

MINUTES OF THE EXTRAORDINARY GENERAL MEETING

OF

BURBAGE VILLAGE HALL TRUST

HELD IN BURBAGE VILLAGE HALL

ON

WEDNESDAY 10TH SEPTEMBER, 2008

Those present: Dr Martin Hamer - Chairman
Mrs Sandra Drewitt - Trustee
Mrs Vienne Rosier - Trustee

Also present: 70 residents and various representatives of user groups and organisations.

ITEM:		ACTION:
	<p>Dr Hamer opened the meeting by welcoming all residents and representatives to the meeting and explained his position as the new Chairman of the Village Hall Trust. His responsibility would be to secure and establish the full trust and confidence of the village in all dealings with the Village Hall and for the Village Hall Trust to serve the needs of the community.</p>	
1.	<p>Apologies for Absence:</p> <p>Mr Robert Hector, Mrs Jane Cornelius, Ms Felicity Mather and Mr David Gent – all of whom had resigned as Trustees. The Chairman thanked them for all their positive work over the last years.</p>	
2.	<p>Minutes of the Previous Meeting – AGM held on 28th April 2008.</p> <p>Dr Hamer went through the main points pertaining to that meeting. At the time of the AGM the Trustees were going ahead with the proposed new development and a weekend exhibition had been arranged to show the proposals for the development of a new Village Hall. After this exhibition a referendum was held which resulted in a vote definitely against the development. Dr Hamer stated it was interesting to note that more people voted in that referendum than those who had voted in the last district council elections. Hard copies of the minutes will be circulated to those who wish to have them.</p>	MH
3.	<p>Current situation report:</p> <p>a) Finance</p> <p>Dr Hamer then gave a brief update on the current situation viz: at the end of the last financial year the balance of the bank account was £47,000. Until all financial papers are handed over it was estimated at 10 September 2008 that the balance was now £30,000. The difference between the balances was the amount of money spent on the development proposal. It was estimated that, in line with the previous two years, a loss of £5,000 in this financial year will be made. It was now the responsibility of the Trustees to try to turn this around. There had been many suggestions from residents for fund raising and these will be considered in order to raise money to make the Village Hall a going concern.</p> <p>The Chairman also explained that the balance sheet produced did not show Village Hall assets i.e. the land (Barn Field, Red Lion Field), and the hall itself.</p>	TRUSTEES

	<p>This is all to be clarified. It was also stated that there had never been a budget raised for the Village Hall in respect of, for example, bar takings, maintenance, leasing, etc., no income and expenditure strategy or risk assessment and these will be undertaken as soon as possible. Previously, the bar accounts had been consolidated within the overall Trust accounts and there is a view these should not be as this is a trading contribution and amounts to 25% of overall income for the hall. It was proposed to set up a Financial Sub-Committee operating a proper financial strategy with proper financial management, transparency, openness and accountability. All expenditure will be signed off and approved in the public arena. Also a long-term maintenance plan needs to be drawn up rather than arranging for <i>ad hoc</i> repairs.</p> <p>b) Position of Trustees:</p> <p>All original documents, copied onto the Web Site, provides for up to 10 Trustees, elected by the people of the Village. The Chairman explained the Management Committee consists of the elected Trustees plus appointed representatives of all organisations who use the Village Hall and that this places legal and financial obligations on them.</p> <p>c) Marketing:</p> <p>The Committee needs to make sure they get back to everyone who has made, or makes a suggestion regarding the marketing of the Village Hall. The Chairman stated that Gavin Kitchen has made a great job of the web site and all future events will be advertised via this medium.</p> <p>d) Appointed officers:</p> <p>Positions were Chairman (Dr Martin Hamer), Vice-Chairman, Treasurer and Secretary and also someone to be in charge of the bookings for the hall. The fulfilment of these offices would be decided at the next Committee Meeting.</p> <p>e) Other issues:</p> <p>The Chairman stated that there could be more interaction between the British Legion and the Sports Club and that there needs to be more ways to encourage the younger element of the village to use the hall. He further reported that the Sports Club had use of the Red Lion field for a number of years for which no rent had been received. There was no written legal agreement between the Village Hall and the Sports Club and, in both parties' interests, this needs to be addressed as a matter of urgency.</p> <p>The Chairman reiterated that the new team will be committed to working with openness and accountability and this will be the way forward. Sandra Drewitt and Vienne Rosier have agreed to carry on as Trustees and this is good news as they, basically, run the operation of the hall.</p> <p>There is a need to explore new grant opportunities and this will be undertaken by the new committee.</p>	<p>MH/ FINANCIAL SUB- COMMITTEE</p> <p>COMMITTEE</p> <p>COMMITTEE/ SPORTS CLUB</p> <p>COMMITTEE</p>
4.	<p>Current members of the Management Committee:</p> <p>Parish Council - Gill Terry/Chris Wheeler Parochial Church Council - Rodney Stone Yoga - Lizzy Hawnt Bingo - Ann Powell Toddlers - Sarah Giddings Waps - Tony Dobson/Jo Tillings</p>	

	<p>Good Companions - Jean Stark BEAM - Martin Hamer Cricket Club - Marek Grabowski Tennis Club - Andrew Gordon 5 – A - Side Football - George Gordon Football Club - Gary Webb</p> <p>Trustee forms submitted:</p> <p>Dr Martin Hamer Mr Frank Jeffrey Mr Philip Marsh Ms Natasha Spreadbury Mrs Claire Kington – application withdrawn</p> <p>As there were eight vacancies and four names submitted these were duly endorsed to the committee. If anyone is interested in being co-opted to the committee please speak to the Chairman.</p>	
5.	<p>Question and answer session:</p> <p>Various questions were raised:</p> <p>Q What do the Trustees have to do? A Act with due diligence to meet the aims of the Trust itself.</p> <p>Q Does the previous committee have any legal responsibilities regarding monies spent and was this expenditure agreed by the committee? A The money was spent on the exhibition, the referendum, etc., and was agreed by a show of hands.</p> <p>Q On the last vote three trustees abstained from the vote – was this recorded? A Yes, it was.</p> <p>Discussion took place regarding monies spent and it was decided it was not fulfilling to go this route although the sentiments involved were understood. The way is forward and a line must be drawn under what has happened previously.</p> <p>Q Can clarification be made with regard to representatives from user groups? The Day Centre does not use the hall but always had a representative. A There is no problem with that.</p> <p>Q Would the new committee be looking to obtain grants? A Yes, it would, although Kennet District Council has now spent all its money, does not preclude other applications to Wiltshire CC.</p> <p>The person who asked this question stated Lottery funding under the heading “Awards for All” was probably available and would give the Chairman details.</p> <p>Q Does the Village Hall roof need repairing? A The roof is watertight at the moment, although some repairs need to be carried out. There is asbestos in the roof but it is not the really dangerous kind. Another surveyor’s report will be obtained.</p> <p>Q Would it be possible to replace the roof to make it higher to play sport – i.e. badminton?</p>	<p>CHAIRMAN</p> <p>COMMITTEE</p>

	<p>A The new management committee, as a matter of urgency, will engage a surveyor to report on the condition of the hall and, in a timely manner, will carry out a programme of repairs, ensuring proper planning of finances.</p> <p>At this point Mr John Hope, a chartered surveyor, stated he would be quite happy to give his services without charge. Mr Hope to give his details to the Chairman after the meeting. He was warmly thanked for his generous offer.</p> <p>Q Things have gone from “all singing and all dancing”. Is this building suitable for purpose in the 21st century or is there still a need to build a new village hall?</p> <p>A If we can raise the funds, we can refurbish and modernise this hall which will be nowhere near as costly. We want to improve the hall and make it an asset to the village.</p> <p>Q There were plans drawn up in 2000 with regard to refurbishment. Are these plans still available?</p> <p>A The plans are with the previous Chairman – we will ask for them.</p> <p>Mr Jim Tuttle stated that planning permission for extending at the rear of the premises was costed out about five years ago at £400,000. This planning application runs out in February 2009.</p> <p>Q I would like to hear the views of this meeting. The Village Hall present income cannot last many more years. Would everyone agree to selling one plot of land for a house at the top of Barn Field and for car parking, which would cover the running costs of the Village Hall?</p> <p>A If one house is built now, in five years time, another house could be built, then another, etc., and the land will eventually be lost. We must all pull together and refurbish this Village Hall.</p> <p>Q Current understanding is that money has been paid for the option to purchase the field adjacent to the Red Lion field. There is a two year option which expires in 2010. What money has been lost? Is there any other monies outstanding?</p> <p>A There are no other monies outstanding. All legal fees and taxes have been paid.</p> <p>Q Is there any liaison with the retiring trustees for bookings as the Good Companions have paid up until next February?</p> <p>A Sandra Drewitt is to take on the bookings and will receive the book within the next few days. All booking will be honoured.</p> <p>Q Has the Charities Commission expressed any views or concerns regarding the past or current situation?</p> <p>A We are not aware of any views or concerns.</p> <p>Q With regard to the new Trustees, can the Charities Commission offer any guidance, support, legal advice, etc?</p> <p>A The Chairman responded that there will be discipline in all matters and the Trustees will provide a structure that has not been present in the past. The Charities Commission has been very helpful with advice and support. The new Trustees would like commitment with the villagers and this is constantly being emphasised. We want the faith, trust and confidence of everyone. We will be open in our dealings via the Burbage Newsletter, web site and any other means possible. We also want as much feedback as possible.</p>	<p>COMMITTEE</p> <p>MR HOPE/ CHAIRMAN</p> <p>MH</p>
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Q Will meetings be held on a regular basis and will they be open for anyone to attend?

A The dates of meetings will automatically be sent to the Parish Council who will publish them in their minutes, and will also be displayed on notice boards, etc.

Q Is there an insurance policy to cover the Trustees from financial loss?

A There is an insurance policy in place but it does not cover for not acting with due diligence.

Q When people voted in the referendum were they against having a new village hall or were they totally against selling Barn Field? (Apology made with reference to wording of new village hall).

A 90+% of villagers want Barn Field to be kept as a green area in the centre of the village.

Discussion took place with regard to building properties with a higher price range and affordable housing, what income could be raised from either scheme, the viability of housing associations, fund raising (the church raised £115,000 for their needs), the need for a good business plan, etc. It was generally agreed that the villagers do not wish to see any building on Barn Field, that they were concerned it should be kept as a play area and green space in the middle of the village and that the way forward was not necessarily to build a new village hall but make the present one viable.

Thanks were expressed to Sandra and Vienne for all their hard work in getting to this point in the evening, that it was great to see that having a public vote demonstrated the amount of interest and concern about the village hall and how much goodwill had been generated. It was stated that now was the time to capitalise on this goodwill and get a village hall that everyone wants. This was heartily agreed with by those present.

It was confirmed again that the Village Hall meetings would be open for members of the public to attend, expenditure will be opened up to public scrutiny and a meeting of the new committee will be arranged as soon as possible.

An announcement was made that there will be a village litter pick day on the 11th October – possibly in fancy dress – with mulled wine in the village hall afterwards.

Dr Hamer drew the meeting to a close by stating that those people who had volunteered to help with events in the hall will be contacted shortly. A line has been drawn under what has gone before and the way now is forward.

Mr Stuart Wheeler gave a vote of thanks to Martin for all his hard work in what is an extremely demanding task and stated the village should be extremely grateful to him for giving his time. This was seconded by Mr John Powell, who also thanked Sandra and Vienne for standing by their principles.

Dr Hamer responded with his thanks to all for coming and for their support. Also thanks to Sheila Chaplin for taking the minutes.

6.	Date of next meeting: To be advised by the Chairman.	CHAIRMAN
	There being no further business the meeting closed.	

