

**MINUTES OF THE COMMITTEE MEETING**

**OF**

**BURBAGE VILLAGE HALL TRUST**

**HELD IN BURBAGE VILLAGE HALL**

**ON**

**WEDNESDAY, 18<sup>th</sup> MARCH, 2009**

**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 Marek Grabowski -	Trustee and Cricket Club representative
Mr Andrew Gordon -	Trustee and Tennis Club representative
Mr Rodney Stone -	Trustee and Parochial Church Council representative
Ms Sarah Giddings -	Trustee and Toddler Group representative
Mrs Jean Stark -	Trustee and Good Companions representative

**Also present:** 9 residents of the village

<b>ITEM</b>		<b>ACTION:</b>
<b>1.</b>	<b>Apologies for absence:</b> Gavin Kitchen, , Gill Terry, Tony Dobson	
<b>2.</b>	<b>Minutes of the Management Committee Meeting held on 19<sup>th</sup> November, 2008:</b>  <b>Proposed as a true record:</b> Frank Jeffrey  <b>Seconded</b> Philip Marsh	
<b>3.</b>	<b>Matters Arising from the Minutes:</b>  <b>Item 5 i) Sports Club:</b>  The Chairman gave an update of discussions held with officers of the sports club after the last meeting. In essence, he felt that agreement had been reached, in principle, on the way forward with regard to the Red Lion Field i.e. offering a 25 year lease for a rent of £500 per annum subject to a five yearly review and Heads of Agreement. Instructions had been given to Solicitors to raise a formal agreement. It was hoped that this arrangement would help the Sports Club to obtain grants and the Chairman, on behalf of the Committee, offered any help necessary in obtaining funding. All present at the meeting expressed their opinion that they were pleased about this very positive news. Asked for clarification as to whether the Football Club was a part of the Sports Club, the meeting was informed that details would be finalised at the next Sports Club Meeting and items such as maintenance of the pitch, gang mowers etc., would be discussed.	<b>CHAIRMAN/ SPORTS CLUB</b>
<b>4.</b>	<b>FINANCE COMMITTEE REPORT:</b>  <b>Cheques paid:</b>  i) Bar restocking - £704.77	

	<ul style="list-style-type: none"> <li>ii) Zurich Insurance- £1,202.31</li> <li>iii) Electricity bill - £43.35</li> <li>iv) Wages - £288.50</li> <li>v) Photocopying - £4.50</li> </ul> <p>Sandra Drewitt reported on the operation of the bar and stated that booking had increased. In April bookings already included a wedding anniversary and two birthdays.</p> <p>The Chairman extended thanks to Sandra for all her efforts.</p> <p>The Treasurer reported on the income and expenditure and stated that since November the overall position had increased.</p> <p>Income/Expenditure this period:</p> <p>Adjusted income: £3,576.45 Adjusted outgoings: £2,243.13</p> <p>Overall income for last month £1,333.32</p> <p>The Treasurer further reported that Ken Moore had audited the accounts and signed them off and they will now be submitted to the Charity Commissioners.</p> <p><b>2008 Accounts:</b></p> <p>Income: £15,255.71 Expenditure: £30,686.84</p> <p>Surplus/(Deficit): (£15,431.13)</p> <p>The Chairman thanked the Treasurer for his hard work since taking over the accounts and it was positive to note that the £2,000 loss at the end of last year had now been recovered.</p>	
<p>5.</p>	<p><b>ANY OTHER BUSINESS:</b></p> <p><b>a) Building and Estates Update:</b></p> <p>Philip Hawkins will commence work on essential maintenance on Monday, 23<sup>rd</sup> March, 2008.</p> <p>It was queried whether Mr Hawkins will provide a Safe Working Statement as it was stated this was a requirement on the part of the client to ascertain that work would be carried out in a safe and proper manner. Andrew Gordon offered his help in looking over the Safe Working Statement. The Chairman is to speak to Philip Hawkins and liaise with Andrew.</p> <p><b>b) Grant Applications:</b></p> <ul style="list-style-type: none"> <li>i) We have been successful in obtaining the grant for £5,000 from the Community Fund for Wiltshire to replace windows with double glazed windows. The front windows will be replaced first, then side windows.</li> <li>ii) The grant for £10,000 from “Awards for All” is dragging on due to paperwork.</li> </ul> <p><b>c) Kitchen:</b></p> <p>Steve Rex has commenced work on the installation of the new units. It is anticipated</p>	<p><b>CHAIRMAN/ PHILIP HAWKINS/ ANDREW GORDON</b></p>

that there will be an over-run on funds of approximately £1,000 for the electrics. A letter of confirmation has been received from Kennet District Council and the cheque for £5,000 should be received week commencing 23<sup>rd</sup> March, 2009. A plumber is required to help with pipe fixing. Any offer of help would be gratefully received.

**d) Hedge Cutting:**

Chris Wheeler was thanked for cutting the hedge at Barn Meadow – one day short of deadline. Invoice to be sent.

**CHRIS WHEELER**

**e) Cold Weather:**

During the cold weather recently experienced it was reported that the radiators had come on all day at a high temperature. It was reported that the changing rooms had thermostatic valves attached to the radiators which, when the temperature fell to a certain level, would activate the automatic cold weather switch, hence over-riding the settings.

It was also reported that the heater in the changing room was not working.

**f) Fund Raising:**

- i) Phoenix Brass has been requested for the 20<sup>th</sup> December, 2009. Awaiting a response.
- ii) There had been various ideas formulated regarding fund-raising and it was requested that volunteers take an idea(s) and develop them.
- iii) The Chairman is to follow up with those who offered help – it was suggested that face-to-face might be a better option as his e-mails had not been responded to.

**CLAIRE KINGTON**

**VOLUNTEERS**

**CHAIRMAN**

Further suggestions included:

- Football tournament
- Dramatic society
- Art Exhibition – local artists to exhibit and donate part of any takings
- Antiques Roadshow with Steven Lockhart – Rodney Stone to make contact
- An evening with Nigel Havers - Claire Kington has already spoken to Nigel regarding a talk about his life on stage – Claire to follow up

**RODNEY STONE**

**CLAIRE KINGTON**

**g) AGM**

The AGM is confirmed as to be held on Wednesday, 15<sup>th</sup> April, 2009.

**AGENDA**

1. Apologies for absence
2. Minutes of last year's meeting held on 28<sup>th</sup> April, 2008.
3. Matters Arising
4. Election of Officers (10 Trustees can be elected)
5. Receipt of annual accounts 01/01/08 to 31/12/08
6. Annual report
7. Any other business/Questions from the Public

The Chairman again clarified the position with regard to Trustees with Voting rights and those who wish to be a Trustee with non-voting rights. There is Public Liability insurance with Zurich which protects every Trustee for £2M. The

	<p>Chairman is to write to all members of the Management Committee outlining full details.</p> <p><b>h)</b> The school is holding a Cake and Preserve stand on June 27<sup>th</sup>. The Village Hall is requested to participate in this event and Rodney Stone volunteered to make biscuits for sale. The Chairman is to check with the Head to see whether Meringue, Strawberries and Cream could be sold. More volunteers please.</p> <p><b>i) Toddler Club:</b></p> <p>A request was made for a place to fix a baby changing unit. It was agreed this could be placed in the corridor outside the ladies toilets.</p> <p>The Toddler Club representative informed the meeting that they have their own liability insurance but have concerns with regard to setting up and putting away of equipment. The two mothers who run the club have their own young children with them. When they are moving equipment to and from the storage facility their children naturally come with them. They requested if barriers could be fixed to the posts holding up the porch to prevent the running out. They stated that cars coming round the side of the village hall are travelling too fast and could a notice “Children Playing” or similar placed at the edge of the village hall to act as a reminder. Discussion took place with regard to access for groups playing at functions and eventually it was decided that the fencing in the hall could be propped up against the posts whilst the Toddler Group was in session. The Chairman is to visit the Toddler Group on Tuesday, 24<sup>th</sup> March at 9.00am to see the problem for himself.</p> <p><b>j) BMX Track:</b></p> <p>It was reported that the situation at present is that a meeting is to take place in the middle of April regarding a possible site at Croft Corner. Ongoing.</p> <p>Thanks were expressed to the Chairman, Marek Grabowski <i>et al</i> regarding the way forward with the Sports Club.</p>	<p><b>CHAIRMAN</b></p> <p><b>CHAIRMAN</b></p> <p><b>TODDLER GROUP</b></p> <p><b>TODDLER GROUP</b></p> <p><b>CHAIRMAN</b></p>
<p><b>6.</b></p>	<p><b>Date of Next Meeting:</b></p> <p>To be advised after the AGM but probably 20<sup>th</sup> May, 2009.</p>	
	<p>There being no further business the meeting closed.</p>	