

## BUXHALL VILLAGE HALL MANAGEMENT COMMITTEE

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Minutes of the Annual Meeting of the Buxhall Village Hall held on Tuesday 12 April 2016 commencing at 7.00 pm in the Village Hall, Buxhall.

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### **Present**

Hubert Mitson (Chair)

Sarah Clark

Arthur Hicks

Keith Proctor

Mim Proctor

Betty Steed.

Trevor Taylor

Valerie Lord

Peter Jordan

Jill Reed

### **34. Welcome & Apologies**

The chair opened the meeting and welcomed all present. There were no apologies all members in attendance. The chair was disappointed to note there were no members of the public present

### **35. Objectives and Timing of Agenda**

The timing and agenda were agreed.

### **36. Declarations of Interest**

There were no declarations of interest received.

### **37. Minutes of the Previous Meetings**

The Minutes of the annual meeting held on the 14 April 2015 were received, agreed as a correct record and signed by the chair.

(Proposed by M Proctor seconded by P Jordan all members in favour).

### **38. Matters Arising from Those Minutes**

There were no matters arising from the minutes.

### **39. Report from the Chairman**

The chairman gave his annual report. The report covered the period 14 April 2015 (date of the last annual meeting) to 12 April 2016. The committee had held six formal meetings during the year to conduct the business of the village hall. Average attendance of members over the year was 80%. He thanked members of the committee for their work to secure the future of the village hall.

Use of the hall during the financial year ending 31 December for 2015 increased with income from the hire of the hall and equipment at £2,058 against a figure of £1,610 for the same period 2014. This is very encouraging and confirms the hall as a viable resource for use by the community.

Thanks were given to those who had made donations to Village Hall funds. Notable this year is the £167 from the WI raised from the sale of teas and cakes etc at the Village Produce Show and £149 donated by Shaun and Fiona Colby the proceeds of recycled bottles from the bottle bank located outside the Buxhall Crown. He was also pleased that a resource such as the bottle bank can help the local community directly whilst also helping the environment.

He reported the main fundraising events as the fun quizzes and the village 'Little Ernie' draw. The fun quizzes raised £607 during the 2015 financial year and the committee are most grateful to Keith and Mim Proctor for their continuing efforts and commitment in raising funds for the village hall.

The 'Little Ernie' draw continues to be a valuable source of income for the upkeep of the village hall. Total number of entries for 2015/16 was 196, up on the 166 entries of 2014/15. Due to this the committee felt able to increase prize money via a bumper Xmas draw. Income for the year was £1,176 and prize money of £605 paid out, resulting in an overall surplus towards village hall funds of £571. The financial year of the Buxhall Village Hall ends 31<sup>st</sup> December each year whilst the Little Ernie year end is 31<sup>st</sup> March, this does cause some accounting anomalies and the committee intend to take steps which will result in the financial years being brought together.

Two major improvements were made during the year and the management committee would like to extend grateful thanks to the Buxhall Parish Council, Suffolk County Council (supported by Councillor Penny Otton) and Mid Suffolk District Council (supported by Councillor John Matthissen) for their generous contributions towards the costs of new chairs, new windows and the remedial work and re-decoration of the hall by students and staff from West Suffolk College.

The work was successfully completed in time for the hall to be used as a Polling Station for the election on May 7th and officially reopened on May 8<sup>th</sup> 2015. The Chair of Governors of the college attended the opening and explained to members of the public present at the opening how this community project had provided a real life work experience for the students who would derive benefit from it throughout their working lives. The benefits to the local community were also apparent to all. Thanks also to the ladies of the Buxhall WI who prepared teas and a wonderful selection of cakes. In March 2016 new folding tables were also purchased.

During 2016 it is the intention of the committee to make some improvements to the kitchen equipment which is in need of modernisation. This will no doubt be a costly exercise and this work can only be undertaken with the support of the community.

The annual accounts for the year ending 31 December 2015 have been prepared and audited in line with standard accounting practice and were approved by the committee at the meeting 9<sup>th</sup> February 2016. The accounts show an operating surplus over the year of some £496.07. Income and expenditure have been included in the annual return to the Charity Commission which has been posted online.

On behalf of the committee he thanked all those who had supported the Buxhall Village Hall throughout the year. Buxhall Village Hall does not receive any local authority funding. Improvements and long term developments rely on hiring revenue and fundraising by volunteers for income. These can only be made with the continued support and participation in 'Little Ernie', the fun quizzes and other events. The Chairman thanked all those who had contributed and supported the events.

The report was considered and received.

**40. Treasurers Report and Presentation of 2015 Annual Accounts**

The treasurer presented the annual accounts covering the period 01 January 2015 to 31 December 2016. The accounts which have been prepared by the treasurer and audited in line with standard accounting practice were approved by the committee at its meeting on the 9<sup>th</sup> February 2016. He reported an operating surplus over the year of some £496.07 and explained items of income and expenditure. Total assets against current liabilities at the beginning of the year were £11,250.69 and at the end of the year £12,099.76.

Little Ernie draw profits of £546 for the year 2014/15 Income (£996) and Expenditure (£450) not included in 2014 year end accounts due to year end timing issues has been included in the 2015 accounts. In addition 7/10<sup>ths</sup> (June–December 2015) of income (£823) and expenditure (£470) for Little Ernie 2015/16 has also been included in the accounts for 2015. The balances from the current year will appear in the accounts year ending December 2016.

The report was considered and received. The chairman congratulated the treasurer on his work in looking after the accounts.

**41. Election of Trustees**

Following a nomination and election process it was resolved to appoint Sarah Clark, Arthur Hicks, Hubert Mitson, Betty Steed and Trevor Taylor as Trustees to serve until the annual meeting 2017.

**42. Co Option of Trustees**

In accordance with section 3 (4) Buxhall Village Hall Trust Deed It was resolved to appoint Mim Proctor, Keith Proctor and Peter Jordan as co opted trustees to serve until the annual meeting 2017.

**43. Election of Representatives**

It was noted that the following had been nominated to represent their organisations on the Buxhall Village Hall Committee; Valerie Lord (Buxhall WI), Jill Reed from Buxhall Church PCC and Arthur Hicks as representative of (Buxhall Parish Council) It was resolved to accept the nominations.

No new village groups had applied for representation on the committee.

**44. Eligibility**

All members confirmed and signed a declaration as to their eligibility to be members of the Buxhall Village Hall Management Committee and their willingness to act in the trusts of the Buxhall Village Hall Trust Deed.

**45. Next Meeting**

The next meeting would take place in April 2017 at a date to be decided.

**46. Other Business**

There being no other business the meeting closed at 7.15 pm.

Arthur Hicks  
Secretary  
April 2016