

## **BREDFIELD VILLAGE HALL & PLAYING FIELDS**

### **MANAGEMENT COMMITTEE MEETING**

#### **HELD ON**

Monday 27 October 2014 at 7.30pm in Bredfield Village Hall

#### **MINUTES**

##### **Attendees:**

**Officers:** Keith Derham (Chairman), David Hepper (Treasurer), Jane Talbot (Secretary),  
**Elected Members:** Tim Keats, Sarah Rayner, Gina Saunders, Marc Coker  
**Co-opted Members:** Tony Bence (Bookings Secretary)  
**Representatives of Village Organisations:** Ann Bradlaugh (Bowls Club), Sheila Woods (Over Sixties), Tony Bishop (Shop), Urda Hurst (Ladies Club), Nina Nicholson (PCC), Helen Young (Jubilee Meadow)

##### **Item 1 - Apologies**

**Elected Members:**  
**Co-opted Members:**  
**Representatives of Village Organisations:**

##### **Item 2 – Minutes**

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

##### **Item 3 – Matters Arising**

Other than the matters to be discussed on the agenda, there were no matters arising.

##### **Item 4 – Brief Reports**

###### **Chairman**

We are delighted with Sarah's excellent fund raising efforts. Not only are we pleased with the increase in funds but we have all enjoyed the events.

Keith has written a letter to Rowland Irving thanking him for all his help on the committee over the years.

There had been a theft of sound equipment which has now been replaced, fitted and secured by Tony Bence.

The glass front on the oven broke necessitating a new oven and this was bought and fitted by Tony Bence.

The shop is proposing to join the Plunkett Foundation and the application has now been sent in. Tony Bishop is meeting with an engineer on 6 November to install a phone line in the shop

**Action Point: Tony Bishop to report findings from Plunkett Foundation.**

The Youth Club has been disbanded. There is still a collection tin in the shop for Just 42 which is still operating.

There had been a complaint about the state of the hall prior to an evening engagement and after a discussion the hire money was returned.

The lawn mower had broken and was repaired.

### **Treasurer**

Current Account:	£ 8,499
Deposit Account:	£ 5,776
National Savings:	£ 5,122
	£19,397
	=====

£8,842 has been raised and set aside for the Play Area leaving a total of £10,555 of VH funds. A further £558 was raised at a Village Hall Quiz on Friday for the Play Area and there is also a sum of £500 to come from the summer event.

### **Secretary**

Nothing to report.

### **Bookings Secretary**

Monday evenings are now free as the youth club has disbanded. There are now three pilates classes a week and this may increase to 4. These along with the yoga classes make up a large amount of the income. There have been a few enquiries for wedding receptions and parties for 2015.

### **Item 5 – Hall cleaning responsibilities**

It is important that people and organisations booking the hall understand their responsibilities with regard to cleaning the hall. There is a hiring agreement and a deposit can be taken in lieu of damage or the hall not being cleaned properly. It was decided that a letter reminding organisations of their responsibilities should be sent out annually and any individuals booking the hall should automatically get a copy of the agreement. It was mentioned that perhaps for parties and wedding receptions they should be given the option of paying for someone to clean up on their behalf and if the cleaner wasn't available perhaps there should be names of other parties willing to clean on an ad hoc basis.

Tony mentioned that he had been asked to lay out tables for a bridge drive. The committee were happy to help as long as they were given notice.

It was mentioned that sometimes it was difficult to get hold of Tony on the telephone number given on his website so this would be checked.

It was also decided that contact details for the Village Hall would be given to Anne Henderson to add to the PCC website.

**Action: Jane Talbot**

## **Item 6 – Refurbishment progress**

### **Windows and doors**

Some of the windows and doors had now been replaced, including the door to the Kitchen. Unfortunately there seems to be a gap appearing in the lower part of the double doors and Keith has emailed the double glazing firm to return and look into the problem. Andy Barker is going to look at the cost of treating the doors and windows that have not been replaced.

### **Blocking store doors**

A decision is required about blocking up the store doors and this would be discussed at the next Refurbishment Sub-Committee meeting.

### **Disabled parking**

Marc Coker has now fitted two disabled parking signs in the car park.

### **Disabled ramp**

Tim and Tony Bence have been discussing this and hope to move on within the next couple of weeks. The wooden sill needs to be cut out and a rubber strip attached to the floor. The ramp then needs to be concreted in and Marc Coker has kindly offered his services for this.

### **Trophy cabinet**

Keith has been looking into this and a wide range of cabinets are available. Tony Bishop is going to obtain a quote from a joiner and report back to Keith.

**Action: Tony Bishop/Keith Dereham**

### **Other**

A small part of the car park surface is breaking up and Keith met with EFM who suggested it wasn't serious and could carry out remedial work including spraying and gravel. A quote is still awaited.

Tony Bence had moved the gravel from the sides of the car park to the middle and Keith suggested we could purchase some gravel and get a working party together.

A shed has not yet been purchased but Tony Bence has one in mind and he has suggested that a working party could help to erect it.

**Action: Tony Bence**

### **Item 7 – Billy Richardson Memorial**

Billy Richardson's family had offered a preference for a plaque in the village hall

**Action: Keith Dereham**

### **Item 8 – Play Area**

Polly was unable to attend but reported that the display in the village hall on Friday 11 July, detailing quotes from three providers of playground equipment, had been successful. There was no clear winner but Polly is in discussion with Wicksteed and the final total for all of the work would come to £65,000. So far £15,000 has been raised and Polly has applied to Veridor for a further £50,000. If this is not successful she has another 5 possible applications.

### **Item 9 – Fund Raising/Social Events**

Everyone was delighted with the amount that had been raised from the Car Boot sale, Sponsored Walk and Quiz Night.

Sarah felt it was too near to Christmas for any more events to be held and we should think about what we could do in the New Year.

A Ceilidh is being held on 18 April 2015 and any proceeds will be split between the Jubilee Field and the Play Area.

### **Item 10 – Any Other Business**

Tony Bishop asked if there could be a sign outside the village hall showing where the toilets for users of the field are located.

Tony Bishop has had the tree behind the shop trimmed by a tree surgeon and it was pointed out that there is a tree touching the roof of the village hall and some preventative maintenance would be wise.

He had spoken with one of his neighbours at Primrose Cottages and had made tentative enquiries about the possibility of a driveway, for access purposes only, down by the side of the footpath to the back of the cottages. The gate would need to be moved further down to make sure that children using the Play Area were not in danger of the vehicles. This was a concern raised by various Committee members and apart from this the Committee were mostly in favour and Keith suggested Tony ask his neighbour to get some proposals drawn up for approval.

### **Item 11 – Date of Next Meeting**

To be confirmed.

There being no further business, the meeting closed at 8.40pm.