

BUXHALL VILLAGE HALL COMMITTEE

Minutes of the Annual Meeting of the Buxhall Village Hall held on Tuesday 15 April 2014 commencing at 7.30 pm in the Village Hall, Buxhall.

Present

Hubert Mitson (Chair)

Sarah Clark

Arthur Hicks

Keith Proctor

Mim Proctor

Betty Steed.

Trevor Taylor

Ivy Friston

Peter Jordan

Jill Reed

John Reed

Graham Mitchell-Rowlands

08. Welcome & Apologies

The chair opened the meeting and welcomed all present. A particular welcome was extended to the two members of the public present. No apologies were received.

09. Objectives and Timing of Agenda

The timing and agenda were agreed.

10. Declarations of Interest

There were no declarations of interest received.

11. Minutes of the Previous Meetings

The Minutes of the annual meeting held on the 02 July 2013 were received, agreed as a correct record and signed by the chair.

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

12. Matters Arising from Those Minutes

Vacancies for a secretary and treasurer. Members noted that following their election as Trustees Mr. A Hicks and Mr. T Taylor were subsequently appointed as honorary secretary and honorary treasurer respectively.

M Proctor reported that the invoice relating to the call out of the testing engineer to resolve the problem with the control box of the Fire Alarm system had been settled in full following threats of legal action from the service provider.

There were no other matters arising.

13. Report from the Chairman

The chairman presented his report covering the period from 02 July 2013 (date of the last annual meeting) to 14 April 2014. He reported on the activity of the Committee during that period and advised that due to three exceptional items the accounts to December 2013 show an overall deficit over the year of some £808.25. This was a disappointing result compared to the small profit of £527 recorded in the same period the previous year (2012). A fuller report would be provided by the treasurer along with the annual accounts for the year ending 31 December 2013.

Buxhall Village Hall does not receive any local authority funding, and relies on hiring revenue and fundraising by volunteers for income. He gave details of the main fundraising events which currently are the fun quizzes and the village 'Little Ernie' draw and extended his thanks to Keith and Mim Proctor for their continuing work and commitment in the raising of funds for the village hall and in the booking and hiring of the hall. The invaluable help of Jim and Jackie Sugden in ensuring the success of 'Little Ernie' being also very much appreciated. The committee work hard to secure the future of the village hall but relies heavily on the continued support of the community in their participation in these activities.

He gave details of the objectives for the year ahead which included, looking at ways in which revenue arising from the hire of the hall can be increased. The purchase of new padded chairs, an equipment storage unit and the replacement of the kitchen water heater are also priorities.

The committee are in the process of securing funding for the purchase of new chairs for the hall and are grateful for the support pledged by county and district councillors Penny Otton and John Matthissen respectively. Particular thanks are extended to Buxhall Parish Council for the award of a £1,000 grant towards the purchase.

The report was considered and received.

14. Treasurers Report

The treasurer presented the annual accounts covering the period 01 January 2013 to 31 December 2013. The accounts have been prepared and audited in line with standard accounting practice and were approved by the committee at the meeting 04 March 2014.

He advised on previous practise in dealing with income and expenditure from the Little Ernie draw (the year end being April of each year) in the accounts. This has caused some delay in the closure and approval of the village hall annual accounts. In order to allow timely approval, presentation and ultimate reporting to the Charity Commission it has been decided not to include income & expenditure from the Little Ernie draw for the year ending April 2014 in the Buxhall Village Hall accounts for the year ending December 2013, these will in future be shown in the following year.

He reported on income and expenditure during that period. The meeting noted the accounts show income of £2,199.77 with expenditure of £3,008.02, an overall deficit over the year of some £808.25. This against a profit of £527 recorded in the previous year (2012).

The following notes to the accounts give some explanation of the major variances:

- 1) Income from the hire of the hall has increased slightly £1,576 against £1,446 (2012)
- 2) Due to timing issues mentioned above income & expenditure of the Little Ernie draw (profit 2012 was circa £350) has not been included in the accounts for 2013
- 3) Only one fund raising quiz was held during 2013 as a result of cancellation of the March quiz due to snow (profit in 2012 was circa £250)
- 4) Purchase of new kitchen extractor fan for £735

He advised that the fun quiz held in March 2014 had raised £256 towards the village hall funds and that a good start has been made in the committee's efforts to identify and realise savings. The renewal invitation from Allianz (previous insurers of the village hall) increased from £1,048 to £1174 for 2014. Alternative quotes were obtained with Allied Westminster's Village Guard policy (underwritten by Aviva) being the most competitive. Although renewable annually the contract is for a three year period which resulted in securing a premium of £474 and savings of some £700.

The Little Ernie was coming to the end of its financial year, information on income and expenditure for the year was not yet available nor any details on the take up for next year. This information will be reported as soon as available.

The report was considered and received. The chairman congratulated the treasurer on the savings made and thanked K and M Proctor for their work in organising the quiz.

15. 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 2015.

16. Co Option of Trustees

It was resolved to appoint Mim Proctor and Keith Proctor as co opted trustees to serve until the annual meeting 2015. This leaves the option to co opt a further trustee at a later date if necessary.

17. Election of Representatives

It was noted that the following had been nominated to represent their organisations on the Buxhall Village Hall Committee; Peter Jordan (Buxhall Parish Council), Ivy Friston (Buxhall WI) and Jill Reed from Buxhall Church PCC. It was resolved to accept the nominations.

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

18. 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.

19. Next Meeting

The next meeting would take place in April 2015 at a date to be decided.

20. Other Business

There being no other business the meeting closed at 7.50 pm.

Arthur Hicks
Secretary
April 2014