

**MINUTES OF THE
ANNUAL GENERAL MEETING
OF
BURBAGE VILLAGE HALL TRUST
HELD IN BURBAGE VILLAGE HALL
ON
WEDNESDAY 15TH APRIL 2009**

Those present:

| | |
|-------------------------|--|
| Dr Martin Hamer - | Chairman |
| Mr Frank Jeffrey - | Vice Chairman |
| Mr Philip Marsh - | Treasurer |
| Mrs Sandra Drewitt - | Trustee and Booking Officer |
| Mrs Vienne Rosier - | Trustee |
| Ms Natasha Spreadbury - | Trustee |
| Mr Gavin Ketchen - | Trustee |
| Mr Tony Dobson - | Trustee and Wasps Representative |
| Mr Andrew Gordon - | Trustee and Tennis Club Representative |
| Mrs Ann Powell - | Trustee and Bingo Representative |
| Mrs Jean Stark - | Trustee and Good Companions Representative |
| Mrs Gill Terry - | Trustee and Parish Council Representative |

Also present: 16 residents of the village

| ITEM: | | ACTION: |
|--------------|---|----------------|
| | The Chairman opened the meeting by welcoming everyone to the meeting and thanking them for their attendance. | |
| 1. | Apologies for Absence: Commander and Mrs Rodney Stone, Mr and Mrs David Sawyer. | |
| 2. | Minutes of the previous AGM held on 28th April 2008. Proposed as a true record: Jean Stark Seconded: Gill Terry | |
| 3. | Matters arising from the Minutes: None | |
| 4. | Chairman's Report: The Chairman reported that 2008 was a significant one for the Burbage Village Hall Trust. In April the Trustees had outlined their plans for a major redevelopment. It was proposed the old village hall be demolished and a new village hall be constructed | |

on land at the periphery of the village, adjacent to the Red Lion Field and in an area of land next to that currently used by Burbage and Easton Royal Sports Club. This scheme was to be financed by disposal of land at Barn Meadow, for development of new housing; the monies received providing the finance of the building of the new village hall. However, in line with the Charity's charter any disposal of land required a majority vote from eligible village residents. Following an exhibition of the proposed development held in mid-July, a ballot was undertaken (overseen by the Electoral Reform Society) and the outcome was a resounding vote against the development.

The Chairman further reported that following the ballot all but two of the Trustees resigned and that at an Extraordinary General Meeting held on the 10th September 2008 new Trustees were elected. To strengthen the committee a Finance Committee was established with a view to developing plans for the village hall in its present location. A building survey was undertaken identifying and prioritising work necessary to secure the integrity of the fabric of the building. Based on this comprehensive report tenders were invited to carry out priority work. Philip Hawkins was the successful in the tender and works had been completed on 9th April 2009 for which the Chairman gave thanks.

Reporting on the need to regularise the position between the Sports Club and the Village Hall with regard to the use of the Red Lion Field, the Chairman stated that negotiations were ongoing in the hope of securing a long term lease and rent agreement. Also in the new spirit of working together an arrangement to cut Barn Meadow field had been agreed which would cost less than in previous years.

The Chairman was pleased to report that following an application to Kennet District Council by Frank Jeffrey the Village Hall Trust was awarded £5000 towards the cost of kitchen refurbishment. This work is expected to be completed by end April/early May. The Chairman had also learned that a £5,000 grant from the Wiltshire Community Foundation had been awarded which will help towards refurbishing windows and double glazing in the Hall and that an application for £10,000 has been lodged with "Awards for All" so that, if successful, the hall floor can be replaced. Planning for further fund raising events following the success of the Phoenix Brass Band "Picnic in the Hall" organised by Claire Kington, is underway.

The Chairman closed his report by thanking all members of the Management Committee for all their hard work and help over the past six months. With the help and support of the village the future of the village hall can be secured as a valuable, tangible and positive resource for all the residents and users of its facilities.

5. **Treasurer's Report:**

The Treasurer reported the following financial position:

| Income: | Expenditure: | Item: |
|----------------|---------------------|---------------------|
| £4,635.50 | £ 605.13 | Accountancy Costs |
| £5,843.18 | £3,328.44 | Bar re-stocking |
| | | Bar Takings |
| | | Bookings income |
| | £ 485.72 | Electricity costs |
| £ 82.13 | | Fundraising |
| | £1,910.00 | Grass cutting costs |
| | £2,198.81 | Heating Oil costs |
| | £1,213.40 | Insurance costs |

| | | |
|-------------------|-------------------------|--------------------------------------|
| £1,738.17 | £1,771.41 | Interest from deposit account |
| | £1,235.46 | Miscellaneous expenditure |
| £1,372.50 | | Moviola costs |
| | £13,311.40 | Moviola income |
| | £ 246.17 | New Hall project |
| £ 900.00 | | Petty Cash (previous trustees) |
| | | Rental income |
| Income: | Expenditure: | Item: |
| | £2,931.50 | Wages |
| | £ 246.17 | Water costs |
| | £ 400.00 | Window cleaning |
| Net In: | Net Out: | |
| £14,571.48 | £30,002.61 | |
| | 2008 Profit/Loss | Profit/Loss excluding project |
| | -£15,431.13 | -£2,119.73 |

The Treasurer reported the following Low/Highlights from the above figures:

Lowlights:

- Having to report annual loss of £15,431.13 for 2008 (38% greater than 2007).
- Total costs in 2008 of “new hall project” were £13,311.40
- Total spend on “new hall project” of £16,987.40 since 2006.

Highlights:

- Real loss excluding “new hall project” was only £2,119.73 (81% less than 2007 and 73% less than 2006).
- Hall hire up by 18%.
- Bar takings down 27% (very limited use in first half of year, 77% of takings from October onwards).
- Back rent settled for Red Lion Field.
- Two grants successfully raised for £10,000.
- Fund raising from Good Companions/Phoenix Brass over £500 (2009).
- Excluding grants Hall now in cash positive position of £4,086 since October 2008.
- Quarter 1 2009 income £6,834, outgoings £4,921 “profit =>£1.913 excluding refurbishment costs, reserve still below £30K.

Discussion took place regarding the accounts. Mr. Acheson commented that he was absolutely staggered at how much money had been spent on the new project to which the Treasurer replied that a large amount related to the exhibition.

Proposed to accept the accounts: Andrew Gordon

Seconded: Stuart Wheeler

The Chairman extended his thanks to the Treasurer for all his hard work and to Ken Moore who examined the accounts to December 2008 and supplied the Independent Examiner’s Report.

| 6. | <p>Election of Officers:</p> <p>There are eight Trustee positions. All original seven Trustees were willing to stand again and one new application from Claire Kington was accepted. This making up the specified body there was no need for a formal vote for election to the Management Committee.</p> <p>The election of officers was as follows:</p> <table border="1" data-bbox="280 734 1299 875"> <thead> <tr> <th>Position:</th> <th>Nominee:</th> <th>Proposed:</th> <th>Seconded:</th> </tr> </thead> <tbody> <tr> <td>Chairman</td> <td>Martin Hamer</td> <td>Frank Jeffrey</td> <td>Sandra Drewitt</td> </tr> <tr> <td>Vice Chairman</td> <td>Frank Jeffrey</td> <td>Martin Hamer</td> <td>Natasha Spreadbury</td> </tr> <tr> <td>Treasurer</td> <td>Philip Marsh</td> <td>Sandra Drewitt</td> <td>Gill Terry</td> </tr> </tbody> </table> | Position: | Nominee: | Proposed: | Seconded: | Chairman | Martin Hamer | Frank Jeffrey | Sandra Drewitt | Vice Chairman | Frank Jeffrey | Martin Hamer | Natasha Spreadbury | Treasurer | Philip Marsh | Sandra Drewitt | Gill Terry | |
|---------------|---|----------------|--------------------|-----------|-----------|----------|--------------|---------------|----------------|---------------|---------------|--------------|--------------------|-----------|--------------|----------------|------------|--|
| Position: | Nominee: | Proposed: | Seconded: | | | | | | | | | | | | | | | |
| Chairman | Martin Hamer | Frank Jeffrey | Sandra Drewitt | | | | | | | | | | | | | | | |
| Vice Chairman | Frank Jeffrey | Martin Hamer | Natasha Spreadbury | | | | | | | | | | | | | | | |
| Treasurer | Philip Marsh | Sandra Drewitt | Gill Terry | | | | | | | | | | | | | | | |
| 8. | <p>Any Other Business:</p> <p>Hall Bookings:</p> <p>Sandra Drewitt reported that the diary for future events was filling up and that bookings for the hall were increasing.</p> <p>Costs:</p> <p>When asked by Mr Acheson how much was spent on contract cleaning Sandra replied that a saving of £400.00 a year was being made by the window cleaning being undertaken by volunteers. Gill Terry had already completed one clean.</p> <p>The Chairman reported that all areas where savings could be made were being looked at i.e. the new arrangement for cutting the grass on Barn Meadow was saving £500.00 per annum.</p> <p>Kitchen Refurbishment:</p> <p>Frank Jeffrey reported on the progress with the refurbishment of the kitchen. It was hoped that Steve Rex would complete by end of April/early May. The new dish washer would be ordered within the next few days. Some disruption may be experienced by groups using the hall but it was hoped this would be kept to a minimum.</p> <p>The Chairman closed the meeting by thanking everyone for coming. He also thanked Sandra Drewitt and Vienne Rosier for keeping the hall clean and tidy and Sheila Chaplin for taking the minutes.</p> | | | | | | | | | | | | | | | | | |
| | There being no further business the meeting closed at 8.50pm. | | | | | | | | | | | | | | | | | |