

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

HELD ON

Wednesday 2 July 2014 at 7pm in Bredfield Village Hall

MINUTES

Attendees:

Officers: Keith Derham (Chairman), David Hepper (Treasurer), Jane Talbot (Secretary),
Elected Members: Tim Keats, Sarah Rayner, Gina Saunders
Co-opted Members: Tony Bence (Bookings Secretary)
Representatives of Village Organisations: Ann Bradlaugh (Bowls Club), Sheila Woods (Over Sixties), Tony Bishop (Shop)

Also : Polly Stephenson (Play Area), Catherine???

Item 1 - Apologies

Elected Members: Marc Coker
Co-opted Members:
Representatives of Village Organisations: Nina Nicholson

Item 2 – Minutes

The minutes of the last Meeting were read and approved with the exception of a deletion:

‘With regard to the disabled ramp, Tony Bence has replaced the threshold which has lowered the access height and the next step is to find the correct access ramp.’

The Chairman then signed the minutes as a true record.

Item 3 – Matters Arising

No matters arising.

Item 4 – Brief Reports

Chairman

A lottery grant of £8,000 has been given towards replacing the windows and doors in the village hall.

Treasurer

Current Account:	£15,928	(£8,000 from a grant)
Deposit Account:	£ 5,775	
National Savings:	£ 5,122	
	£26,825	
	=====	

£6,629 is ring-fenced for the play area so the total is in fact £20,196.

Secretary

Nothing to report.

Bookings Secretary

At the moment yoga classes are giving us the biggest income. There are a few weddings and private parties booked for the year. Pilates' classes are starting in September and this will generate income of £820 per annum. The Cotton Club are booked for two Fridays a month and one Wednesday evening which made it difficult to add regular bookings around these.

The round tables have made a big difference especially to wedding parties. Sarah suggested that adding photographs of Tony's daughter's wedding reception on the web may encourage more bookings as the village hall had been so beautifully decorated for the occasion.

There are roughly 550 bookings a year with a slowdown during the summer months. Regular bookings are not taken on Friday evenings or Saturdays to allow for parties and receptions.

Item 5 – Shop

The shop is proposing to join the Plunkett Foundation. This costs £250 per annum and the Foundation looks at how to save community shops money. It is possible they will suggest switching electricity providers and thereby saving money. This could have an impact on electricity for the Village Hall.

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

Item 6 – Refurbishment

Keith suggested that as Rowland Irving has now resigned from the VHMC and the Refurbishment Sub-Committee Marc Coker might like to take his place on the Sub Committee.

As previously reported a grant of £8,000 had been given to replace various windows and doors. This has been organised for 30/31 July.

The remainder of the windows are in reasonable shape but would need to be maintained and repainted with a weather resistant coating.

It was decided that the double doors in the shop's store room would be bricked up as they no longer served a purpose and it would cost approximately £2,000 to replace them. The new brick work would show against the older but it was suggested that perhaps a climber could be added to cover the newer brickwork. Bricking the doors up would also give more storage space in the store room.

Disabled Parking

After a discussion about parking for the disabled it was decided that Tim Keats would obtain signs for two bays and these would be located nearest to the shop by the hedge. The signs would be attached to wooden posts.

Action Plan: Tim Keats to obtain two disabled parking signs.

Disabled Ramp

Tony Bence had looked at the disabled ramp at Charlsfield village hall. This was a concrete slab with pea shingle which looked good.

There are currently portable wood and steel ramps available for use, but a permanent one is needed. Handrails are not needed as the doors are set in and this would be too difficult.

Action Point: Tony Bence and Tim Keats to look into obtaining a permanent disabled ramp.

Other

Keith mentioned the need for a new shed. Tony Bence has one in mind. It is important that it is wide enough for the mower.

Action Point: Tony Bence to look for a new shed.

Trophy Cabinet

Keith asked if we thought a Trophy Cabinet was a good idea as we had been given an environmental award and it was agreed to purchase one.

Action Point: Keith to investigate the prices of cabinets and also quotes to have one made.

Item 7 – Play Area

Polly reported that she had put a notice in the Lantern explaining there would be a display in the village hall on Friday 11 July between 5 and 7pm detailing the quotes from three providers of playground equipment. This will give people in the village a chance to have a look and post their comments.

Polly said that she felt two of the quotes were good and one was too urban. Of the two one was very flexible and was happy to mix and match various pieces of equipment to fit in with the requirements.

Polly showed some drawings of possible equipment but it was important that people gave their views on what they wanted and the positioning of the various items. The play area is quite small so this will limit what can be done.

Some of the grant providers, before giving money, require wider consultation to have taken place within the village and to see letters of support from villagers explaining why they felt money should be allocated to the Bredfield Play Area.

It could be that this current project is seen as phase 1 with phase 2 adding equipment for adults perhaps around the perimeter of the field as a 'trim trail'???

The money doesn't all have to be spent in one go, but Polly felt she wanted to draw a line under Phase 1 as it was very time consuming.

David Hepper pointed out that there was still other monies coming from various places including the Parish Council. £50,000 was needed to achieve phase 1. Polly had also found out that if the equipment was purchased through the Parish Council, VAT would not be added and this would save £10,000.

Polly was applying to various grant providers including Veridor, Suffolk Coastal, Tesco, Waitrose, Sainsbury and Garfield Weston. Some providers require 65% of funding to be in place before granting further funds.

Andy Barker and Marc Coker had kindly offered to do the ground work before the equipment is fitted and would not charge for their time - this would certainly help to reduce costs.

Item 8 – Fund Raising/Social Events

Keith mentioned that refurbishment/maintenance of the village hall was going well and although the kitchen would need to be updated in due course it could wait and therefore felt it would be possible to direct fund raising towards the play area.

A discussion took place as to what events could be held in order to raise funds. Dances and barn dances were mentioned with auctions of promises rather than raffles as these seemed to raise more funds. Table top and car boot sales were also mentioned. Sarah wanted to talk to Eastern Angels about possible productions. Tony Bishop mentioned guest speakers and Polly suggested a cheese and wine evening with wine and cheese merchants giving talks and tastings. Sarah suggested a sponsored walk, especially the children getting involved as it would be for their play area.

Sarah has kindly offered to be in charge of fundraising along with help from all the committee members.

Item 9 – Billy Richardson Memorial

Keith has spoken to the son of Billy Richardson who is keen to have a memorial to Billy but was not sure what form it should take. Tim suggested making the trophy cabinet the memorial, with a plaque on it, and this was agreed.

Action Point: As mentioned in item 6 Keith will look into this.

Item 10 – Any Other Business

Tony Bishop is looking at using card machines in the shop which could possibly mean another telephone line.

Action point: Tony Bishop to report back on any decisions made.

Tony Bence has received an email from Suffolk Centre asking if they could hold a caravan rally to coincide with the Bredfield Fete next year.

As this was going to be a small rally and as long as they parked along the north side of the field it was agreed that they could. Members felt this could be good for the village in general.

Tony Bishop mentioned that the surface of the car park was beginning to show wear and tear. It was three years since it had been redone.

Action Point: Keith Derham to speak to EFM.

Item 11 – Date of Next Meeting

To be confirmed.

There being no further business, the meeting closed at 8.15pm.