

BUXHALL VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of the Annual Meeting of the Buxhall Village Hall held on Tuesday 03 April 2018 commencing at 7.00 pm in the Village Hall, Buxhall.

Present

Keith Proctor (Chair)
Sarah Clark
Arthur Hicks
Hubert Mitson
Mim Proctor
Trevor Taylor
Valerie Lord
Peter Jordan

60. Welcome & Apologies

The chair opened the meeting and welcomed all present. Apologies were received from Betty Steed and Jill Reed all other members being present. The chair welcomed Mr J Biles being the only member of the public present.

61. Objectives and Timing of Agenda

The timing and agenda were agreed.

62. Declarations of Interest

There were no declarations of interest received.

63. Minutes of the Previous Meetings

The Minutes of the annual meeting held on the 11 April 2017 were received, agreed as a correct record and signed by the chair.

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

64. Matters Arising from Those Minutes

There were no matters arising from the minutes.

65. Report from the Chairman

The chairman gave his annual report. The report covered the period for the financial year commencing 01 January 2017 ending 31 December 2017. The committee held six formal meetings during the year to conduct the business of the village hall. Average attendance of members over the year was 68%. He thanked members of the committee for their work to secure the future of the village hall.

Use of the hall during 2017 increased with the commencement of weekly Yoga classes, unfortunately the sessions ceased in September due to personal reasons of the instructor. A replacement is being sought and it is hoped the sessions will restart in the near future. Income from the hire of the hall and equipment for the 2017 financial year was £2,381.50 an increase of some £359 over the same period in the previous year. This is very encouraging and confirms to the committee the need for the hall as a venue for use by local residents. Hire charges have remained static for several years and the committee do not anticipate any increase in hire charges for 2018. The beneficial rate of 20% discount available to Buxhall residents also remains in place.

A LED projector and screen were purchased during the year and the management committee would like to extend grateful thanks to the Suffolk County Council (supported by Councillor Penny Otton) for their generous contributions towards the purchase which is now in use at the village hall, improvements were also made to the emergency lighting systems. As consideration was being given to a major project no large purchases were made during the year. Through prudent management and despite increases in insurance and electricity costs total assets against current liabilities of the Village Hall now stand at £14,817.79. A considerable portion of this will be needed to fund recommendations arising from the energy audit.

In February 2017 the Committee commissioned an energy audit in order to seek direction for improvements to the insulation, heating and lighting systems. The recommendations from this report have been accepted by the committee and the process of seeking quotes and funding for the work has begun. Improvements to the kitchen which is in need of modernisation are also a priority. This will no doubt be a costly exercise and this work can only be undertaken with the support of the community through the use of the village hall, Little Ernie and the fun quizzes.

The Committee is very grateful for all donations to funds, notable this year is the £229 donated by Shaun and Fiona Colby the proceeds of recycled bottles from the bottle bank located outside the Buxhall Crown. It is pleasing that such a resource can help the community directly whilst helping the environment.

The main fundraising events currently are the fun quizzes and the village 'Little Ernie' draw. The committee are most grateful to everyone who contributes to the organising of the fun quizzes, most especially to Mim Proctor for organising, Anne Hicks for setting the questions and everyone who donated raffle prizes. The fun quizzes which are held twice a year raised £623 during 2017. Mim was thanked for her work in the booking and hiring of the hall and the Chair expressed his gratitude to everyone involved in raising funds for the village hall.

The 'Little Ernie' draw continues to be a major source of income for the upkeep of the village hall. Take up in 2017/18 increased which again allowed the extra bumper Christmas Bonus to be awarded. Total number of entries for 2017/18 was 240 raising income of £1,440, which allowed prize money to be increased to £740, resulting in an overall contribution towards village hall funds of £700. As the financial years of the Buxhall Village Hall and Little Ernie have different year end dates Little Ernie income and expenditure is spread across 2017 and 2018 accounts years.

Buxhall Village Hall does not receive any local authority funding, and relies on hiring revenue and fundraising by volunteers for income. Improvements to the hall can only be made with the continued support and participation of the community in 'Little Ernie', the fun quizzes and other events so once again thanks to you all.

The report was considered and received.

Members of the Committee in turn expressed their thanks to the Chair for the tremendous amount of effort he has put into ensuring the running and well being of the village hall.

66. Treasurers Report and Presentation of 2017 Annual Accounts

The treasurer presented the audited annual accounts covering the period 01 January 2017 to 31 December 2017. 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 13th February 2018.

He reported on items of income and expenditure

- 1) Overall income for the year was £4,964.35 with expenditure at £3,146.33 an overall surplus for the year of £1,818.02

- 2) Income from hire of the hall and equipment increased during 2017 at £2,381.50 an increase of some £359 over the same period in the previous year
- 3) Contributions to funds from the Little Ernie draw included in the accounts are:
 - 2016/17 (Jan–Mar 2017) £252
 - 2017/18 (Jun-Dec 2017) £448
 - The 2017/18 figure represents 7/10^{ths} (June–December 2017) the remaining 3/10^{ths} will appear in the 2018 Village Hall year end accounts for December 2018
- 4) Funds raised via 2 quiz nights amounted to £623

He gave details of the Balance Sheet with total assets against current liabilities of £14,817.79 and cautioned that current plans for improvements to insulation, heating and lighting systems along with plans to improve the kitchen will deplete these reserves significantly.

Taking all factors into consideration the Committee are pleased to present this report as a positive outcome for the year ending December 2017.

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

67. Election of Trustees

Following a nomination and election process it was resolved to appoint, Sarah Clark, Arthur Hicks, Mim Proctor, Keith Proctor and Trevor Taylor as Trustees to serve until the annual meeting 2019.

68. Co Option of Trustees

In accordance with section 3 (4) Buxhall Village Hall Trust Deed It was resolved to appoint and Hubert Mitson, Betty Steed and Peter Jordan as co opted trustees to serve until the annual meeting 2019.

69. 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.

70. 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.

71. Next Meeting

It was agreed the next Annual General Meeting would take place Tuesday 09 April 2019 at 7.00pm.

72. Other Business

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

Arthur Hicks
Secretary
April 2018