

BIDDENHAM VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of Meeting held at 29 Biddenham Turn on Tues 13th September 2011

Present:

Martin Hosegood (Meeting Chair)	Richard O'Quinn (Secretary)
David Watson (Technical Officer)	Liz Watson (Treasurer)
Bridget Cristofoli (Women's Group)	Debbie Higham (St James's PSA)
George Metcalf (Gardeners Assoc)	Fiona Kraus (Re-cycling Officer)
Philippa Smith (Environmental Officer)	John Greengrass (Dep Technical Officer)

1). **Membership**

1.1). Apologies for Absence - Phil Inness, Sam Mahoney, Heather Marks, Richard Harris

2). **Minutes of Last Meeting (5th July 2011)**

The Minutes were approved and signed by the Chair.

3). **Matters Arising (other than Agenda Items)**

There were no matters arising apart from those on the Agenda.

4). **Finance**

4.1). Balances & Accounts – NatWest Bank Account: £1,177
CAF (Charities Aid Foundation) Account: £5,046
Fixed Bond: £10,000

LW passed around the financial books and bank papers for the Committee's inspection.

4.2). Annual Accounts and Usage (see attached) – LW reported that the year had gone well with a new regular booking from a Zumba class, continuation of the Guides and expansion of the Yoga classes. Generally usage is at the optimum apart from Saturday, which is the most lucrative. Of the Saturday bookings, few are from out of the village, which generate the highest income per booking, Ways to develop this area whilst minimising the negative impact from problematic hirers should be considered.

ALL

Receipts were slightly higher from fewer bookings. Recycling credit was lower although previous year was abnormally high due to phasing. Grants/donations in David Osborne's memory, from the Council through Roger Gwynne Jones and the winding up of the Biddenham United Charities were significant.

Maintenance & repairs were higher with significant costs of woodworm treatment to the roof timbers, installation of a fire wall in the barn stores and electrical testing. Improvements were significant with the purchase of new chairs and a replacement fridge-freezer.

4.3). Biddenham United Charities – ROQ believed that the final cheque had been raised and would be received soon. .

ROQ

4.4). Gift aid – LW advised that an application had been made. ROQ to draft form for the quiz night.

ROQ

4.5). New Independent Examiner – ROQ advised that Noaman Hasan, experienced in banking and about to move into the village would be happy to take on the role. ROQ to pass details to LW.

**ROQ
LW**

4.6). Jubilee celebrations – given BVH's charitable status and the policy of "no exceptions" it was agreed that any booking for the Jubilee Celebrations would be charged at normal hire rates.

ROQ

5). **Policy, Administration and Procedures**

5.1). Booking admin - LW confirmed all ok. Changing Sunday evening times to be done. Site improvements (eg faqs, video, use of Wordpress) LW to consult James.

**LW
LW**

Biddenham Village Hall						
Accounts for the Years ended 31 August						
INCOME						
	2011	2010	2009	2008	2007	
Hire receipts	£14,841.00	£14,743.30	£13,405.00	£15,341.00	£13,538.00	
Interest	£15.65	£11.67	£453.27	£664.71	£466.86	
Newsprint sale	£302.93	£151.80	£65.64	£221.16	£238.92	
Profit from Social Functions	£679.10	£919.58	£747.89	£765.41	£356.09	
Grants & Donation	£4,930.05	£10,697.35				
Recycling credit	£793.60	£1,224.24	£611.20	£1,239.68	£602.88	
Total	£21,562.33	£27,747.94	£15,283.00	£18,231.96	£15,202.75	
EXPENDITURE						
Maintenance & repairs	£9,833.95	£6,116.47	£5,531.17	£5,599.87	£6,049.75	
Utilities	£2,322.86	£2,493.03	£2,816.49	£1,950.48	£1,766.08	
Insurance	£1,066.11	£1,049.32	£1,120.49	£1,177.97	£1,091.23	
Performing rights & licence	£384.56	£346.29	£356.42	£343.25	£319.99	
Office costs & phone	£144.73	£244.83	£269.74	£291.60	£124.73	
Miscellaneous	£25.00		£229.83		£180.00	
Refurbishment		£13,681.74	£10,387.22			
Improvements	£3,558.58	£1,475.50	£3,570.33	£3,019.54	£7,917.56	
Advertising & web site	£401.63	£425.60	£0.00	£303.08	£389.23	
Bank Charges	£0.35	£0.35	£0.35		£0.40	
Total	£17,737.77	£25,833.13	£24,282.04	£12,685.79	£17,161.33	
SURPLUS/DEFICIT	£3,824.56	£1,914.81	£-8999.04	£5,546.17	-£1,958.58	

BVH Annual Usage from September to September

	03/ 04	04/ 05	05/ 06	06/ 07	07/ 08	08/ 09	09/ 10	10/ 11	
Monday a.m.	44	11	6	33	49	7	11	14	
Early p.m.				18	37	19	10		
p.m.	31	32	26	35	36	14		1	
eve	35	35	33	29	28	30	33	29	Guides
Tuesday a.m.	14	12	12	13	13	13	16	18	Coffee Shop
p.m.	24	34	34	2	2	3	4	34	Sure Start
Eve	24	31	41	35	40	35	37	36	Country Dancing Gardeners'
Wednesday a.m.	42	38	40	35	36	36	38	35	Musical Minis
p.m.	22	30	3	4	1	1	37	39	Baby college
Eve	37	36	33	39	52	17	34		
Eve late							9	15	Parish council
Thursday a.m.	50	50	52	51	43	41	39	42	Under 5s
p.m.	9	4	1	5	3	3	5	4	
Eve	50	50	52	51	50	42	50	50	Whist
Friday a.m.	48	48	47	48	47	38	45	43	Pilates
Midday			8	12	12	10	12	12	First Fri Lunch
P.m.	35	34	36	34	34	31	37	35	Ballet
Eve	11	7	7	12	21	42	51	50	Tango
Saturday a.m.	42	36	35	34	38	39	40	40	Karma yoga
p.m.	33	32	36	38	32	34	35	30	
In					21	26	23	23	
Out					11	8	12	7	
eve	31	21	24	22	21	19	16	22	
In					16	18	12	20	
Out					5	1	4	2	
Sunday a.m.	7	30	27	30	26	29	22	27	Karma Yoga
In					23	26	16	23	
Out					3	3	6	4	
p.m.	34	37	33	45	36	40	39	32	
In					31	33	35	25	
Out					5	7	4	7	
eve	4	5	2	5	6	9	7	3	
In					4	4	6	2	
Out					2	5	1	1	
Total	627	613	588	630	663	542*	627	599	
Hire receipts	10,787	10,645	11,914	13,538	15,341	13,405	14,743	14,841	

Hire increase May 2004, Sept 2006, Sept 2008 * Hall closed for 6 weeks for refurbishment

In = village residents+ Gt Denham + regulars

Out = Non village residents

Income from non- village bookings £1,135

Total occasional hire income £4,820

Number of non- village bookings in 2011 = 20