

# BURBAGE VILLAGE HALL TRUST

## MINUTES OF THE MANAGEMENT COMMITTEE MEETING

WEDNESDAY, 25th NOVEMBER 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 Ann Powell	Bingo
	Mrs Gill Terry	Parish Council Representative
	Ms Natasha Spreadbury	Trustee

### 1. Apologies For Absence

- 1.1 Cdr Rodney Stone, Andrew Gordon, Jean Stark

### 2. Minutes of the Meeting of the 21<sup>st</sup> October 2009

- 2.1 The Minutes of the previous meeting were agreed as a true record. It was noted, with regret, that Mr Frank Jeffrey had resigned as a Trustee and Vice-Chairman. Members wished to express their thanks and gratitude to Mr Jeffrey for his support and work for the Village Hall. Mr Philip Marsh was nominated for the post of Vice-Chairman and this was unanimously **agreed**. A letter had been received from Mrs Sheila Chaplin outlining the circumstances which had resulted in her standing down as Secretary. Members hoped that, if circumstances changed, she might be able to resume her valued role and again wished to express their thanks for her very positive and supportive contribution that she had made.

### 3. Matters Arising

- 3.1 It was noted that the £200 fee had now been received by the Village Hall in respect of allowing access, to a house in East Sands (No. 33), for building work over Red Lion field.

- 3.1.1 The Committee re-affirmed its support for hosting a Youth Club in the Hall on a weekly basis. It was confirmed that the Hall would be willing to purchase a

range of equipment (e.g. Table Tennis table, Pool Table, Bar Football) and that support for funding a Youth Worker to organise the Club would be sought from the Parish Council.

#### 4. Financial Matters

##### 4.1 Cheques Issued since last meeting:-

4.1.1	No.	316	£ 324.15	Bar restocking
4.1.2	No.	317	£ 471.56	Water Bill
4.1.3	No.	318	£ 69.00	Electrical Work
4.1.4	No.	319	£ 318.30	Boiler Work
4.1.5	No.	320	£ 57.59	Painting Supplies

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 £3,500 – although this was subject to future bookings and any contingency payments. Year to date income was £18,508.64 with expenditure of £14,346.35 and, overall, net income for the **reporting period** was £1,913.68. The Committee thanked the Treasurer for his very professional work and efforts in bringing clarity and transparency to the Hall's overall financial position

4.3 The meeting welcomed the receipt of the draft Minutes of the **Finance Sub-Committee**. In particular, the following items were explored:-

4.3.1 The Committee **agreed** to proceed with a quote for replacing the windows in the kitchen and disabled toilet. Three quotes had been obtained and it was **agreed** to commission Hillview Windows to undertake the work (£1,716 Inc VAT) with a planned start date of 16<sup>th</sup> December and completion on the 17<sup>th</sup> December. Members were pleased to learn that, following the submission of a Grant Application, the Pewsey Area Board had agreed to provide a Grant of £1,000 towards this work.

4.3.2 Thanks were expressed to Chris Drewitt for his work in decorating and completing the kitchen refurbishment.

The refund on the dishwasher had now been received (A net loss of £400).

4.3.3 A number of quotations had been received to replace the flooring in the main hall area. One quote was still awaited and this item would be carried over to the next meeting.

4.3.4 Three quotes had been obtained for replacing the hall roof. Each was in the region of £20,000 and, in view of this, it was agreed to establish an earmarked Reserve Fund which would be specifically allocated to replacing the roof within five years. The **agreed** proposal was that 50% of each year's operating surplus would be contributed into the Reserve with a matching contribution from the General Reserve Fund. On current estimates, this would enable some £17,500 to be accumulated (as a minimum) over the next five years. Trustees were thus reassured that the Village Hall is operating as a going concern and has the financial resources to ensure its viability (and meet all known liabilities) – on the basis of current figures.

4.3.5 In this context, it was noted, with regret and puzzlement, that the Minutes of the September Parish Council meeting, where the issue of providing a limited financial contribution to the roof replacement fund had been discussed, had, for some reason, been edited and removed from the "Burbage Village News" prior to its distribution. The Chairman was unable to throw light on this matter but felt that people in the village should have been made aware of the possibility of a 5p/week increase (Some £2.60/year per household) on Council Tax - which would have firmly assured the future of the Village Hall for many years to come. He **agreed** to raise this issue with relevant Parish Councillors.

4.4 The Sports Club Lease was now finally available for signature. The meeting agreed that the Chairman and Vice-Chairman would sign on the Charity's behalf. This was a most welcome development and members looked forward to developing a positive relationship with the Sports Club, embracing their ambitions and seeking to find ways in which the Hall and the B&ERSC could work together in the future to both mutual benefit - and that of the wider community.

- 4.5 It was reported that a letter had been received from Community First regarding our Grant Application for £5,000 towards the cost of replacing the floor. It had been agreed to support the proposal and allocate a provisional amount of funding. The precise amount would be determined in March 2010. Members welcomed this positive news.

## 5.0 Buildings & Estates

- 5.1 The Committee felt that it would be appropriate to decorate the walls of the Hall and a quotation of £300 had been received for this work (including materials). It was **agreed** to accept this and proceed with the work.

## 6.0 Fund Raising

- 6.1 The forthcoming fund raising event – Phoenix Brass Christmas Concert (scheduled for the 20<sup>th</sup> December – 12.00 – 2.00 pm) was discussed. Claire Kington kindly agreed to co-ordinate arrangements for the raffle. It was agreed that a single prize would be offered (A Christmas Hamper) and colleagues were asked to donate suitable contributions to Claire. Mrs Kington also agreed to co-ordinate the tea/coffee food arrangements. The cost of entry was set at £5 per adult – with accompanying children under 16 years old being admitted free. Gavin Ketchen kindly agreed to liaise over the production of publicity material and members were invited to send him ideas and comments so that these could be included in any poster production to publicise the event. The Chairman asked that Mr Ketchen send the Village Hall his invoice for these costs.

## 7.0 Any Other Business

- 7.1 Jean Stark had asked that the issue be raised about sharp edges in the kitchen. These would be addressed.

There being no other business, the date of the next meeting was fixed for **Wednesday, 20th January 2010 at 7.15pm at the Village Hall.**