

BUCKLAND NEWTON VILLAGE HALL COMMITTEE

Minutes of the Annual General Meeting held at the Village Hall on 13th June 2014 at 7.30 pm

ATTENDANCE

Nicki Barker [NB] (*in the chair*), Jeremy Collins [JC], Katharine Hayens [KH], Jan Marpole [JM], Trevor Marpole [TM], Ian Scott [IS], Sue Sulkin [SS].

1. APOLOGIES

Apologies were received from Aimee Stone and Fran Parker.

2. APPROVAL OF THE MINUTES OF THE ANNUAL GENERAL MEETING HELD ON 3rd JUNE 2013

The minutes were circulated by the Minute Secretary. Approval of the Minutes was proposed by Ian Scott, seconded by Trevor Marpole and agreed unanimously by those at that meeting and signed by the Chair.

3. MATTERS ARISING

None

4. CHAIR'S REPORT

This last year has been a busy year once again with the most important items being the upgrading of the committee room to a high standard compatible with the rest of the hall, the installation of a new bunded oil tank to comply with Health and Safety and our Insurance cover and the installation of a Defibrillator, hosted at the request of the village.

Thanks to Sue Sulkin's efforts the hall continues to be extremely well used by the community with regular groups involving a wide range of age-groups, individual hirings and ad hoc private events.

We have continued to keep our hiring fees modest and although our turnover is marginally down, this has been countered by much appreciated donations from the United Charities of £1000 and the Village Fete of £500 which have helped defray the cost of the new oil tank and the Committee Room Renovations.

The Committee Room, which was letting the tone of the Hall down, was refurbished in December and January to a light, clean and airy room and is proving a valuable addition to the hall and in its own right has added one new regular local hiring. The refurbishment work was planned and carried out entirely by Jan and Trevor Marpole to a very tight budget and the Committee is immensely grateful for their commitment to this.

During the process of refurbishing the Committee Room the boundary hedge was laid to provide more light. Members of the committee then cleared the scrub and trees away from the rear of the hall. This has revealed the extent of the water ingress from the

ditch on our south boundary and we need to consider how to address this in order to protect the rear of the hall from damp.

Elsewhere the Hall is once again in need of its regular clean through and we need to plan for a redecoration weekend having given it a miss last year. The floor has remained in good condition although we may need to budget for resealing next year. The Blinds were serviced in May 2013 and are currently working well.

In order to comply with Health and Safety and our Corporate Liability, the Committee has now published our H & S Policy and Conditions of Hire on the Village Website with copies displayed on the notice board inside the main hall. This makes understanding the conditions of Hire easier for non regular users and clearly defines the Committee's liability. Alongside this we have placed notices of the location of Emergency Equipment in the main Hall and Kitchen and acquired a mobile phone for emergency use stored in the understage cupboard in the Committee Room. This phone is checked regularly. A designated disabled parking slot has been allocated to the left of the main entrance marked by a Sign attached to the wall.

On the drama and music side, the hall has hosted a really good selection of Artsreach events thanks to the efforts of Fran Parker and Ian Scott.

Our thanks as always go to Trevor and Jan for their rapid response on a whole variety of maintenance issues that are constantly being thrown up. Their freely given time and skills mean that we can keep hall hire rates down and remain solvent.

5. **TREASURER'S REPORT**

The Treasurer presented the accounts for the year and reported as follows.

The Hall continued to do well and provided a venue for all ages in and around the village. The refurbishment of the Committee Room made the Hall more attractive to hold events and already hosted the Lotus Club who used the space for a meal after their Yoga sessions.

Bookings revenue was slightly down due to loss of the Equine Therapy classes and closure of Keep Fit, but helped by the new Lotus Club sessions.

An excess of expenditure over income of £1,457 was largely due to the installation of a bunded oil tank, refurbishment of the Committee Room and the timing of oil deliveries. Donations of £1,600; £500 from the Fete, £1,000 from United Charities and £100 from the Battens (neighbours to the Hall). £421.42 was received from Artsreach events.

Adoption of the accounts was proposed by Jan Marpole, seconded by Nicki Barker and agreed unanimously.

6. **NOMINATIONS TO THE HALL MANAGEMENT COMMITTEE FROM USER ORGANISATIONS**

Nominations were as follows:

Lydden Ladies – Jan Marpole
Gardening Club – Vivianne Bernhard
Parochial Church Council – Jeremy Collins
Parish Council - Trevor Marpole
Artsreach – Katharine Hayens
Village Café – Fizz Lewis
Youth Club – David Oswald
Toddlers – Aimee Stone
Lunch Club - Jan Burnett (link person)
BAPS – Trevor Marpole
Young Farmers – vacant
Yoga – Nicki Barker
Fete Committee – Nick Baker (link person)
Pilates – Nicki Barker / Katherine Hayens
Wayfarers - vacant

The nomination of members above was proposed by Jeremy Collins, seconded by Ian Scott and agreed unanimously.

7. **ELECTION OF OTHER MEMBERS OF THE COMMITTEE**

Ian Scott was proposed by Nicki Barker, seconded by Trevor Marpole; Sue Sulkin was proposed by Nicki Barker, seconded by Jan Marpole. Both members were elected unanimously.

8. **APPOINTMENT OF AUDITOR**

The appointment of Sharon Calcutt as auditor was proposed by Sue Sulkin, seconded by Nicki Barker and agreed unanimously. The honorarium was agreed at £80.

9. **WORK REQUIRED ON HALL**

The annual summer clean-up was fixed for the weekend of 16th/17th August.

There would be no cleaner for 2 weeks from 14th June.
Current 4" guttering needed replacing by 6" guttering, at a material cost of c. £280 plus VAT.

Surface water behind the Hall needed a drain from the ditch alongside Molly Cliff's field, and a link into a new drain on the other side of the Hall. Quote to be obtained from Buckland Newton Hire and the Fete Committee asked to consider a donation to the work.

A request from the Parish Council to host a sand bin was agreed. Trevor Marpole undertook to design a suitable bin.

Requests from the Toddlers Group for a bolt on the gate next to the

kitchen and a bike storage unit were agreed.

10. **ENERGY PERFORMANCE REQUIREMENT**

Trevor Marpole had approached Julian Bunkall who had advised that public Buildings of less than 500 sq. metres did not require any action.

11. **USE OF VILLAGE HALL FOR OUTREACH POST OFFICE**

Use of the Village Hall would provide better parking, toilets and general ambience than the Parish Room. Heating could be provided by a localised heater. A lockable cupboard would be needed. In order to provide a new phone line, an asbestos certificate was required, at a cost of £225 plus VAT. Agreed it would provide a service to the village, but suggested that the Post Office be charged c. £7 per week for heating. Queried whether there could be a spin-off of WiFi availability.

12. **ITEMS RAISED FROM THE FLOOR AND ANY OTHER BUSINESS**

A light over the front door to illuminate the Keysafe was suggested.

The meeting closed at 8.40 pm.