

**MINUTES OF THE COMMITTEE MEETING**  
**OF**  
**BURBAGE VILLAGE HALL TRUST**  
**HELD IN BURBAGE VILLAGE HALL**  
**ON**  
**WEDNESDAY, 24<sup>TH</sup> SEPTEMBER 2008**

**Those present:**

Dr Martin Hamer -	Chairman
Mrs Sandra Drewitt -	Trustee
Mrs Vienne Rosier -	Trustee
Mr Frank Jeffrey -	Trustee
Mr Philip Marsh -	Trustee
Mr Rodney Stone -	Parochial Church Council representative
Mrs Ann Powell -	Bingo representative
Mr Tony Dobson -	Wasps representative
Mrs Jean Stark -	Good Companions representative
Mr Marek Grabowski -	Cricket Club representative
Mr Andrew Gordon -	Tennis Club representative

**Also present:** 20 residents from the village

<b>ITEM</b>		<b>ACTION:</b>
<b>1.</b>	<p><b>Apologies for absence:</b></p> <p>Mrs Gill Terry and Mr Chris Wheeler – Parish Council representatives.            Claire Atkinson – Volunteer.</p>	
<b>2.</b>	<p><b>Minutes of the Management Committee Meeting held on 20<sup>th</sup> August 2008.</b></p> <p><b>Proposed as a true record:</b> Mrs Jean Stark</p> <p><b>Seconded:</b> Dr Martin Hamer</p>	
<b>3.</b>	<p><b>Matters Arising from the Minutes:</b></p> <p>a) David Gent is the licensee of the hall at present but will be retiring at the end of the year. Sandra Drewitt is to take on the responsibility of the bar. The Village Hall Trust has paid for Sandra to attend a statutory course, BIIAB, Level 2, National Certificate for Personal Licence Holders. On passing an examination at the end of the course Sandra will receive a certificate, a copy of which is passed to the licensing magistrate, police and other relevant authorities. Sandra will be the point of contact for any of these organisations in the event of any queries.</p> <p>b) David Gent will also be ceasing to cut the grass in Barn Meadow and this matter will be addressed later.</p> <p>c) A Treasurer also needs to be appointed.</p> <p>A lively discussion took place with regard to the appointment of Dr Martin Hamer to the position of Chairman. The Chairman clarified his appointment and the explanation was accepted.</p>	<b>SD COMMITTEE</b>

<p><b>4.</b></p>	<p><b>Other Issues Arising:</b></p> <p>A briefing paper had been circulated prior to the meeting and the Chairman outlined the detail.</p> <p>a) <b>Finance:</b></p> <p>£30,000 left in the bank account. The Chairman suggested the Committee might want to set an annual, itemised budget for the running of the hall and establish income targets for the bar, rates, rents, etc. It was also suggested that the Trustees might wish to arrange to have Barn Meadow and The Red Lion Field valued to be included in the Hall's assets. This prompted discussion with regard to the valuation being commercial land or agricultural land.</p> <p>Further discussion took place regarding the fields' values being included in the accounts as it could jeopardise the Trust from obtaining grants, etc. It was decided that Frank Jeffrey would take the lead on communicating with Kennet District Council and "Awards for All" with regard to obtaining grants. Frank has already requested application forms from these two sources and is awaiting receipt of same.</p> <p>b) <b>Maintenance:</b></p> <p>The Chairman reported that there had been a fantastic response from 33 people to help with work which may require to be carried out. Mr John Hope had very kindly offered to carry out a condition survey week commencing 6th October 2008. It was felt that this was a very positive move to obtain another independent assessment of the state of the building and which will help develop a long term maintenance programme for the hall. Problems will be listed in order of priority.</p> <p>Tony Dobson offered to help Mr Hope.</p> <p>The problem of cutting the grass on Barn Meadow, dog fouling, moles, etc., also has to be rectified. David Gent has gang mowers which the Village Hall could purchase or contact Kennet District Council to see whether they could perform this service or whether volunteers would cut the field at cost. The formation of a Finance Sub-Committee who could look at these ideas and other suggestions is to be considered.</p> <p>c) <b>Marketing:</b></p> <p>There are four regular users of the Hall on a weekly or monthly basis and the Chairman suggested that co-opting Gavin Kitchen onto the committee as his expertise with the web site could be of great benefit, i.e. setting up the Village Hall web site, so that bookings could be made on line, etc. The level of charges needs to be reviewed as, in Winter, the hire charges may not cover the cost of fuel.</p> <p>The relationship between the Village Hall Trust and the Sports Club was discussed energetically. The Sports Club has not paid rent on The Red Lion Field for a number of years. It had been provisionally agreed</p>	<p><b>COMMITTEE</b></p> <p><b>FRANK JEFFREY</b></p> <p><b>JOHN HOPE/ COMMITTEE</b></p> <p><b>TONY DOBSON</b></p> <p><b>COMMITTEE</b></p> <p><b>GAVIN KITCHEN/ COMMITTEE</b></p>

	<p>that the Sports Club would pay £750.00 back rent. However, ongoing rent charges still need to be fully agreed, with the Sports Club requesting a long term lease on the field to enable grant funding, or to purchase the field from the Village Hall Trust. Whilst everyone was sympathetic and understanding of the Sports Club's situation the matter needs to be resolved as quickly as possible.</p> <p>Further discussion took place regarding the use to which Barn Meadow could be put.</p> <p>Marlborough Bridge Club has expressed an interest in hiring the hall and will be booking on an interim trial basis for three weeks. Sandra has agreed to store bridge tables in the cellar, set them up and put away each evening.</p> <p><b>d) Formal Issues:</b></p> <p>The Chairman outlined the Governing Document of the Village Hall Trust Committee and the Charity Commissioners "views" on Trustees. A spirited discussion ensued regarding the understanding of the document and the possible need of legal advice.</p>	<p><b>SPORTS CLUB/ COMMITTEE</b></p> <p><b>SANDRA DREWITT</b></p> <p><b>COMMITTEE</b></p>																
<p><b>5.</b></p>	<p><b>Election of Officers:</b></p> <table border="0" data-bbox="311 1003 1209 1171"> <thead> <tr> <th><b>Position:</b></th> <th><b>Nominee:</b></th> <th><b>Proposed:</b></th> <th><b>Seconded:</b></th> </tr> </thead> <tbody> <tr> <td>Chairman</td> <td>Dr Martin Hamer</td> <td>Frank Jeffrey</td> <td>Vienne Rosier</td> </tr> <tr> <td>Vice Chairman</td> <td>Frank Jeffrey</td> <td>Sandra Drewitt</td> <td>Marek Gabrowski</td> </tr> <tr> <td>Treasurer</td> <td>Philip Marsh</td> <td>Martin Hamer</td> <td>Sandra Drewitt</td> </tr> </tbody> </table> <p>The position of Secretary is open as the person proposed declined to stand.</p> <p>Gavin Kitchen was formally co-opted to the Committee. Sheila Chaplin will continue to take the minutes.</p>	<b>Position:</b>	<b>Nominee:</b>	<b>Proposed:</b>	<b>Seconded:</b>	Chairman	Dr Martin Hamer	Frank Jeffrey	Vienne Rosier	Vice Chairman	Frank Jeffrey	Sandra Drewitt	Marek Gabrowski	Treasurer	Philip Marsh	Martin Hamer	Sandra Drewitt	
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<p><b>6.</b></p>	<p><b>Any Other Business:</b></p> <p>Having discussed the area of legal advice earlier in the meeting this matter was left in abeyance.</p> <p>Mrs Jean Stark offered to help Sandra Drewitt with any bookings of the Village Hall whilst Sandra was on holiday, etc.</p> <p>The Chairman closed the meeting by thanking all those who attended, assuring everyone that Village Hall meetings were open to the public, that meetings would be published in the Burbage Newsletter, the web site and possibly the Wilts Gazette.</p>	<p><b>JEAN STARK</b></p>																
<p><b>7.</b></p>	<p><b>Date of Next Meeting:</b></p> <p>Wednesday, 8<sup>th</sup> October, 2008 at 7.00pm in the Village Hall.</p>																	
	<p>There being no further business the meeting closed.</p>																	

