

MINUTES OF THE COMMITTEE MEETING
OF
BURBAGE VILLAGE HALL TRUST
HELD IN BURBAGE VILLAGE HALL
ON
WEDNESDAY, 8TH OCTOBER 2008

Those present:

Dr Martin Hamer -	Chairman
Mr Frank Jeffrey -	Vice Chairman
Mr Philip Marsh -	Treasurer
Mrs Sandra Drewitt -	Trustee & Booking Officer
Mrs Vienne Rosier -	Trustee
Ms Natasha Spreadbury -	Trustee
Mr Gavin Kitchen -	Trustee
Mr Rodney Stone -	Parochial Church Council representative
Mrs Gill Terry -	Parish Council representative
Mr Chris Wheeler -	Parish Council representative
Mrs Ann Powell -	Bingo representative
Mrs Jean Stark -	Good Companions representative
Mr Marek Grabowski -	Cricket Club representative
Mr Andrew Gordon -	Tennis Club representative

Also present: 12 residents from the village

ITEM		ACTION:
1.	Apologies for absence: Pat Ambrose, Rachel Rigby	
2.	Minutes of the Management Committee Meeting held on 20th August 2008. Proposed as a true record: Rodney Stone Seconded: Sandra Drewitt	
3.	Matters Arising from the Minutes: Item 3a Congratulations were extended to Sandra Drewitt on passing the National Certificate of Personal License Holders course. Item 3b Grass cutting – this will be dealt with later in the agenda. Item 4b John Hope had carried out a partial survey of the building, the remaining part will be carried out shortly. The committee look forward to receiving his report when full survey completed.	JOHN HOPE
4.	FINANCE COMMITTEE REPORT: The Finance Committee had met on Friday, 3 rd October 2008 and minutes circulated. However, in the spirit of openness with regard to the working of the Village Hall Trust, The Chairman of the Trustees reported he had obtained all relevant paperwork relating to the Trust's finances from Owen & Co, transfer of account signatory forms had been signed by the trustees who had resigned and these had been passed to Philip Marsh. New procedures were being set in place	

	<p>with regard to signing cheques for expenditure viz:</p> <ul style="list-style-type: none"> • Amounts up to £500 would require one signatory. • Amounts between £500 and £1,000 would require two signatories. • Amounts greater than £1,000 would require the prior approval of the full Management Committee and two signatories. • Any work to be carried out totalling more than £1,000 would require three quotations to be obtained. <p>The Chairman of the Finance Committee is the Treasurer, Philip Marsh, who will also be a designated signatory. Other signatories to the accounts are:</p> <p>Dr Martin Hamer - Chairman Mr Frank Jeffrey - Vice Chairman Sandra Drewitt - Booking Officer</p> <p>All cheques signed will be reported by the Treasurer at each monthly meeting. The only expenditure outstanding at present is the oil bill and Council Tax.</p> <p>The Chairman of the Trustees outlined the current situation in that, although the financial detail had not been studied in great detail and would need verification, it would appear that balances in the accounts were as follows:</p> <ul style="list-style-type: none"> • Main current account - £489.55 – as at 22nd September, 2008 (latest bank statement to hand dated 17.07.08) • Main deposit account - £30,000.00 – (latest bank statement to hand dated 21.04.08 showed a balance of £43,557 and it was noted that a sum of £12,873.73 had been spent in relation to the new Village Hall project which covered architect's fees, the exhibition and land purchase option). • Bar account - £17.00 <p>It was anticipated that an operating loss of £4,000.00 would be seen in the accounts this year. This means that the committee are getting to the situation where they have to be careful and prudent.</p> <p>A sum of £1,855.00 had been spent for cutting of Barn Meadow which equated to 20% of the Village Hall's total income. This needs to be addressed. A discussion took place with regard to volunteers cutting the grass, asking Kennet District Council to do this on our behalf or in association with the Sports Club. Purchasing gang mowers was also discussed and the need to encourage activity on Barn Meadow i.e. football (winter sport) and the need to keep the grass short throughout the summer.</p>	<p>TREASURER</p> <p>COMMITTEE</p>
<p>5.</p>	<p>ANY OTHER BUSINESS:</p> <p>Points discussed were:</p> <ul style="list-style-type: none"> • The bat survey costs still to be invoiced. (For information – any building demolition, renovation, loft conversions, maintenance work, timber treatment, etc., which could cause exclusion to bats, has to be in line with legislation for the protection of bats). • Mice and other rodents which are being dealt with. More poison had been put down but the rodent officer does not need to come back unless he is requested to attend site. • The container positioned to the rear of the Village Hall which had cost £1,988 to store the toddlers' play equipment. • Confirmation of Public Liability Insurance at £500,000. • Inventory of Village Hall key holders. • Submission a proposal to Kennet District Council for a grant of £5,000 	<p>CHAIRMAN</p>

	<p>(maximum available at this time) to provide a new/refurbished kitchen in the Hall together with new/second hand equipment. If successful work would have to be completed by March 2009. Discussion took place as to whether this was a priority, health and safety issues regarding users of the kitchen, upgrading making it more desirable for hire, catering, food safety issues, etc. It was suggested the committee may wish to speak to other village halls i.e. Ramsbury, to see what they had done.</p> <ul style="list-style-type: none"> • Review of hire prices, two tier pricing system – one for the village and one for others. It may be that price increases will be deferred for six months to try and get some interest back in using the Hall. • The back rent owed by the Sports Club for The Red Lion Field. Discussion took place and the Chairman of the Village Hall Trust is to write to the Chairman of the Sports Club requesting a meeting. £750 back rent to be paid as this was apparently agreed earlier and a new agreement is to be reached for the use of the field in the future - either renting or purchasing subject to certain caveats. • Formation of a Social Committee. Lots of ideas had been received for fund raising, use of Village Hall, etc., including tea dances, race nights, etc. Jean Stark volunteered to keep everyone informed. • One auto filler water boiler is missing. Another one to be purchased. • Invoice received - £60.00 for cleaning the windows, £40.00 for gulley and guttering. Two or three volunteer cleaners were required to do cleaning of windows. Mary Clements and Gill Terry offered their services. Thanks extended to them. • Tables and chairs – it was requested that the tables and chairs be placed <i>in situ</i> as previously. It was found to be too difficult to put out the tables and chairs when required and to stack back up after use. This was agreed although users were requested to place chairs on the tops of the tables and to sweep up after each function. • John Powell stated with regard to the grant situation he felt the Village Hall would probably received the £5,000 and that he did not think that Kennet District Council would insist on knowing what the money would be spent on. The main thing was to get the application in quickly. • Gavin Kitchen asked that if anyone had any ideas for the Village Hall Web site, etc., to let him know. He would also like to start a computer group in the Village Hall. • Litter Pick Day – Saturday, 11th October at 10.00am. All welcome back at the Village Hall afterwards to mulled wine and refreshments. • The subject of fences being removed from the rear of properties which back onto the Red Lion Field was discussed. The representative of the Cricket Club gave his views. However, as the field is leased from Village Hall Trust the ultimate decision lies with them. Chairman is to investigate. • Gang mowers. Chris Wheeler to discuss with David Gent informally re: cost, etc. <p>Thanks were extended to Chris and Sandra Drewitt for the work they carry out in the Village Hall.</p>	<p>VICE CHAIRMAN</p> <p>CHAIRMAN</p> <p>JEAN STARK</p> <p>CHAIRMAN</p> <p>GAVIN KITCHEN</p> <p>CHAIRMAN</p> <p>CHRIS WHEELER</p>
<p>6.</p>	<p>Date of Next Meeting:</p> <p>Wednesday, 19th, November 2008 at 7.15pm in the Village Hall.</p>	
	<p>There being no further business the meeting closed.</p>	