

# BUXHALL VILLAGE HALL COMMITTEE

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Minutes of the meeting of the Buxhall Village Hall Committee held on Tuesday 14 April 2015 commencing at 7.55 pm in the Village Hall, Buxhall.

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## **Present**

Hubert Mitson (Chair)

Sarah Clark

Peter Jordan

Arthur Hicks

Mim Proctor

Betty Steed.

Trevor Taylor

Val Lord

Jill Reed

## **121. Welcome & Apologies**

The chair opened the meeting and welcomed all present. Apologies were received from K Proctor all other members being present.

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

The timing and agenda were agreed.

## **123. Election of Chairman**

Following a nomination and election process Hubert Mitson was nominated and duly elected as chairman, with all in favour.

## **124. Declarations of Interest**

H Mitson declared an interest in item 6 of the agenda (see minute 128c). There were no other declarations of interest received.

## **125. Election of Officers**

Following a nomination and election process the following officers were appointed

Vice Chairman: Keith Proctor was nominated and duly elected as vice chairman, with all in favour.

Honorary Secretary: Arthur Hicks was nominated and duly elected as honorary secretary, with all in favour.

Honorary Treasurer: Trevor Taylor was nominated and duly elected as honorary treasurer, with all in favour.

Booking Secretary: Mim Proctor was nominated and duly elected as booking secretary, with all in favour.

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

The Minutes of the meeting held on the 19 February 2015 were received, agreed as a correct record and signed by the chair.

(Proposed by T Taylor seconded by P Jordan all members in favour).

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

There were no matters arising not covered by the agenda or the secretary's report.

## **128. Secretary's Report**

The secretary gave a progress report on matters arising from the minutes and since the last meeting:

- a) Minute 114a: The routine testing (every 5 years) of the buildings electrical wiring systems is to be carried out on the 15<sup>th</sup> April 2015.
- b) Minute 114b: The piano has now been removed from the village hall.
- c) Minute 114c: A response to the letter re the strip of land adjacent to the village hall is still awaited.
- d) Minute 115: The 2014 annual accounts have been audited and are unchanged from those presented at the last meeting.
- e) Minute 117: Wine & flowers have been presented to Jim and Jackie Sugden as a mark of the committee's appreciation for their work as administrators of the 'Little Ernie' lottery. Mr and Mrs Sugden asked for their thanks to be passed on to the committee.
- f) The Insurance cover on the Village Hall had been renewed at a premium of £500.90 the slight increase being in line with expectations.
- g) Shaun and Fiona Colby of the Buxhall Crown have generously donated the proceeds of the recycled bottles from the bottle bank located outside the Crown to Village Hall funds. The amount raised via Mid Suffolk District Council recycling was £91.88. The Management Committee expressed its gratitude to Shaun and Fiona for their consideration. Members were pleased that the facility is being used to support the local community.
- h) The routine testing and servicing of the fire alarm panel had recently been completed by Flameskills (see also minute 130).

The report was received.

## **129. Treasurers Report**

The treasurer presented the year to month 3 accounts and balance sheet and gave a report on income and expenditure year to date. The fun quiz held in March had raised £273 towards the village hall funds. Thanks were extended to Keith and Mim Proctor for their work in organising the event and to members of the committee who had donated raffle prizes.

The Little Ernie draw was coming to the end of its financial year, final figures were not yet available nor any details on the take up for next year. This information will be reported as soon as available. The closing date for entries has been agreed as 23 May 2015 and the first draw will take place in June 2015.

The treasurer advised that:

- a) A second account had been opened with Barclays to accommodate income and expenditure in respect of the 'Little Ernie' draw, this would allow the closure of the account currently with Santander and make for easier and better management;
- b) The contract with British Gas for the supply of electricity was coming to an end in July and this was an appropriate time to test the market for more favourable terms; and
- c) Many suppliers are now reluctant to accept cheques as payment for their services preferring to use electronic BACS payments instead. The committee was requested to approve that Village Hall bank accounts are updated to allow electronic banking to take place.

Having received assurance that appropriate security checks are in place to satisfy audit and security requirements and following **due consideration members resolved to:**

- 1) **Approve the opening of a Little Ernie account with Barclays and the closure at an appropriate time of the account with Santander;**
- 2) **Authorise the treasure and secretary to take whatever steps deemed necessary to secure best value and terms in respect of the electricity supply to the hall; and**
- 3) **Approve electronic banking for Village Hall bank accounts as appropriate.**

**130. Risk Assessment**

Members reviewed the Annual Risk Assessment. They noted that work to rectify the majority of recommendations arising from the recent inspections of the Fire Alarm Panel and Emergency lighting systems had taken place on Monday 13<sup>th</sup> April 2015 and discussed the work yet to be undertaken. It was agreed that the secretary would take advice from Arnie Bennett in respect of smoke alarms. **After due consideration it was resolved:**

**To approve the Annual Risk assessment.**

**131. Matters Arising from the 2015 Annual Meeting**

There were no matters for consideration.

**132. Village Hall Re-opening Ceremony**

The committee discussed the closure of the village hall for redecoration after the Annual Parish Meeting on the 20<sup>th</sup> April 2015. Members noted the work must be completed in time for the hall to be used as a Polling Station on Thursday 7<sup>th</sup> May 2015 for voting in the general and local elections to take place. It was agreed to hold an official reopening ceremony on Friday 8<sup>th</sup> May at 2.00pm with invitations extended to students, staff and management of West Suffolk College. Residents should also be encouraged to come along and see the results of the students' efforts. The meeting was advised that Buxhall WI has kindly agreed to provide light refreshments for the occasion. The Chairman expressed his gratitude to the WI and volunteered to cover any costs incurred in providing the refreshments.

The secretary advised that grant funding of £200 from County Councillor P Otton supported by a community grant from Mid Suffolk District Council of £695.98 had been pledged towards the cost of replacement windows.

**133. Next Meeting**

The next meeting was agreed as Tuesday 16 June 2015 at 7.30pm.

**134. Other Business**

The committee considered a suggestion that a table top sale might be a way of raising additional funds for the village hall. It was agreed that J Reed would organise the event.

There being no other business the meeting closed at 8.45pm.

Arthur Hicks  
Secretary  
April 2015