

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

**4<sup>th</sup> May 2011 at 7.30 p.m.**

**in**

**BREDFIELD VILLAGE HALL**

**MINUTES**

**Attendees:**

**Officers:** Keith Derham (Chairman), David Hepper (Treasurer), Sue Tilley (Secretary)

**Elected Members:** Rowland Irving

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

**Representatives of Village Organisations:** Nina Nicholson(PCC)

**Apologies:**

**Elected Members:** Denise Causier

**Representatives of Village Organisations:** Lucy Bence(BADS), Ann Bradlaugh(Bowls Club), Urda Hurst(Ladies Group), Tony Bishop(Shop)

**Minutes of the 2010 Annual General Meeting:**

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

**Matters Arising:**

The play area group has been set up.

The holes from the mole runs have been filled.

Rowland wished to thank Keith, Tony, David and Sue for the good work they did in the refurbishment. In particular he was impressed with the way the car park project was tackled, visiting sites and thoroughly researching the various options before a decision was made. He thought the chairs were particularly good, being a lot more comfortable than the old ones. Again he had been impressed by the amount of care taken at looking at all the issues, the legal position regarding the joining of the chairs etc. He liked the choice of curtains and thought them to be a good match. He congratulated David on an excellent job in obtaining the grants to fund the work. His comments were seconded by Nina.

It was noted that some maintenance should be done in the car park to keep the surface sound, as it was starting to show some wear. This would be in the form of extra gravel spread over the area. The idea of extending the area of tarmac at the entrance had been suggested but there would always be a join between the tarmac and the gravel area.

**Action:** Sue to get an estimate for extra gravel for the car park.

**Chairman's Report:**

This year has again been one of some achievement. Refurbishment and improvement have continued apace, and we have now spent about £48,000 during the last two years to bring the Hall to its present standard. Unfortunately, as you will hear later from the Treasurer, if we are to continue to run the Hall prudently we do not have the funds to make any further substantial changes.

During the year your committee has dealt with a variety of routine issues, such as re-siting of rubbish and recycling bins (again), waste collections, and disposal of old equipment, oil tank security, bar licensing and Public Performance Licensing for music. There have been various social and fund raising activities which the Secretary will deal with later.

We had just over 500 bookings for the Hall again for the year - we lost a few but gained some others. We had received several higher- value bookings ( i.e. Wedding Receptions), but some were cancelled due to "unforeseen" circumstances. The refurbishments have been appreciated by users, although there has been no discernable change in use noted. A few enquiries for regular bookings have been received but we have not been able to meet their requirements since all main evenings already have a booking or two. The committee is mindful of the need to ensure that the hall is available first and foremost to meet local needs.

The Hall charge subcommittee met in May and agreed on general increases around 10%, and will undertake the annual charges review again in the near future.

Refurbishing completed during the financial year includes:

- Installation of a new energy efficient boiler
- Landscaping and seeding next to car park and planting a Rowan tree. (Thanks Tilleys)
- New more comfortable interlocking chairs
- New curtains (Thanks Sue Tilley)
- New crockery (supported by generous contribution from the Ladies Group and the Shop)
- New goal posts in the playing field
- Installation of a boot brush

Alas, there is little finance left to continue the improvements. The most urgent future requirements appear to be purchasing a few lightweight trestle tables, and dealing with the poor condition of some of the windows and doors. The refurbishment sub-committee will deal with these issues in due course.

Regarding the playing field & play area, as already mentioned new goalposts were installed about a year ago. Last year I reported that we were considering fencing the play area as a response to dog fouling problems. Subsequently, a working group which

included several parents of play-age children was set up under the chairmanship of Paul Cannard. The fencing idea has been put on hold and a comprehensive review of the play area is under way, mindful of the fact that funds will most likely be limited.

Your Chairman and Treasurer attended meetings of the Trustees of the combined Bredfield Townlands Charity and Marjorams Charity for Bredfield and Boulge. At one meeting we declared interest and withdrew from the vote when the Charity kindly voted £750 in the Hall's favour as a contribution towards the new chairs.

I cannot speak highly enough of my colleague officers on the committee, and once again I thank Sue & David for their stalwart efforts and commitment during the year. Sue has

2

thrown herself additionally into the processes of choosing and ordering chairs and curtains, as well as taking care of some of the social events and during the year. David has undertaken the more difficult task of squeezing funds out of donors. Likewise thank you to Tony Bence for his continuing stewardship via the positions of Caretaker and Booking Secretary. He is always a fount of knowledge on all things Village Hall. Thank you too to all the members of the committee, and especially those who have contributed behind the scenes to the smooth running of the social events.

In response to a request for any questions, Nina asked about grants that may be available for funding work to the Play Area as previously mentioned by Denise. David replied that he had used grants before for providing bark. Currently we are waiting for the Play Area Committee to decide what is needed, being realistic about what can be afforded. There may still be some grant money around for this.

### **Treasurer's Report:**

I would draw everyone's attention to the income and expenditure account sheets which have been distributed (see Appendix 1). The total income over the past twelve months was slightly down, to £20,766 – this figure was boosted by the large amount of grant money received. There is also a new line, headed "charges and fees" which shows £580. This is not a new income stream, it is the money derived from Tennis & Bowls club and the shop, which in the past has been included in other totals, but I have decided that in future it should be shown as a separate item. The total money derived from hiring the hall alone is down from last year – this may be somewhat offset by the shifting of 'charges and fees'.

Expenditure matched the high level of income – indeed it exceeded it for the second year in succession. The biggest bills may be seen to be the £17371 spent on 'repairs and maintenance' and £6204 on new equipment. The cost of utilities has shown another rise, but you may wish to note that water was remarkably low – this was due to Anglian Water finally admitting that they had overcharged in the previous year and effectively giving us a free period.

This level of expenditure cannot continue – we were only able to sustain it by the healthy build up of funds in previous years and generous grants. I fear that in the present financial climate grants will not be so readily available, and I would urge the committee to spend carefully over the next twelve months, to allow the funds to build again.

Page two of the accounts shows that our assets currently total £9049 which may be compared with last years £18216 – I may add that the year prior to that the assets totalled over £24000. This explains how we have been able to spend more than the annual income for the last two years. Cash in the bank actually totals £8167 with £882 set aside as advance payment for insurance. As we normally would keep approximately £5000 back as a reserve, this allows us some £3000 for meeting the normal costs of the hall, but no extra expenditure is possible. I would anticipate that the normal monthly income and expenditure to be on a similar scale to the previous period and no further grants are currently being sought.

My thanks must go to Mr Mike King for carrying out the audit.

3

There are no longer the grants available from SCDC as there have been in the past but there may be grants available from other bodies. The Refurbishment Committee should look at funding issues along with the work required.

### **Secretary's Report:**

The Management Committee held three meetings during the year, 24<sup>th</sup> April and 25<sup>th</sup> October 2010 and 21<sup>st</sup> February 2011; attendance was 9, 8 and 10 respectively.

During the year, David has taken over the representation of the Parish Council on the Committee from Grahame Taylor. The Mothers Union in Bredfield has closed so we are now without their representative, Sue Arbon. Frank Boswell is no longer representing the Tennis Club and we are awaiting a new representative for them. I would like to offer our thanks to Grahame, Sue and Frank for their time on the Committee and to Sue and Frank also for the great work they did with the Social Committee.

The Hall Rates Review Committee met on 12<sup>th</sup> May 2010 as the start of an annual assessment of charges.

The Refurbishment Committee met once during the year, on 10<sup>th</sup> December 2010.

We are still without a leader for the Social Committee to organise regular fund raising events. We have however been lucky enough to have Kath Woods organise for us a successful quiz night in November and David head a team for the Eastern Angles production of 'Up Out the Sea' in April.

We have two more events lined up in the coming months. During September, the Bumpstead Boys visit us and Val Norrington is leading an afternoon walk. More details will be available nearer the time.

I would like to thank the members of the Social Committee and everyone who contributed time, effort, donations and raffle prizes, for their help in fund raising. Also thanks go to all those who have supported the events during the year.

Finally, I would like to give huge thanks to Keith, David and Tony for all their help and support, and for all they do for our Village Hall.

**Election of Officers and Committee:**

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

All elected officers and committee members stood down. There were no other nominations and as no committee member had indicated that they were unwilling to stand again, they were elected en bloc. Rowland proposed, Nina seconded and the motion was carried unanimously.

Nina offered to take any necessary messages to the Tennis Club.

There was surprise at how few had attended the AGM. It was noted that there were fewer organisations in the village now and some existing ones had few members.

4

**Any other business:**

Rowland had investigated the situation regarding the reclaiming of VAT for the Village Hall some time ago and had come to the conclusion that it was only possible if the Hall was under the ownership of the Parish Council. It had been decided then that the Village Hall would continue as it was. Denise had been asked to look at the issue but had not reported any progress. David and Tony had both looked at the situation and could not find any way of being able to reclaim VAT. It was suggested that Mike King might be able to advise, but David felt that his area of expertise was auditing accounts.

Tony had approached SCDC about using the Church Room as a Polling Station. As polling always takes place on a Thursday it clashes with yoga sessions, disrupting the whole terms schedule. The bar area had been rejected by SCDC as being too small and not separate enough from other activities taking place in the Hall. The Bowls Club is unsuitable as it is not a public building. SCDC are going to inspect the Church Room and if suitable the PCC would have to decide if they wished to have the Church Room used as a Polling Station. Committee members had no objection to the scheme. It was noted that there is only on street parking so the Village Hall car park may be used on those days.

There being no other business, the meeting closed at 8.05p.m.

**Next Meeting:**

To be arranged.

## 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 2011

<u>INCOME</u>	31.3.2011 £	31.3.2010 £
From hire of Village Hall and Equipment:		
Village Organisations and Private	512	945
Non-village Organisations and Private	6210	6687
Local Authorities	270	60
Suffolk College	240	624
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	7232	8316
Donations and Bequests	-	2000
Village Shop (Electricity payment)	2325	2178
Interest Received – Bank Deposit Account	2	7
National Savings investment Account	8	13
Fund Raising Activities	349	1070
Grants	10270	8265
Charges and Fees	580	-
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	20766	21849
 <u>EXPENDITURE</u>		
Cleaning – Caretakers	811	687
Materials	62	66
Repairs and maintenance	17371	19406
Light and Heat - Electricity	2930	2736
Oil	878	704
Water Charges	225	1048
Insurance	959	1085
Licence - Performing Rights Society	98	84
Honoraria Payment	350	350
Purchase of Equipment	6204	1910
Printing, Stationery and Sundries	45	199
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	29,933	28,275
 <b>EXCESS OF EXPENDITURE OVER INCOME:</b>	 <b>£(9,167)</b>	 <b>£(6,426)</b>

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

**BALANCE SHEET AS AT 31 MARCH 2011**


<b>ASSETS</b>	<b>31.3.11</b>	<b>31.3.10</b>
	<b>£</b>	<b>£</b>
Cash at Bank – Current Account	1351	4059
Deposit Account	1770	8269
National Savings Investment Account	5046	5038
Payment in Advance – Insurance 2011-2012	882	850
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<b>TOTAL ASSETS REPRESENTED BY GENERAL FUND</b>	<b>£9049</b>	<b>£18216</b>
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**GENERAL FUND**

Balance brought forward – 1 April 2010	18216	24642
<u>Less:</u> Excess of Expenditure over Income	(9167)	(6426)
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Balance carried forward – 31 March 2011	<b>£9049</b>	<b>£18216</b>
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**Auditors Certificate**

I have audited the above Balance Sheet and attached Income and Expenditure Account for the year ended 31 March 2011 and certify that they are correct and in accordance with the books and records maintained by the Treasurer.


 .....(Michael J King)  
 Hon Auditor  
 MLR Registration No: 12586601

Tavy Cleave, The Street, Bredfield, Woodbridge, Suffolk IP13 6AX

2 May 2011

## Appendix 2

### BREDFIELD VILLAGE HALL & PLAYING FIELDS MANAGEMENT COMMITTEE

#### OFFICERS

Chairman:	Keith Derham
Treasurer:	David Hepper
Secretary:	Sue Tilley

#### ELECTED MEMBERS

Denise Causier  
Rowland Irving  
Tim Keats

#### 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

April 2011