

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

**2 May 2013 at 7.30 pm  
in  
BREDFIELD VILLAGE HALL**

**MINUTES**

**Attendees:**

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

**Elected Members:** Rowland Irving, Tim Keats

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

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

**Apologies:**

**Elected Members:**

**Co-opted Members:**

**Representatives of Village Organisations:** Lucy Bence (BADs), Tony Bishop (Shop), Ann Bradlaugh (Bowls Club)

**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, mentioned in last year's minutes, has not been purchased. This will be rectified.

Tony Bence has arranged the purchase of round banqueting table tops and this has been most successful.

## **CHAIRMAN'S REPORT**

Another rather quiet year.

Dominant issues have been fundraising for the play area by the very active subgroup and our quest for an economic solution to renewal of the hall's windows and doors.

Hall remains heavily booked with about 500 events during the year. Only the weekends show regular spare capacity. The Church meeting room has provided useful overflow capacity during the week.

Your committee dealt with the fairly routine issues which arose during the year ( for example, entertainment licensing, wheelchair access, tree cutting wishes, our view of potential housing development nearby). Committee minutes are now available on the internet.

The committee decided not to increase general hire charges during the year, but they will, of course, be kept under review.

We have sought quotations for replacing hall windows & doors, and expect to be able to finalise a renewal program, subject to finance.

Of course, one source of finance is by grants. One of our financial sponsors made a visit to the hall during this year to ensure that their grant for previous refurbishments had been well spent – they appeared to be well satisfied!

The car park continues to need careful maintenance, and in spite of volunteer raking of gravel, will probably need extra gravel in the near future. The mixed grass and wildflower area has been something of a disappointment.

Although we do have an oil-level alarm to help us guard against oil theft, we have nonetheless been disappointed by an assault on the oil fuel piping, which although not a great financial loss, caused some inconvenience. At least no oil was lost.

Once again I would like to thank my fellow officers David Hepper and Jane Talbot (either side of me here) for their work and achievements during the year, and of course to Tony Bence who has been responsible for both Caretaking and Hall Bookings. Our thanks are due to Denise Causier, who stood down as leader of the Social & Fundraising Committee. This position remains open.

## 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 a welcome increase from £11,784 to £12,706. Much of this is due to the efforts of the Play Area group, who raised over £2,500, with income from the hiring of the hall up from £6,405 to £6,757.

As can be seen from the Income for Hiring, this demonstrates just how much we actually rely on fund raising to boost the funds – if we were not to have this income, then the margins would be very much tighter. I believe that the Play Area group may organise a few more events at the end of the year, and then look to spending their income – this means that the committee will have to pick things up next year to organise fund raising events if we are to maintain the level of income.

On the expenditure, there is nothing particularly startling; you may wish to note that we now have to pay for two music licences, hence the increase. Utilities continue to be the biggest item, although we somehow managed to get by with just one heating oil delivery in this period – as I have just had to refill the tank, I doubt that it will be the same next year.

The underlying trend, as seen at the bottom of page one, is good, showing an excess of £4,127 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 £15,595 in total - but I would remind you that much of this is earmarked for the Play Area upgrade

Cash in the bank actually totals £14,723 with £872 counted as an advance payment for insurance. No further grants are actually being sought at the present, but this may change in the next twelve months as the play area decide to go ahead with their planned improvements. Any other planned refurbishment, apart from the normal routine maintenance, would probably also require some assistance with grants.

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

Tony Bence questioned the way the electricity bill was shown and pointed out that most of it was for the shop rather than the village hall.

## **PLAY AREA**

Several meetings of the Play area group have been held to organise fundraising events since May 2012. The result is that a considerable amount of fundraising has taken place in the form of coffee mornings and a quiz. The events have been very well supported by the village and supporters outside of Bredfield and the Play area group are very grateful for all this support. Whilst several fundraising activities are still planned for the remainder of 2013, the emphasis needs to move to both grant applications and planning what sort of changes are going to be made to the Play area. It is hoped to make a start on both of these activities before the inevitable summer break.

Polly is hoping to attend a boot sale on Sunday 5 May and also to run a Tombola stall and perhaps borrow a bouncy castle for the afternoon on 2 June when an inter-pub rounders match is taking place on the village hall playing field.

Polly was hoping to sit down with Denise and Hasina and make some progress with grant and charity applications. David pointed out that any grant applications would have to be in the name of the village hall and would have to be passed by Keith and himself.

Rowland suggested that grant applications would have to outline what equipment is currently in place and what is required.

David said some grants will give a lump sum but most match what has already been raised.

Paul felt that once they applied for a grant it would then crystallise how they would spend the money but in the meantime there were plans to tidy up the play area.

## **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. Nina Nicholson proposed, Rowland Irving seconded and the motion was carried unanimously.

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:**

Shelia mentioned that one of the doors in the hall is often left open and that it was in a poor state of repair. Tony Bence explained this is to enable people at the tennis club to use the facilities. It was suggested it should be replaced but as all doors and windows will be replaced in time it was felt, as there was no health and safety issues, it should wait until the work commences for the hall itself.

The Chairman had been asked to raise the issue of the apparent failure to accept a recent booking for an after-funeral gathering. Enquiries had revealed that the proposal had not actually been turned down. Nobody present at the meeting was able to add any further first-hand information. The Chairman advised that he was willing to offer an apology to the family concerned for any misunderstanding which may have arisen.

David mentioned a ladies club had asked him if security lights in the car park were going to be installed as they didn't want to go through another winter without them. It was asked if they could be mounted lower than before but Tony pointed out that this would not be the best position. Grahame Taylor is hoping to help Tony access them next week.

A CCT camera has been purchased and will be installed at the front of the village shop in the near future.

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

**NEXT MEETING:**

This has been provisionally arranged for the first Wednesday in May which is the 7<sup>th</sup>.

## Appendix 1

### REGISTERED CHARITY No. 304714

#### INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2013

	31.3.2013	31.3.2012
<b><u>INCOME</u></b>		
<i>From hire of Village Hall:</i>		
Village Organisations	372	573
Non-village organisations	6385	5647
Local authorities	-	185
	<hr/>	<hr/>
	6,757	6,405
<i>From other sources:</i>		
Village Shop (electricity payment)	2712	2769
Interest received – Deposit account	1	1
- Nat. Savings investment	27	10
Fund raising	2534	1939
Grants/Donations	200	310
Charges & Fees	475	350
	<hr/>	<hr/>
	12,706	11,784
 <b><u>EXPENDITURE</u></b>		
Cleaning – labour	495	655
- materials	12	95
Repairs and maintenance	1156	1210
New equipment	693	620
Electricity	3275	3578
Oil fuel	401	863
Water	403	389
Insurance	958	993
Music Licences	155	87
Honoraria	350	350
Stationary & sundries	-	25
Fund raising expenses	593	420
Waste management	88	80
	<hr/>	<hr/>
	8,579	9,365
<b>EXCESS OF INCOME OVER EXPENDITURE:</b>	<b>£4,127</b>	<b>£2,419</b>

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

**BALANCE SHEET AS AT 31<sup>ST</sup> MARCH 2013**

**ASSETS**

	31.3.2013	<u>31.3.2012</u>
Cash at bank: Current account	3,866	2,794
: Deposit account	5,773	2,771
: National Savings	5,084	5,056
Payments in advance – Insurance for 2013-14	872	847
	-----	-----
Total Assets represented by General Fund:	£15,595	£11,468
	-----	-----

**GENERAL FUND**

Balance brought forward – 1 <sup>st</sup> April 2012	11,468	9,049
Add: Excess of expenditure over income for the year	4,127	2,419
	-----	-----
Balance carried forward – 31 <sup>st</sup> March 2013	<b><u>£15,595</u></b>	<b><u>£11,468</u></b>

## 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
----------------------------------	----------------------------

#### 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