

MINUTES OF THE COMMITTEE MEETING

OF

BURBAGE VILLAGE HALL TRUST

HELD IN BURBAGE VILLAGE HALL

ON

WEDNESDAY, 17th DECEMBER 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
Mrs Gill Terry -	Trustee and Parish Council representative
Mr Marek Grabowski -	Trustee and Cricket Club representative
Mr Andrew Gordon -	Trustee and Tennis Club representative

Also present: 4 residents from the village

ITEM		ACTION:
1.	<p>Apologies for absence:</p> <p>Ann Powell, Natasha Spreadbury, Chris Wheeler, Jean Stark, Philip Marsh, Rodney Stone.</p>	
2.	<p>Minutes of the Management Committee Meeting held on 19th November, 2008:</p> <p>Proposed as a true record: Sandra Drewitt</p> <p>Seconded Gavin Kitchen</p>	
3.	<p>Matters Arising from the Minutes:</p> <p>a) Clarification was again made by the Chairman with regard to members of the Management Committee being Trustees in the light of the law. Trustees had a fiduciary responsibility for the running of the charity but were also protected under an insurance policy in respect of any liabilities which may arise. A full discussion took place regarding vetting of trustees i.e. any financial wrong-doings in the past, etc., etc., whether the Charities Commission document of 1944 was the current one (it is), and whether Trustees should have a contract outlining their duties. The Chairman agreed to give thought to the above.</p> <p>b) Gill Terry clarified that she was the Parish Council representative.</p> <p>c) Thanks were expressed to Gill Terry for donating the Christmas tree.</p> <p>d) Congratulations were extended to Sarah and Rachel for raising over £38,000 towards new play equipment.</p> <p>e) Land purchase option –it was clarified that the option can be held until May 2010 when it expires and it cannot be sold on.</p> <p>f) A letter had been received from one of the previous Trustees which will be discussed later in the meeting.</p>	CHAIRMAN
4.	FINANCE COMMITTEE REPORT:	

	<p>Cheques paid:</p> <p>£90.00 - mowing the grass £308.60 – re-stocking the bar £370.78 – Waverley £192.86 – Newbury Beer Seller</p> <p>Vienne Rosier had been paid for housekeeping and bar work.</p> <p>It was reported that Sandra Drewitt is very happy with the activity of the bar.</p> <p>The financial year ends 31st December. A forecast for forthcoming year required in terms of income, etc. Accounts will be £20,000 down from opening balance of last year which, in part, is due to new development proposals.</p> <p>Frank Jeffrey reported on the kitchen update. Steve Rex and Chris Drewitt looking to commence work in January when the kitchen is probably less used. They are meeting on Friday, 19th December at 3.15pm to discuss. All work has to be invoiced prior to end of March.</p> <p>The Chairman reported he was in process of putting in a bid for £10,000 to “Awards for All” Lottery funding to replace the flooring. He has also written to Kennet District Council asking for £20,000 to help fund the repairs to the roof.</p> <p>A bill had been received from Chalkhill Environmental in the sum of £424.00 for carrying out a bat survey in November 2007. The Chairman has asked the company for a copy of the instructions to carry out the survey and to query the date of the invoice. It was thought the invoice total was excessive.</p>	<p>STEVE REX, CHRIS DREWITT, FRANK JEFFREY</p> <p>CHAIRMAN</p>
<p>5.</p>	<p>ANY OTHER BUSINESS:</p> <p>Sports Club:</p> <p>The new chairman elected at the Sports Club AGM on 11th November 2008, is Mark Day. A meeting is to be arranged to discuss the leasing of the fields, contact details, etc. The Village Hall Committee is keen to try and conclude any agreements with the Sports Club by Spring 2009.</p> <p>Village Hall Repairs:</p> <p>Tenders had been invited from the following companies:</p> <p>MRH Builders Forest View Homes Philip Hawkins Chris Wheeler Construction</p> <p>Martin Hamer and Frank Jeffrey are to open the quotations which are to be received by mid-day Friday.</p> <p>Fund Raising:</p> <p>Claire Kington had arranged for the Phoenix Brass Band to play at the Village Hall on Sunday, 1st February, 2009, from 12 noon to 2.00pm. Normal charge would be £150.00 but would accept a donation. Entry agreed at £5.00 per person/£10.00 per family. Gavin Kitchen to arrange for posters to be printed.</p> <p>A cheque for £200.00 had been received from the Good Companions which was the entire proceeds of their raffle. Grateful thanks were expressed to them for their very generous</p>	<p>CHAIRMAN</p> <p>CHAIRMAN/ VICE CHAIRMAN</p> <p>GAVIN KITCHEN</p>

	<p>donation. The Chairman to write a letter of thanks.</p> <p>An invoice had been received from David Gent for cutting Barn Meadow. To be checked.</p> <p>A letter from a previous Trustee was read out to the meeting. A short discussion took place in that the Village Hall Minutes accurately reflected the meeting. The meeting are open and anyone who wishes is welcome to attend.</p>	<p>CHAIRMAN</p> <p>TREASURER</p>
<p>6.</p>	<p>Date of Next Meeting:</p> <p>Wednesday, 18th February 2009 at 7.15pm in the Village Hall.</p>	
	<p>There being no further business the meeting closed.</p>	