

# BURBAGE VILLAGE HALL TRUST

## MINUTES OF THE MANAGEMENT COMMITTEE MEETING

THURSDAY, 18th MARCH 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
Mrs Jean Stark	Trustee
Cdr Rodney Stone	Trustee
Mrs Ann Powell	Trustee

### 1. Apologies For Absence

1.1 There were no apologies for absence.

### 2. Minutes of the Meeting of the 17<sup>th</sup> February 2010

2.1 These were agreed subject to two amendments. Renumbering 7.1 (Cont'd) to 7.2 (Cont'd) and the deletion of the first part of the final sentence in 7.2.

### 3. Matters Arising

3.1 Jean Stark was thanked for acquiring a new waste bin for the kitchen (5.4 February 2010).

### 4. Notification of items of A.O.B.

4.1 Two items were notified - Ransom Strip and the Hallmark scheme.

### 5. Financial Matters

5.1 Cheques Issued since last meeting:-

5.1.1 No. 335                      £ 400.00      Decoration

No.	336	£	308.12	Bar Restock
No.	337	£	197.87	Bar Restock
No.	338	£	16.39	Paint
No.	339	£	107.66	Electricity
No.	342	£	717.58	Heating Oil

5.2 A draft "Budget" was tabled splitting possible income and expenditure based on 2009 actuals. It indicated that the base costs for keeping the Hall open (without any activity) was (circa) £7,000 a year. Booking fees and bar takings comprised over 98% of non-grant related income and these, in turn, incurred concomitant expenditure. As a management tool, the budget in itself was felt to be not particularly helpful but it might serve as a useful comparison when the final 2010 figures were available.

5.3 The Treasurer confirmed that the 2009 accounts had now been given a clean Audit (By Mr Ken Moore) and these would be presented to the AGM in April for formal approval – before onward transmission to the Charity Commission. There had been a total income of £30,566.57 with expenditure at £27,112.42 – a net surplus of £3,453.15. Half of this amount (£1,726.00) had been allocated towards a fund earmarked for roof replacement (With a matching contribution from Reserve) Members were unanimous in extending their thanks and appreciation to the Treasurer for the very professional way in which he had managed and administrated the accounts.

## 6.0 Buildings & Estates

6.1 Three quotations had been received in sealed envelopes for replacing the floor in the Hall. These were opened in front of the Committee and the following figures transpired:-

6.1.1	Edward Allen	£8,211 (+ VAT)
6.1.2	G Smith	£6,347
6.1.3	C Drewitt	£4,000

6.2 There then followed an informative discussion on the type of flooring material which should be specified and it was **agreed** to establish a small working party (RS, NS, JS, CW) to recommend a specification which could then be employed to receive comparable quotations.

- 6.3 Mr Nick Beaumont-Jones, had reported that it was believed that the Hall could make a saving of some £200 on its electricity bills by switching tariffs. This required a one-off deposit of £150 to S&SE which would be returned in full after 12 months (with interest). The Committee **agreed** to proceed with this proposal.
- 6.4 There was an animated discussion about the acquisition of a commercial dishwasher for the kitchen. It was **agreed** to seek a free assessment of the costs and benefits of installing one (JS).
- 6.5 The recycling bins located in the rear of the car park were well used but had the disadvantage of causing excessive damage to the car park – due to the frequent passage of heavy skip lorries and other traffic. It appeared that one of the bins belonged to a private organisation and the others were operated under contract to Wiltshire Council. The Chairman **agreed** to contact the Council to see if they might be willing to make a contribution towards maintenance costs of the car park surface. The Parish Council had received an enquiry from the Air Ambulance to see if they would be willing to locate a recycling bin in the village.
- 6.6 There was a discussion on issues related to the Hall undertaking a H&S risk assessment. NS **agreed** to lead a small working party on this and would report back at the next meeting.

## **7.0 Documentation**

- 7.1 Following a request from GK, a lively discussion ensued over the existence of a range of documents and their relevance. It was confirmed that all Trustees are covered by indemnity insurance with Zurich to a limit of £500,000.

## **8.0 Fund Raising & Planned Events**

- 8.1 The proposed car boot sale was discussed and the provisionally suggested date of Sunday, 30<sup>th</sup> May suggested. CK would come back to the Committee on this.
- 8.2 Community First would be announcing the level of grant that they would give to the Hall in respect of the floor replacement at the end of March.
- 8.3 A request for a weekend booking had been received from Kennel Club. There was a short discussion over the

appropriateness of using the Hall for this event and SD agreed to contact the organisers to seek further clarification.

## **9.0 Any Other Business**

- 9.1 In terms of the “Ransom Strip” that the Hall owned at its previous site, one of the owners had requested that a variation be made. Apparently, the original agreement had been undertaken between the Village Hall and the personal owners of the property concerned. The owner had requested that the Licence be varied to show it as an agreement between the Village Hall and the owner of the property. After a short discussion, it was **agreed** to invite the owner to provide a draft revised Licence (At their expense) for consideration by the Committee.
- 9.2 It was **agreed** to pursue the award of Hallmark level One for the Hall following the AGM. One of the requirements would be that all cheques had two signatories. Currently, the Hall’s financial policy was to have one signatory for amounts up to £500 and two for greater amounts. Balancing the practicalities with best practice, the Chairman agreed to consult with the Treasurer and come back to the next meeting with a recommendation.
- 9.3 GK announced his formal resignation from the Committee.

There being no other business, the date of the next meeting was fixed for **Wednesday 21<sup>st</sup> April 2010, to be preceded by the AGM at 7.15 pm, in the Village Hall.**