

BURBAGE VILLAGE HALL TRUST

MINUTES OF THE MANAGEMENT COMMITTEE MEETING

WEDNESDAY, 17th FEBRUARY 2010

Present: -

Dr Martin Hamer -	Chairman
Mr Philip Marsh -	Treasurer/Vice-Chairman
Mrs Sandra Drewitt -	Trustee and Booking Officer
Mrs Claire Kington -	Trustee
Mr Gavin Ketchen -	Trustee
Mrs Vienne Rosier -	Trustee
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, Mrs Jean Stark, Mrs Ann Powell

2. Minutes of the Meeting of the 20th January 2010

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

3. Matters Arising

3.1 Under Item 4.2, the Committee reviewed the work and achievements it had delivered over the last year. These included:-

3.1.1 A total refurbishment of the kitchen, including new double glazing.

3.1.2 Undertaking a range of identified and prioritised works to secure the external fabric of the building and a thorough internal redecoration of the main hall.

3.1.3 The signing of a Lease with the Sports Club for the use of Red Lion Field.

3.1.4 The Hall had been able to secure Grant income of over £11,000 towards its costs and, following the receipt of quotations for a replacement roof, the Hall had sufficient

reserves to cover all known future items of major expenditure.

3.1.5 The preliminary results for the financial year 2009 showed a small surplus of some £3,500 which was a significant reversal of the 2008 figures which showed an annual operating deficit of, circa, £15,000. The Chairman thanked the members of the Management Committee for their support and contributions which have helped towards securing the viability of the Village Hall.

3.2 Item 4.4 - The Sports Club had been invoiced for their agreed contribution towards the legal costs involved in establishing the Lease.

3.3 Item 7.1 - The Chairman had sought advice from HMR&C and was in discussion with the relevant individuals.

3.4 Item 7.3 - Over fifty (50) members of the public had attended the recent Hustings evening at the Hall and the meeting had lasted for over two hours. Informal and formal feedback was very positive.

4. Financial Matters

4.1 Cheques Issued since last meeting:-

4.1.1	No.	324	£	37.00	License Fee
	No.	325	£	23.00	Licensee Transfer
	No.	326	£	32.00	Poster Costs
	No.	327	£	280.09	Bar Restock
	No.	328	£	276.00	Merriman Legal Fees
	No.	329	£	1,733.00	Merriman Legal Fees
	No.	330	£	596.93	Heating Oil
	No.	331	£	145.05	Mundy's (Paint, etc)
	No.	332	£	35.00	Countrywarmth
	No.	333	£	116.69	Mundy's (Paint, etc)

4.2 The Treasurer spoke to the draft end of year financial figures and indicated that, subject to final Audit, it appeared that the Village Hall had an operating surplus of £3,453. There was a legal requirement to submit audited returns to the Charity Commission within ten (10) months of the end of the financial year but it was aimed to submit the Audited version prior to the Village Hall AGM in April. Thanking the Treasurer for his

excellent work, the Committee looked forward with confidence to the coming year.

- 4.3 The Committee was interested to learn that a pending Grant application for £5,000 to contribute towards the cost of a replacement floor had been supported, in principle, by Community First and, once Wiltshire Council had decided on its budget for the year, formal notification would be received of the exact amount available in March.

5.0 Buildings & Estates

- 5.1 Explaining that he had to obtain quotations for replacement of the Village Hall floor in order to submit the Grant Application referenced in 4.3 (Above), it was suggested that, due to the Village Hall's agreed policy, the three parties who had submitted quotations be invited to re-submit them in doubly sealed envelopes to be opened at a specified time. This was agreed.
- 5.2 The Committee was please to learn that a local resident, Mr Nick Beaumont-Jones, had kindly offered to undertake an electrical energy assessment of the Hall's usage to ascertain if a switch of suppliers might result in reduced expenditure. Thanking Mr Beaumont-Jones for this most generous offer, the Committee looked forward to receiving his analysis. GT asked about the installation of thermostatic valves to the radiators. This had been undertaken for reasons of heating efficiency and also to reduce the carbon footprint of the Hall. It was noted that there had been a near 40% reduction in the Heating Oil expenditure for the Hall over the last year.
- 5.3 In the absence of Mrs Jean Stark, who the Chairman understood had undertaken some considerable research on the issue of acquiring a commercial dishwasher for the kitchen, it was agreed to defer this item until the next meeting. It was noted that the likely costs would be in the region of some £1,800 due to the requirement of installing a water softener.
- 5.4 An issue had been raised concerning the refuse bin in the kitchen and that there was a potential H&S hazard as the lid had to be removed by hand. JS had offered to provide a replacement pedal bin of similar capacity and the Committee agreed that she could proceed with this subject to a budget limit of £60.

- 5.5 A possible “trip hazard” had been identified in relation to the external access door in the kitchen. SD would follow this up. In response to a query about wheelchair access to the Hall, SD pointed out that the north facing door to the main hall was specifically provided to afford this.

6.0 Fund Raising

- 6.1 The proposed car boot sale was discussed and the provisionally suggested date of Monday, 3rd May was generally felt to be less than desirable – being a Bank Holiday. Conscious of the constraints necessitated by the football club’s fixtures, CK agreed to reflect on available dates and report back at the next meeting.
- 6.2 An enquiry had been received from a Mr Chapman offering to perform a one-man play in the Hall. After some discussion, the Committee agreed that, in the light of recent fund raising experience(s) and the possible level of support that such a venture might receive, the offer would be declined. The Chairman agreed to write.

7.0 Any Other Business

- 7.1 The date of the AGM was set for 21st April 2010 at 7.15pm. SD would hold application forms for those wishing to serve as Trustees and the deadline for return of completed forms would be the 9th April. Notification of the AGM would be posted on available boards within the village, the village web site and the Marlborough Gazette & Herald.
- 7.2 GK raised six (6) items of grave concern to him under “Any Other Business”:-
- 7.2.1 Parish Council Grant
 - 7.2.2 Business Plan
 - 7.2.3 Risk Assessment
 - 7.2.4 Budget
 - 7.2.5 LTM
 - 7.2.6 Trustees Responsibilities

7.1(Cont'd) Responding to enquiries from members, GK explained that his priority at this meeting was to explore the issue of a "Parish Council Grant" (7.2.1). Explaining that he had deep, personal and serious concerns about the fact that a discussion paper had been debated at a Parish Council meeting in September 2009, suggesting that the Council might wish to reflect on the relative merits of providing a grant to support the replacement of the Hall roof, he felt very strongly that the Village Hall Committee should have given their agreement to any such suggestion prior to its submission and debate in the Parish Council.

The Chairman explained that he had submitted a proposal to the Parish Council - in a purely personal capacity as a voter, Council Tax payer, resident of Burbage and as a serving Parish Councillor - that they might consider supporting the Village Hall under a Section 137 provision - in line with most other Parish Councils. In the event the Parish Council, in its wisdom, had voted decisively not to offer any financial support to the Village Hall. It was pointed out, however, that should the Parish Council have supported the notion, it was entirely within the Committee's purview to have rejected the offer of support - provided this could be justified within the overall stated aims of the Charitable Trust. (*"Members had expressed their disappointment"* [sic] at the Parish Council's decision - Minute 4.4, September 2009)

The Chairman reiterated that individual actions and initiatives which sought to secure funding for the Charity were entirely within the liberty of any person and not subject to scrutiny, "permission" or veto by the Village Hall Management Committee - no action could commit the Village Hall in any way without the Management Committee's agreement. Some members found difficulty with this concept and, following further discussion, GK confirmed that he would be submitting his formal resignation from the Committee in writing.

7.3

A provisional booking for the Hall had been received for the date of the next scheduled meeting (17th March). It was agreed to make the date for the next meeting for Thursday 18th March at 7.15pm. This would be confirmed within the next few days.

There being no other business, the date of the next meeting was (to be confirmed) fixed for **Thursday 18th March 2010 at 7.15pm at the Village Hall.**