

BUXHALL VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of the Annual Meeting of the Buxhall Village Hall held on Tuesday 14 April 2015 commencing at 7.30 pm in the Village Hall, Buxhall.

Present

Hubert Mitson (Chair)

Sarah Clark

Arthur Hicks

Mim Proctor

Betty Steed.

Trevor Taylor

Valerie Lord

Peter Jordan

Jill Reed

21. Welcome & Apologies

The chair opened the meeting and welcomed all present. Apologies were received from Keith Proctor. The chair was disappointed to note there were no members of the public present

22. Objectives and Timing of Agenda

The timing and agenda were agreed.

23. Declarations of Interest

There were no declarations of interest received.

24. Minutes of the Previous Meetings

The Minutes of the annual meeting held on the 15 April 2014 were received, agreed as a correct record and signed by the chair.

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

25. Matters Arising from Those Minutes

There were no matters arising from the minutes.

26. Report from the Chairman

The chairman's report covered the period 15 April 2014 (date of the last annual meeting) to 14 April 2015. The committee had held six formal meetings and one informal meeting during the year to conduct the business of the village hall. Average attendance of members over the year was 89%. He thanked members of the committee for their work to secure the future of the village hall and stressed that improvements and long term developments rely on increased hiring revenue and the support and participation of the community in the various fundraising events.

He reported on the activity of the Committee during that period and advised that although the accounts for year ending 2014 show a deficit over the year of some £2,321.08 the overall result is much more positive when taking into account the purchase of new chairs and the storage unit. Grateful thanks were extended 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 purchase of new chairs which are now in use at the village hall. Further to this the Buxhall Community Council was thanked for its generous contribution of £500 towards the purchase cost of the new storage unit which is also in place and provides some much needed space.

Removing these two exceptional items from income and expenditure show the accounts with an operating surplus of £901.58. Fuller details would be provided in the Treasurer's Report along with the annual accounts for the year ending 31 December 2014.

The focus of the committee for next year is the general refurbishment and redecoration of the village hall and in particular the replacement of a number of windows which are rotten and beyond repair. The work (which will be supervised and assessed by college lecturers) will be carried out by West Suffolk College students as the vocational work experience criteria required by their various courses. This will be helpful to the college, the students and of course of great help to the committee and users of the hall. On behalf of the committee he thanked the management, staff and students of West Suffolk College, particularly Brian Tunbridge who has been instrumental in bringing the scheme together.

Usage of the hall during 2014 shows a very similar pattern to that of 2013 with income from the hire of the hall and equipment for the financial year ending December 2014 at £1,610 against a figure of £1,660 for the same period 2013. This confirms there is still a need for the hall as a venue for use by local residents. The main fundraising events currently are the fun quizzes and the village 'Little Ernie' draw.

The Chairman thanked Keith and Mim Proctor for their continuing efforts and commitment in raising funds for the village hall through the fun quizzes which are held twice a year. Proceeds for 2014 are £620 against £231 for 2013 (only one quiz was held in 2013). He also thanked them for their work in the booking and hiring of the hall.

The 'Little Ernie' draw continues to be a major source of income for the upkeep of the Village Hall. Take up in 2013/14 was 120 entries which resulted in income of £720 and prize expenditure of £450 an overall profit of some £270. The committee were pleased to note that in 2014/15 there were 166 entries producing income of £996 with prize expenditure of £450 raising £546 for village hall funds. The committee were very sorry to receive the resignations of Jim and Jackie Sugden as administrators of the lottery due to work and family pressures. Their invaluable help in ensuring the success of the draw over many years is very much appreciated.

The financial year of the Village Hall ends 31st December each year whilst the Little Ernie year end is in April each year, this does cause some accounting anomalies and the committee intend to take steps which will result in the financial years being brought together. The draw will continue with new administrators and the committee seek the continued support of the community in their participation.

On behalf of the committee he thanked all those who had supported the Buxhall Village Hall throughout the year. As the hall does not receive any local authority funding it relies on hiring revenue and fundraising by volunteers for income. Improvements to the hall can only be made with the support of the community through the use of the village hall, Little Ernie and the fun quizzes so once again thanks to you all.

The report was considered and received.

27. Treasurers Report and Presentation of 2014 Annual Accounts

The treasurer presented the annual accounts covering the period 01 January 2014 to 31 December 2014. 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 19 February 2015. He reported on income and expenditure during the period and explained that although the accounts show an overall deficit over the year of some £2,321.08 the overall result is much more positive when removing two exceptional items (purchase of new chairs and the storage unit) from income and expenditure. Without these major purchases the accounts would show an operating surplus of £901.58. Village Hall funds show total assets against current liabilities as £11,250.69.

Profits from the Little Ernie draw for 2013/14 of £270 has been included in the accounts for 2014. Profits amounting to £546 arising from the current year will appear in the accounts year ending December 2015. Details on the take up for next year are not yet available.

He advised that the fun quiz held in March 2015 had raised £273 towards the village hall funds and that a good start has been made in the committee's efforts to identify and realise savings.

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 latest quiz.

28. 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 2016.

29. 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 2016.

30. 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) and Jill Reed from Buxhall Church PCC. Peter Jordan having stood down as representative of (Buxhall Parish Council) a new representative would be appointed, It was resolved to accept the nominations.

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

31. 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.

32. Next Meeting

The next meeting would take place in April 2016 at a date to be decided.

33. Other Business

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

Arthur Hicks
Secretary
April 2015