

BUXHALL VILLAGE HALL COMMITTEE

Minutes of the meeting of the Buxhall Village Hall Committee held on Tuesday 08 December 2015 commencing at 7.30 pm in the Village Hall, Buxhall.

Present

Keith Proctor (Chair)
Sarah Clark
Arthur Hicks
P Jordon
Betty Steed.
Trevor Taylor
Val Lord

166. Welcome & Apologies

Apologies were received from H Mitson, M Proctor and J Reed all other members being present. K Proctor was elected as Chair in the absence of H Mitson and welcomed all present.

167. Declarations of Interest

There were no declarations of interest received.

168. Objectives and Timing of Agenda

The timing and agenda were agreed.

169. Minutes of the Previous Meetings

The Minutes of the meeting held on the Tuesday 13 October 2015 were received, agreed as a correct record and signed by the chair.

(Proposed by K Proctor seconded S Clark all members in favour).

170. Matters Arising from Those Minutes

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

171. Secretary's Report

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

Minute 155: After some research folding 'Gopak' tables identical to those currently in use at the village hall have been identified as most suitable and best value, the cost (inclusive of VAT) for 10 tables is £942.19. At their meeting on the November 2015 Buxhall Parish Council agreed to support an application to Mid Suffolk District Council (MSDC) for minor grant funding for the purchase of the tables and further agreed to a donation of £250 towards the project. District Councillor John Matthissen has also agreed to support the purchase with a grant from his Locality Award budget. Application forms have been submitted to MSDC and a decision is awaited. Should the application be successful the village hall contribution will be approx £100.

Minute 161c: The electricity meter was changed to a smart meter on the 26th October 2015 by G4S.

Minute 162: Anglian Water

Investigations have revealed that the village hall is paying the Anglian Water 'Streamline Green' business rate. The tariff charged per cubic metre for the water is cheaper than the normal residential rate, however the standing charge (daily rate) is more expensive. The meter was tested and read by members of the committee in September and again in October there appeared to be little usage and no evidence of a leak. The increase from £20 to £24 a month is as a result of an increase in tariff in April, bills have now gone yearly rather than quarterly and some of the 'catch up' bill relates to last year. The committee accepted the explanation.

The secretary reported:

- a) Buxhall WI has kindly donated the £167 raised from the sale of teas and refreshments during the Buxhall Produce Show. The committee hope the monies will be put towards improvements in the kitchen. A letter of thanks has been forwarded and an assurance given that the money would help fund a suitable project.
- b) During the high winds experienced on the weekend of the 21st November 2015 a number of fence posts had failed resulting in a weakening of the fence. Repairs will have to be made in the very near future to prevent further damage.

It was agreed that the secretary should take the necessary steps to have the fence posts replaced.

172. Treasurers Report

The treasurer presented the year to November (month 11) accounts and balance sheet. He reported

- a) The fun quiz organised by Mim and Keith Proctor which took place 23 October 2015 raised £334 for village hall funds. Thanks were given to members of the committee who donated raffle prizes. The overall total raised by the 2 quizzes this year is £607. Grateful thanks were expressed to Mim and Keith for all their hard work in organising these excellent events.
- b) It is pleasing to note that there are positive signs that income from the hire of the hall and equipment has increased this year (£1821.50 to 30 November 2015) against (£1,391.00 at 31 October 2014).

Members discussed income and expenditure and noted total assets less total liabilities currently stand at £12,070.43.

The report was received and approved.

173. Correspondence

The secretary reported on a newsletter received from CAS. Many village halls will no longer need a Premises Licence for entertainment purposes due to deregulatory changes to the Act. However, wherever a Premises Licence is in existence this should be maintained. It was noted that for a performance of live music, the playing of recording music, or an exhibition of a film, the village hall management committee must give prior written permission to the organiser for the entertainment activity to take place in the hall. This is a condition of the deregulation and is a legislative requirement. This can be done through the use of a formal hiring agreement. For an exhibition of a film, the hiring agreement should also stipulate that the organiser is responsible for ensuring that each screening abides by age classification ratings. The secretary confirmed that Buxhall Village Hall hiring agreement already contained the necessary clauses.

Members agreed that the Premises Licence should be maintained.

174. WI Storage

Members considered a request from the WI to place a secure cabinet for the storage of archive files in the Village Hall.

After some discussion it was agreed in principle to allow a suitable cupboard to be retained in the hall.

175. Honorariums

The committee were advised of voluntary work done to the hall and surrounding areas by members of the public during 2015.

Members agreed that honorariums be made to:

- a) Messrs Hood for maintenance of the grass and hedges: and
- b) Mr Hickman for electrical work.

176. Next Meeting

The next meeting was agreed as Tuesday 09 February 2016 at 7.00pm.

177. Other Business

S Clark reported that the kitchen had not been properly cleaned when last used.

There being no other business the meeting closed at 8.30pm.

Arthur Hicks
Secretary
December 2015