this course of action.

The Chairman reported that a member of the Tennis Club had recently been stopped chopping down a tree and they had been asked to liaise with the VHMC in future; nothing more had been heard from the Tennis Club, but would be considered if/when they did.

Paul Cannard asked if there was any objection to the play area group clearing the overgrown area at the rear of the area. Unanimously agreed.

The Chairman informed that the Parish Council had recently discussed the amendment of the village development boundary, which would include the field next to the Hall. It was agreed that nothing need to be done at the moment, but should any proposed development surface in the future, then the VHMC would be an interested party.

Item 12 – Date of Next Meeting

To be confirmed.

There being no further business, the meeting closed at 9pm.