

# BURBAGE VILLAGE HALL TRUST

## MINUTES OF THE MANAGEMENT COMMITTEE MEETING

WEDNESDAY, 21st OCTOBER 2009

Present: -	Dr Martin Hamer -	Chairman
	Mr Philip Marsh -	Treasurer
	Mrs Sandra Drewitt -	Trustee and Booking Officer
	Mrs Claire Kington -	Trustee
	Mrs Vienne Rosier -	Trustee
	Mr Gavin Ketchen -	Trustee
	Mr Marek Gabrowski -	Trustee and Cricket Club
	Mrs Jean Stark -	Trustee and Good Companions
	Mrs Gill Terry	Parish Council Representative
	Mr Steve Rex	Member of the Public
	Mr Archie Rawlings	Member of the Public
	Mr & Mrs Fawbert	Members of the Public

### 1. Apologies For Absence

- 1.1 Cdr Rodney Stone, Mr Frank Jeffrey, Ms Natasha Spreadbury, Sheila Chaplin, Ann Powell

### 2. Minutes of the Meeting of the 23rd September 2009

- 2.1 The Minutes of the previous meeting were agreed as a true record. It was noted, with regret, that Sheila Chaplin was no longer in a position to act as Minute Secretary due to a change in circumstances. The Committee were unanimous in expressing their thanks, appreciation and gratitude to her for all the hard work and support that she had given to the Village Hall over the last year.

### 3. Matters Arising

- 3.1 It was noted that there was a disappointing attendance (38) at the recent "Jazz Picnic in the Hall" fund raising event – despite a leaflet drop on every house in the village, publicity on the village web site and in the Marlborough Gazette & Herald. A discussion took place about seeking to secure wider publicity for future events and a number of suggestions were made. It was agreed to continue with the planned "Phoenix Brass Band

Picnic in the Hall” event scheduled for the 20<sup>th</sup> December. The Committee expressed many thanks to Rodney & Sara Stone for their work, contribution and efforts in organising the event and to those other members of the Management Committee who had also assisted. In addition, a number of local businesses and benefactors had contributed to raffle prizes. List detailed at Appendix I.

3.2 The residents of 33 East Sands were present to secure the Village Hall’s approval for limited access to the rear of their house across Red Lion Field - due to the construction of an extension to their house. On learning from the Sports Club that they had no objections, it was agreed that the Committee had no objections to this proposal subject to:-

3.2.1 An indemnity of £500 (or insurance) being made against any possible damage arising as a result of contractors’ vehicles.

3.2.2 A donation of £200 towards the Village Hall being made by the occupants.

3.2.3 Replacement of the rear boundary fence once work had been completed.

#### 4. Financial Matters

4.1 Cheques Issue since last meeting:-

4.1.1	No.	311	£ 120.68	Bar restocking
4.1.2	No.	312	£ 108.50	Licence Fee Renewal
4.1.3	No.	313	£ 92.32	Decorating Materials
4.1.4	No.	314	£ 800.00	Radiator Valves
4.1.5	No.	315	£ 700.00	Grass Cutting Barn Meadow

4.2 The Treasurer spoke to the latest financial figures. On projected data so far, it seemed that the Village Hall might end the year with a possible surplus of some £2,000 – although this was subject to future bookings and any contingency payments. Year to date income was some £16,000 with expenditure of £14,000 and, overall, net income for the reporting period was £581.25. The Committee thanked the Treasurer for his very

professional work and efforts in bringing clarity to the Hall's overall financial position. In addition, members were pleased to learn that the Treasurer had recently completed a sponsored half Marathon and had raised over £800 for the Hall. This was recognised as a very significant achievement and members wished to record their formal congratulations to the Treasurer on both his physical accomplishment and generosity as naming the village hall as beneficiary.

4.3 The Sports Club had, for a number of reasons, not been able to sign the agreed lease. However, the Chairman had had the assurance from the Chairman of the Sports Club that the lease would be signed the next day (22<sup>nd</sup> October 2009). Some members of the Committee expressed concern that the process had taken over five months but were reassured to learn of its imminent signing. Members welcomed the news that the Sports Club (Cricket Club) had indicated their willingness to have a nominated representative of the Village Hall Management Committee on their Committee. This was felt to be a very positive, reciprocal and constructive decision and the Committee awaited formal confirmation of this before notifying the Sports Club of its nominee.

4.4 The Chairman explained that he would be calling a meeting of the Finance Sub-Committee in the near future to assess and evaluate the long term viability of the Village Hall. As Trustees, it was incumbent on members to ensure that we had recognised and identified all medium and long term liabilities and to satisfy the Committee that we had, or had a reasonable prospect of obtaining, sufficient funds to cover both known liabilities and carry prudent levels of reserves.

4.5 In this context, the two major (known) items for financial commitment were replacement of the floor (A potential Health & Safety hazard) and replacement of the roof – both of which had been identified in the Buildings survey undertaken last year. Three firms had been invited to quote for replacing the floor and the lowest received so far was for £7,415 + VAT – although a further quote was still pending. Two local companies had provided budget estimates for replacement of the roof and these were in the region of £18,000 + VAT. At the present time, the Village Hall is in a position to cover these costs from its reserves although the roof replacement was not imminent (Within the next five years).

## 5.0 Buildings & Estates

- 5.1 The kitchen was now nearing completion and the new floor would be down within the next two weeks. The issue of a commercial dishwasher was raised and the Chairman agreed to seek experiences from the Church Hall and to explore the options available. He would report back to the next meeting

## 6.0 Fund Raising

- 6.1 Members were reminded of the forthcoming fund raising event – “Phoenix Brass Picnic in the Hall Christmas Concert” on Sunday 20<sup>th</sup> December. At the present time, no other fund raising events are scheduled but members were asked to come forward with novel, innovative and interesting ideas for future events.

- 6.2 Two bids for funding are currently lodged with grant awarding bodies.

- 6.2.1 **Wiltshire Council.** Administered on the Council’s behalf by Community First, the Hall has submitted a bid for a contribution of £5,000 towards the costs of replacing the floor. Earlier in the day, the Chairman, together with Rodney Stone, Jean Stark and Chris Drewitt had met with Community First representatives to discuss the application. The meeting seemed to be positive and all questions and queries were answered. The determination of successful bids will take place towards the end of the year with funding becoming available, should the bid be approved, in March 2010.

- 6.2.2 **Pewsey Area Board.** A bid had been lodged with the Area Board for support of £1,000 as a contribution towards replacement double glazing in the kitchen. A decision was expected on the 9<sup>th</sup> November

## 7.0 Policy Papers

- 7.1 Members were interested to review the Hallmark scheme which had been received from Community First. Essentially, this was a process of ensuring compliance with, and the encouragement of, “best practice” in the administrative and managerial affairs of the Hall. After some discussion, the Committee agreed to pursue the attainment of Levels 1 & 2 as the majority of the guidelines were already being met. It was noted that, in future, it was likely that compliance would be a requirement for future Grant applications.

## 8.0 Any Other Business

- 8.1 The question of ways in which raffle donations could be enhanced was discussed. Gavin Ketchen kindly agreed to work with Sandra Drewitt on the process of bar re-stocking and would take on responsibility for arranging the process and donating any Tesco Club Card benefits to future raffles. The Committee thanked him for this generous offer.
- 8.2 The subject of dogs being allowed to litter the football pitch on Barn Meadow was raised. The Chairman asked that a note be sent to him in order that he could write a letter to those dog owners who allowed their animals to foul the field.
- 8.3 It was noted, with concern, that some Hall users were not following the guidelines for the use of the water boiler in the kitchen and it was agreed to alert users to the necessity of fully draining the machine prior to departure.
- 8.4 A suggestion was made that the Hall should examine the possibility of hosting a weekly youth club. Members were interested in this idea and the Chairman agreed to explore this with Wiltshire Council to see if they could provide any support and or guidance.

There being no other business, the date of the next meeting was fixed for **Wednesday, 25th November 2009 at 7.15pm at the Village Hall. (Please note change of schedule)**