

# BUXHALL VILLAGE HALL COMMITTEE

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Minutes of the meeting of the Buxhall Village Hall Committee held on Tuesday 16 June 2015 commencing at 7.30 pm in the Village Hall, Buxhall.

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## **Present**

Hubert Mitson (Chair)  
Sarah Clark  
Keith Proctor  
Arthur Hicks  
Mim Proctor  
Betty Steed.  
Trevor Taylor  
Val Lord

### **135. Welcome & Apologies**

The chair opened the meeting and welcomed all present. Apologies were received from P Jordan and J Reed all other members being present.

### **136. Membership**

The Chairman advised that Arthur Hicks had been nominated as its representative on the Village Hall Committee by the Parish Council. Members received assurance that this did not generally present a conflict of interest. Should such a conflict appear then he would declare an interest and not take part in the discussion.

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

The timing and agenda were agreed.

### **138. Declarations of Interest**

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

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

The Minutes of the 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 T Taylor all members in favour).

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

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

### **140a. Secretary's Report**

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

#### **Minute 128a: Electricity**

Following testing of the buildings electrical wiring systems on the 15<sup>th</sup> April 2015 Prykes Electrical Services were able to issue an Electrical Installation Condition Report Certificate confirming their assessment of the installation as **Satisfactory**. The secretary gave details of a small number of minor recommendations made in order to bring the installations up to current wiring regulations. Members noted these had been added to the Village Hall Risk Assessment:

**Minute 128c:** A confidential report was given on the potential purchase of a strip of land.

### **Minute 129b: Electricity Contract**

The committee were advised that a new fixed rate contract for 1 year has been agreed with British Gas following a review of rates currently available from various companies. The contract will run from July 2015 to July 2016. Members considered the rates secured and were pleased with the savings made.

**Minute 132:** The re-opening ceremony of the Village Hall took place at 2.00pm on the 8<sup>th</sup> May 2015 and was attended by members of the committee, members of the local community, the Chair of Governors, along with staff and students of West Suffolk College. The Chair of the committee thanked everyone involved in the project and complimented the students for their good work. The refreshments provided by the Buxhall WI were excellent and much appreciated as was the generosity of the Chairman of the Management Committee for covering WI expenses.

**Minute 134:** The secretary reported that the proposed table top sale was arranged to take place on Saturday 27<sup>th</sup> June 2015 and a number of entries had been received. It was agreed that the small surplus microwave belonging to the Village Hall could be included in the sale for offers circa £10.00.

### **Other matters**

- (a) Following the election of Trustees, the presentation of the annual accounts and Chairman's report to the Annual General Meeting of Buxhall Village Hall the Annual Report to the Charity Commission has been completed and posted on line in compliance of the requirements of the Charity Commission.
- (b) A report on the actions and activities of the Buxhall Village Hall Management Committee was given by the secretary at the Parish Annual Meeting on the 20<sup>th</sup> April 2015. The report was published in full in the Buxhall Broadcast.
- (c) The secretary reported that Mrs. C Hagger wished to donate a larder fridge for use in the hall. Members considered the offer and after some discussion about the potential problems arising from such donations agreed on this occasion to accept the offer and that the secretary should thank Mrs Hagger for her consideration.
- (d) The secretary reported that unfortunately an attendee at the Lunch Club had been taken ill and an ambulance had to be called. He was pleased to report the person had subsequently recovered. The incident had however highlighted the lack of first aid blankets in the hall. After some discussion it was agreed that the kind offer of J Reed to place suitable blankets in the hall should be accepted.

The report was received.

### **141. Treasurers Report**

The treasurer presented the year to month 6 accounts and balance sheet and gave a report on income and expenditure year to date. He confirmed:

1. Hire of the hall and equipment year to date is £866.00.
2. Grant funding totalling £895.98 towards cost of replacement windows has been sourced but is yet to be received.
3. Total assets less total liabilities currently stand at £10,623.65.

The report was received.

**142. Annual Report from the 'Little Ernie' Lottery**

The administrators presented the annual report of the Little Ernie Lottery. They confirmed that the Constitution and List of Officers approved by the committee on 19 February 2015 have been accepted by the licensing team and lodged with Mid Suffolk District Council along with the annual returns for 2013/14 and 2014/15.

The year ending April 2014/15 has now been completed with 166 entries received realising income of £996. Prizes awarded were £450 raising £546 for village hall funds. A new bank account has been opened with Barclays for Little Ernie funds and once all outstanding prize cheques have been cashed the account with Santander will be closed and the balance transferred. Gifts of wine and flowers have been presented to Jim and Jackie Sugden as a mark of appreciation of their work on behalf of the committee.

The administrators were delighted to report that entries for the year 2015/16 currently stand at 196 producing income of £1,176. As a result of this excellent result it was recommended that prize money for the 2015/16 year be increased to match the constitution aim of awarding 50% of income towards prizes.

A robust and vigorous discussion then took place on how this might best be achieved and after a number of proposals and amendments **it was resolved:**

**To: Increase the prize money of the December (Xmas) 2015 draw from the current amounts of £50, £25, £10 and £10 to:  
First prize of £100, second prize of £50, third prize of £25 and fourth prize of £25.**

This decision to be included in the next edition of the Buxhall Broadcast.

**143. Next Meeting**

The next meeting was agreed as Tuesday 11 August 2015 at 7.30pm.

**144. Other Business**

There being no other business the meeting closed at 9.10pm.

Arthur Hicks  
Secretary  
June 2015