

# BURBAGE VILLAGE HALL TRUST

## MINUTES OF THE MANAGEMENT COMMITTEE MEETING

WEDNESDAY, 20th JANUARY 2010

Present: -

Dr Martin Hamer -	Chairman
Mr Philip Marsh -	Treasurer/Vice-Chairman
Mrs Sandra Drewitt -	Trustee and Booking Officer
Mrs Claire Kington -	Trustee
Mrs Jean Stark -	Good Companions
Mr Marek Gabrowski -	Trustee and Cricket Club
Mr Andrew Gordon	Sports Club
Mrs Gill Terry -	Parish Council Representative
Mr Chris Wheeler -	Parish Council Representative
Ms Natasha Spreadbury -	Trustee

### 1. Apologies For Absence

1.1 Cdr Rodney Stone, Mr Gavin Ketchen, Mrs Ann Powell, Mrs Vienne Rosier

### 2. Minutes of the Meeting of the 25<sup>th</sup> November 2009

2.1 The Minutes of the previous meeting were agreed as a true record.

### 3. Matters Arising

3.1 Members were pleased to note that the kitchen windows had now been installed and decoration of the Hall was proceeding. One quotation was still awaited for replacing the hall floor. SD agreed to chase this up.

### 4. Financial Matters

4.1 Cheques Issued since last meeting:-

4.1.1 No. 322 £1,716.37 Hillview Windows

4.1.2 No. 323 £ 116.20 Waverley (Bar Re-stock)

- 4.2 The Treasurer spoke to the draft end of year financial figures. The Committee was pleased to learn that the annual income for 2009 of £31,151.02 had resulted, after deducting annual expenditure of £27,642.61, in an end of year surplus of £3,665.74. Members agreed that this was a significant achievement given the wide range of improvements that had been made to the Hall's infrastructure and facilities. As agreed at the previous meeting, half of this sum would be allocated to a "Roof Replacement Reserve Account" with a matching contribution from Reserves.
- 4.3 It was noted that the Hall had been successful in securing Grants totalling £11,400 over the year. The Treasurer would submit the Accounts for Audit within the next few weeks prior to onward transmission to the Charity Commission. The Committee wished to record its formal gratitude and thanks to the Treasurer for the excellent way he had managed the Accounts.
- 4.4 The Sports Club Lease had now been signed and ratified by all Parties and the Treasurer would now invoice the Sports Club for their agreed share of the Solicitor's Bill. MG and AG updated the meeting on the Sports Club's ambitious plans for its future and the Committee were keen to learn of the outcome of forthcoming discussions with the Salisbury Diocese scheduled for late January.
- 4.5 It was noted that the Hall had one outstanding Grant bid (For £5,000) lodged with Community First for a contribution towards the cost of replacing the floor. Whilst Community First had indicated that the bid would be supported, it would not be until March that the exact amount available would be known due to Local Government budget allocations.

## **5.0 Buildings & Estates**

- 5.1 Decoration of the Hall was continuing and Thermostatic valves had now been fitted to all radiators.
- 5.2 JS raised the issue of installing a commercial dishwasher in the kitchen to make the Hall more attractive to a wider range of hiring possibilities. After some discussion, the Committee agreed to explore in more detail the options associated with this proposal. NS would ascertain the position at East Grafton Village Hall and MH agreed to view the facilities at the Bouverie Hall. In addition, soundings would be taken from various manufacturers to gain a view on a likely specification that would

meet the needs. It was noted that the likely cost involved in installing a commercial dishwasher (with water softener) would be in the region of £1,800.

## **6.0 Fund Raising**

- 6.1 The Phoenix Brass Christmas Concert had been somewhat disastrous as a fund raising event – with only three (3) paying members attending (The Chairman, Vice Chairman and his wife) and a loss was incurred on the event. In view of this, it was decided to limit events of this type in the future.
- 6.2 CK suggested the possibility of holding a car boot sale in early May and the Chairman agreed to explore this possibility with her and report back to the next meeting.
- 6.3 The Chairman noted that he had received two (2) separate requests from organisations looking to stage a “Rave” event on the Barn Meadow. At the present time, no action would be taken on these but the situation would be kept under review as it had the potential to provide a welcome source of income.

## **7.0 Any Other Business**

- 7.1 CW raised the PAYE and N.I. status of the Hall and the Chairman agreed to check the position with H.M. Revenue & Customs. He would report back at the next meeting.
- 7.2 In addition to sending the Minutes and Agendas of Management Committee meetings to the Burbage News, Burbage Village Web Site and Marlborough Gazette, it was agreed to post a copy on the Village Hall noticeboard.
- 7.3 In view of the forthcoming elections for Parish Council vacancies, it was agreed to offer the Hall as a location for hustings – for those candidates who wished to avail themselves of the opportunity. The Chairman would liaise with SD over a suitable date.

There being no other business, the date of the next meeting was fixed for **Wednesday, 17th February 2010 at 7.15pm at the Village Hall.**