



**To: Bradfield Parish Council**

**From: Bradfield Village Hall – Monthly Update**

**Date: 02/09/2025**

We currently have 18 regular hall hirers, most of whom use the hall weekly, with others hiring fortnightly or monthly. From September, we are pleased to welcome a new hirer, MoveMentum Dance School, which offers classes for children aged 10 months to 6 years. They will run five classes on Tuesdays and a SEN sensory music class on Fridays.

We are also progressing with several projects & there are several more also on our wish list:

- **Hall speakers** – all four speakers have now been repaired at a reduced rate, avoiding the need for full replacement.
- **Heating system** – an assessment by a local contractor confirmed that replacement will be both complex and costly, due to updated regulations and the parts required. The system is 37 years old and, although still functioning, may be deemed “at risk” at any annual service. Replacement costs are estimated at £30,000–£50,000. We are exploring the possibility of replacing the system in stages, subject to funding, and are awaiting detailed quotes before deciding the next steps.
- **Small Hall Flooring** – we have received two quotes. The costs are significantly lower than rumours previously circulated, and we are reviewing the quotes to see how this fits into our plans.

Our average monthly outgoings total around £600, covering annual, monthly, and weekly bills, as well as smaller items such as bin bags, cleaning products, toilet rolls, and hand towels. All expenses are met through hall income.

Planning is well underway for the Christmas Fayre on Saturday 29th November 2025. Preparations begin each March to secure stallholders and deposits. This year, we are pleased to introduce a children’s roundabout, which will be located outside.

#### **Bradfield Rovers Football Club (BRFC) Hire Agreement**

On 07/08/2025, we received further correspondence from BRFC declining our third hire offer. Their email stated:

“In relation to your proposed hire charges from 1st December 2025, we acknowledge your position but want to be clear that Bradfield Rovers FC does not accept the revised rates at this stage. We remain open to constructive discussion, and we hope there will be further opportunity to revisit the matter in future.”

**Our third proposal (effective 01/12/2025) is set out below:**

- **Weekend Changing Room Hire (Saturdays & Sundays): £12.00 per hour (reduced from the standard weekend rate of £20.00 per hour).** Hire to be charged on a fixed three-hour basis, covering the period from access to the changing rooms until all players have vacated. **Total hire: £36.00** (equivalent to 40% of the standard £60.00 charge).

- **AGM (Weekday):** £6.00 per hour (standard weekday rate £12.00 per hour). **Equivalent to 50% of the regular rate.**
- **Charity Day Event (Weekend):** £6.00 per hour (standard weekend rate £20.00 per hour, including Friday evenings). **Equivalent to 30% of the regular rate.**
- **Training Sessions:** No charge will be made for changing room hire.

This matter has been ongoing since May/June 2025. BRFC have referred to an alleged annual contract review each December, but no such contract exists in our records. The only document we have now seen relates to a former manager of BRFC who signed the document in September 2019 whilst the charity was under the Bradfield Village Hall Association (BVA) which was the previous charity. Bradfield Village Hall (BVH) CIO, charity number 1187316, was registered on 13 January 2020. It appears this was an informal arrangement with the previous Chair of BVH and was not agreed by trustees when it should have been & documented. We have agreed to the above rates for BRFC starting on 1<sup>st</sup> December 2025.

We had identified a few similar undocumented arrangements with other hirers, and these have now been brought into line. Of the two hirers who have since left, the individual running the Bingo sessions retired, and as there had never been an increase in their charges, no adjustment was made. The Community Café chose to leave voluntarily, as they did not wish to pay the standard hourly rate. We had simply asked them to pay the current rate applicable to all hirers.

We believe our proposal is fair and consistent, ensuring that all hirers whether local groups (Cubs & Scouts, WI, Carpet Bowl, Friends of the Over 55's club) or private classes pay the same rates, in line with our principle of fairness and transparency.

- **Weekday hire has remained at £12.00 per hour since before 2022, with no proposed increase going into 2026.** Those hirers who left the hall being 2, choose to leave of their own accord, one retiring.
- **The £20.00 per hour from 5pm on Friday & weekend rate was introduced in January 2023 (as minuted), and no further increase has been considered.**
- **Hire rates are published openly on our website and on the Rural Community Council of Essex (RCCE) website, with whom we are affiliated.**

We have also noted BRFC's reminder regarding the Village Hall AGM. Trustees are fully aware of this requirement and, in line with our constitution, the AGM will be held by 16/12/2025. A date will be confirmed and advertised within the timeline once trustee availability is established.

Following a complaint received by the Charity Commission concerning BVH, we have been instructed whilst under investigation to liaise solely with BRFC regarding changing room bookings, invoices, and the proposed new fee structure only.

**Regards,**

**Bradfield Village Hall Trustees**

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