

**BREDFIELD VILLAGE HALL & PLAYING FIELDS MANAGEMENT COMMITTEE  
ANNUAL GENERAL MEETING**

**7 May 2014 at 7.00 pm  
in  
BREDFIELD VILLAGE HALL**

**MINUTES**

**Attendees:**

**Officers:** Keith Derham (Chairman), David Hepper (Treasurer), Jane Talbot (Secretary)

**Elected Members:** Rowland Irving

**Co-opted Members:** Tony Bence (Booking Secretary and Caretaker)

**Representatives of Village Organisations:** Nina Nicholson (PCC), Urda Hurst (Ladies Group), Sheila Woods (Over Sixties), Ann Bradlaugh (Bowls Club)

**Apologies:**

**Elected Members:** Tim Keats

**Co-opted Members:** Paul Cannard

**Representatives of Village Organisations:** Lucy Bence (BADs), Tony Bishop

**Other:** Sarah Rayner, Gina Saunders, Marc Coker, Mandy Bence

**MINUTES OF THE 2013 ANNUAL GENERAL MEETING:**

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

**MATTERS ARISING:**

Shelia Woods had mentioned a door in the hall was in need of repair and this has now been replaced.

## **CHAIRMAN'S REPORT**

To a degree, I could read out last year's report, and you wouldn't notice a lot of difference!

Certainly we are still actively pursuing funds for renewal of the hall's windows and doors and the subgroup is still very active in fundraising and designing play area improvements. Having said that, you will hear later that we are much further advanced on both fronts than a year ago.

Once again we decided not to increase our general hire charges, and again the hall continues to be fairly intensely utilised, with over five hundred bookings during the year, albeit the proportion of income from 'outside' bookings (including weddings) has increased whilst village bookings are lower. The Church Hall has eased pressure on our occupancy, and as an example you will note that later this month it will act as a Polling Station, a function which was traditionally held by our hall.

Maintenance and repairs have continued throughout the year (sometimes there is a fine line between maintenance and refurbishment), and our two major items of expenditure have been on the bellmouth of the car park entrance and a new door at the back of the hall to replace the old one which was rotting – this being a fairly heavily used sportsmen's access to amenities.

Research has continued on disabled facilities for both wheelchair access and car parking.

During the year a villager raised the subject of whether the whole playing field should be fully fenced. After consideration, your committee decided against this course of action.

Your officers have participated in the deliberations of the Bredfield Charities Group twice during the year.

Tony Bence has been responsible for both Caretaking and Hall Bookings. My thanks go out to him and my very able fellow officers: Jane Talbot, our Secretary, and David Hepper our Treasurer, who has become something of an expert on grant applications and whose advice is so much sought after.

## TREASURER'S REPORT

I would draw everyone's attention to the income and expenditure account sheets which have been distributed.

The total income over the past twelve months showed another increase from £12,706 to £14,467. As with last year, much of this is due to the efforts of the Play Area group, who have raised over £2,000, with a welcome increase in income from the hiring of the hall up from £6,757 to £8,328 – although this figure will always fluctuate a little, depending on when invoices raised by the Booking Secretary are presented and paid.

Last year I mentioned the need for fund-raising, and although the Play Area group may organise a few more events they are now looking for assistance with a grant and will then look to spending their income. The VH Committee is also currently seeking funding from grants to allow us to commence more refurbishment work. But it does mean that the committee will have to pick things up a little over the next year to organise fund raising events if we are to maintain the level of income to support more work on the hall.

On the expenditure, there is nothing particularly startling. Utilities continue to be the biggest item. The oil shows an increase because in the previous period we somehow managed to get by with just one heating oil delivery – I did warn that it would not be the same again. I should report that over the Christmas period we were briefly overdue for payment of electricity, which resulted in a couple of strident letters from Eon. This turned out to be due to a delay in processing the cheque. I have now arranged for the electricity and water bills to be paid by direct debit.

The underlying trend, as seen at the bottom of page one, is good, showing an excess of £4,331 of income compared to expenditure.

On page two, you may see just how much we are actually worth – cash and assets all show an improvement over last year's figures, with £19,926 in total – but I would remind you that much of this is earmarked for the Play Area upgrade. Cash in the bank actually totals £19,029 plus the £897 which is an advance payment for insurance. Of this, a total of £6,629.83 is the Play Area money, meaning that we actually have £12,399.17 in hand.

Many thanks, as always, must go to Mr Mike King for carrying out the audit.

## **SECRETARY'S REPORT**

Nothing to report other than a tentative date, Friday 24 October, had been set for a quiz to raise funds for the village hall.

### **HALL REFURBISHMENT**

Tony Bence has replaced the threshold which has lowered the access height and the next step is to find the correct access ramp.

Work has been carried out to the entrance of the car park, tarmacking the bellmouth.

A new door has been fitted at the rear of the hall, with access to toilets for sportsmen.

We are now hopeful for a grant which would be enough to enable the replacement of all the windows and doors in the main hall. Further replacement in other parts of the building would be more easily managed on the basis of need and availability of finance. A high priority would then be replacement or elimination of the store external doors.

We need a new shed.

### **PLAY AREA REFURBISHMENT**

The Play Area fund raising committee has so far raised £6,500.

The group is at the stage where more funds (mainly via grant) are needed, but to support grant applications details are needed of the planned improvements.

Pressures of work and family are restricting the speed of progress, and although some proposals were drawn up with Playdate (£57,000) it has transpired that in some cases two further quotations are needed to support the application. Finding these has further retarded progress.

David Hepper has been advising on the grant application process.

Different organisations tend to apply different conditions, resulting in a bit of a "horse and cart" situation. Some of the organisations offering grants required letters of support from people in the village explaining why they thought the money should be allocated to the Bredfield Play Area.

It has been suggested that the project might need to be phased, and also that the project could be made more attractive by supplementing it with equipment which would help the fitness of all age groups.

Mandy Bence was concerned that the slide in the play area would not be kept and felt that a wider consultation in the village, regarding new equipment, should be undertaken. David Hepper said he would speak with Polly Stephenson, one of the members of the group raising funds, and trying to obtain grants for the new equipment.

## **WASTE MANAGEMENT**

Keith had received a letter from the Parish Council asking that the contribution from the village hall management committee be raised from 12.5% to 20% and after careful consideration this was agreed.

## **ELECTION OF OFFICERS AND COMMITTEE:**

All elected offices and members stood down. Rowland Irving has resigned and the committee would like to thank him for his sterling work. All other members were re-elected en bloc and the committee was pleased to welcome three new members, Sarah Rayner, Gina Saunders and Marc Coker, proposed by Nina and seconded by Mandy Bence.

See Appendix 2 for the list of committee members and representatives of village organisations.

David pointed out that for the last two years there had not been a representative of the Tennis Club. Nina, as president, would look into this.

## **ANY OTHER BUSINESS:**

Keith mentioned an environmental trophy had been given to members of the Jubilee Meadow and it had been suggested that it should be held in a trophy cabinet in the village hall. For the time being the award will continue to reside in the shop.

Gina Saunders asked about fundraising for the village hall and it was explained that a grant application was in process at the moment but had not yet been confirmed. Often grants come with certain conditions and they may match an amount already raised or a percentage of that amount. David pointed out that a few village organisations are currently applying for grants and this made applications more difficult.

Gina mentioned the possibility of solar panels on the roof, but the committee felt the cost was too high in light of other ongoing refurbishment plans, and any grants would not fund it in its entirety. Keith said that over the last 7 or 8 years approximately £50,000 had been spent on improvements and grants had accounted for much of the money.

There being no other business, the meeting closed at 7.40pm.

## **NEXT MEETING:**

This has been provisionally arranged for the first Wednesday in May 2015.

Appendix 1

**BREDFIELD VILLAGE HALL AND PLAYING FIELD CHARITABLE TRUST  
REGISTERED CHARITY No. 304714**

**INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2014**

	<b>31.3.2014</b>	<b>31.3.2013</b>
<b><u>INCOME</u></b>		
<i>From hire of Village Hall:</i>		
Village Organisations	546	372
Non-village organisations	7782	6385
	8328	6757
<i>From other sources:</i>		
Village Shop (electricity payment)	2766	2712
Interest received - Deposit account	2	1
- Nat. Savings investment	38	27
Waste contribution	163	-
Fund raising	2392	2534
Grants & donations	150	200
Charges & Fees	628	475
	14,467	12,706
 <b><u>EXPENDITURE</u></b>		
Cleaning - labour	535	495
- materials	79	12
Repairs and maintenance	2070	1156
New equipment	390	693
Electricity	3935	3275
Oil fuel	1006	401
Water	478	403
Insurance	982	958
Music Licence	135	155
Honoraria	350	350
Stationary & sundries	8	-
Fundraising	-	593
Waste management	95	88
Charges & Fees	73	-
	10,136	8,579
 <b>SURPLUS OF INCOME OVER EXPENDITURE</b>	 <b>£4,331</b>	 <b>£4,127</b>
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**BREDFIELD VILLAGE HALL AND PLAYING FIELD CHARITABLE TRUST  
REGISTERED CHARITY No. 304714**

**BALANCE SHEET AS AT 31<sup>ST</sup> MARCH 2014**

**ASSETS**

	<u><b>31.3.2014</b></u>	<u><b>31.3.2013</b></u>
	<b>£</b>	<b>£</b>
Cash at bank: Current account	8132	3866
: Deposit account	5775	5773
: National Savings	5122	5084
Payments in advance – Insurance	897	872
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Total Assets represented by General Fund:	£19,926	£15,595
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**GENERAL FUND**

Balance brought forward - 1 <sup>st</sup> April 2013	15595	11468
Add: Excess of Income over expenditure for the year	4331	4127
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Balance carried forward – 31 <sup>st</sup> March 2014	£19,926	£15,595
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## Appendix 2

### BREDFIELD VILLAGE HALL & PLAYING FIELDS MANAGEMENT COMMITTEE

#### OFFICERS

Chairman:	Keith Derham
Treasurer:	David Hepper
Secretary:	Jane Talbot

#### ELECTED MEMBERS

Tim Keats  
Sarah Rayner  
Gina Saunders  
Marc Coker

#### CO-OPTED MEMBERS

Booking Secretary and Caretaker:	Tony Bence Paul Cannard
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#### REPRESENTATIVES OF VILLAGE ORGANISATIONS

B.A.D.S.:	Lucy Bence
Bowls Club:	Ann Bradlaugh
Ladies Group:	Urda Hurst
Over Sixties:	Sheila Woods
Parish Council:	David Hepper
P.C.C.:	Nina Nicholson
Shop:	Tony Bishop
Tennis Club:	awaiting new representative