

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

**2 May 2012 at 7.30 pm
in
BREDFIELD VILLAGE HALL**

MINUTES

Attendees:

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

Elected Members: Denise Causier

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

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

Apologies:

Elected Members: Rowland Irving, Tim Keats

Co-opted Members: Paul Cannard (Booking Secretary and Caretaker)

Representatives of Village Organisations: Lucy Bence (BADS), Tony Bishop (Shop)

Other:

Kath Woods

MINUTES OF THE 2012 ANNUAL GENERAL MEETING:

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

MATTERS ARISING:

The extra gravel for the car park has been purchased.

The SCDC have yet to see whether the church room is suitable as a polling station. As there are no elections this year, they have not yet inspected the room.

CHAIRMAN'S REPORT

GENERAL

Compared with the improvement efforts of recent years, this one has been one of consolidation. At our last AGM, the Treasurer pleaded for careful spending. As you will see later, a "fallow year" has seen this achieved.

One area of progress, however, has been the developing efforts of the play-area subcommittee, and you will hear more about this later.

HALL HIRE

Once again, bookings have remained around the 500 mark, and more or less every evening is regularly booked. Rates were generally raised by 5%.

COMMITTEE WORK

During the year, your committee dealt with the typical eventualities, such as the rate review, trying to combat dog fouling, assessing the threat of occupation by travellers, music licensing, oil tank alarm and so on. It was decided to publish minutes of committee meetings electronically. The Chairman and Treasurer twice attended committee meetings of the Bredfield Charities.

REFURBISHMENT

The refurbishment subcommittee is currently evaluating timetables and quotations for replacement of windows and doors. In total this project could cost up to about £20,000. Fund-raising and grant applications need to be co-ordinated with expectations of the play-area group.

SOCIAL & FUNDRAISING COMMITTEE

Denise Causier has taken over as leader of this group, as well as the Play-area subcommittee. During the year, we arranged a performance by Eastern Angles, and a History Walk led by Val Norrington. Several other fundraising events were organised by the play-area group. A programme of events is being developed for the coming year, and we expect to be able to support Jubilee and Olympic celebrations in some way.

OFFICERS

We lost our Secretary, Sue Tilley during the year, as she moved away from the village. I am grateful that Jane Talbot has agreed to take over. As always, I appreciate the sterling efforts of David Hepper and Tony Bence.

TREASURER'S REPORT

I would draw everyone's attention to the income and expenditure account sheets which have been distributed (Appendix 1). The last year has been quiet compared to the last few years – so no big expenditure, likewise no large grants.

The total income over the past twelve months was therefore much less than the previous year, to just £11,784, which reflects that financially this was just 'normal' income, not distorted by grants. You may wish to note that Suffolk College is no longer an income stream as they have stopped (for the present) using the hall.

Fund raising activities provided a boost – much of this was due to the activities of the Play Area group.

Last year I did ask that the committee should spend carefully, and allow the funds to start to build up again, and I am pleased to show that Expenditure has reduced to a 'normal' level, reflecting the day to day running costs of the hall, with no big outlays for refurbishment. Note that we managed to keep the cost of heating oil down, but electricity costs continue to rise.

The bottom line shows that we had a surplus this year, of £2,419.

Page two of the accounts shows that our assets currently total £11,468, which may be compared to last year's £9,049, a much more comfortable position.

Cash in the bank actually totals £10,621 with £847 set aside as advance payment for insurance. 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.

There is a new expenditure amount of £80 for waste management as we now contribute to clearing the bins.

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

Following on from David's report it was suggested that going forward the expenditure for electricity for the Shop and Village Hall should be shown as separate items. David will ask the accountant to do this.

PLAY AREA

Denise reported on fund raising for the play area, this has not moved on as key people have other commitments but she was hoping to organise a meeting with the members of the working group in the next few weeks.

The working group originally wanted to fence the play area primarily due to dog faeces and the safety of the children. Denise has been checking the area regularly and has only found dog faeces once and felt that the area was a safe proximity from the road and there didn't warrant money being spent on fencing.

Equipment for the play area will be very expensive, perhaps in the region of £11-12,000, these funds are not available so therefore natural resources would be a better way forward. There is now about £2,500 available and David suggested that there should be a focus to enable this money to be spent. Urda had spoken with Mr Rolfe who had a tree trunk available for the play area. Denise will contact him directly.

Nina asked about future quizzes to raise funds for the play area, Denise said that now was not a good time especially with the Fete and Jubilee weekend at the beginning of June and felt that September, after the holiday season, was a good time to resume the fund raising.

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. Kath Woods proposed, Nina seconded and the motion was carried unanimously.

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

ANY OTHER BUSINESS:

Tony Bence raised the subject of purchasing banqueting tables, he has had a few enquiries and felt that these tables would enhance the Village Hall's capabilities and enable larger wedding parties to perhaps use the Hall. He has sourced some tables that can be bolted on to our current tables. The minimum order is for 10 which would be an ideal number and can be stored in the store room. With the carriage fee this totals £457 and it was decided Tony should go ahead and purchase them.

There being no other business, the meeting closed at 8.00p.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 31ST MARCH 2012**

	31.3.2012	31.3.2011
<u>INCOME</u>		
<i>From hire of Village Hall:</i>		
Village Organisations	573	512
Non-village organisations	5647	6210
Local authorities	185	270
Suffolk College	-	240
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	6,405	7,232
<i>From other sources:</i>		
Village Shop (electricity payment)	2769	2325
Interest received - Deposit account	1	2
- Nat. Savings investment	10	8
Fund raising	1939	349
Grants/Donations	310	10270
Charges & Fees	350	580
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	11,784	20,766
<u>EXPENDITURE</u>		
Cleaning - labour	655	811
- materials	95	62
Repairs and maintenance	1210	17371
New equipment	620	6204
Electricity	3578	2930
Oil fuel	863	878
Water	389	225
Insurance	993	959
Licence - Performing Right Society	87	98
Honoraria	350	350
Stationary & sundries	25	45
Fund raising expenses	420	-
Waste management	80	-
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	9,365	29,933
EXCESS OF EXPENDITURE OVER INCOME:	£2,419	(-) £9,167

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

BALANCE SHEET AS AT 31ST MARCH 2012

	<u>31.3.2012</u>	<u>31.3.2011</u>
ASSETS		
Cash at bank: Current account	2794	1351
: Deposit account	2771	1770
: National Savings	5056	5046
Payments in advance – Insurance 2012-13	847	882
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Total Assets represented by General Fund:	<u>£11,468</u>	<u>£9,049</u>
 GENERAL FUND		
Balance brought forward - 1 st April 2011	9,049	18,216
Add: Excess of expenditure over income for the year	2,419	- 9,167
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Balance carried forward – 31 st March 2012	<u>£11,468</u>	<u>£9,049</u>

Appendix 2

BREDFIELD VILLAGE HALL & PLAYING FIELDS MANAGEMENT COMMITTEE

OFFICERS

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

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 2012