

BIDDENHAM VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of the Annual General Meeting held in the Village Hall on Tuesday 2nd November 2004.

PRESENT: From the 2003/04 committee: Richard O'Quinn – Secretary, David Osborne Assistant Secretary, Richard Harris – Assistant Secretary, Liz Watson - Treasurer, David Watson, Terry Allen, Tricia Glanwille, Fiona Kraus, Bridget Cristofoli, Barry Lowe, Camilla King

PRESENT: to join the 2004/05 committee: Richard Hall, Mary Stothard

Also present: Peter Culverwell

1) APOLOGIES FOR ABSENCE.

Ron Hope - Chair, Ken Johnston.

In the absence of the Chair, it was proposed that Richard O'Quinn should act as Chair and Richard Harris as secretary to the AGM. This was proposed by David Osborne and seconded by David Watson.

2) MINUTES OF THE LAST ANNUAL GENERAL MEETING (4th November 2003).

These were read by the secretary. Two corrections were made to the minutes; David Watson was added to those attending and the spelling of Joe Pinnock corrected in the Treasurers Report. Approval of the minutes was proposed by David Osborn and seconded by David Watson and accepted by all present.

The minutes were duly signed and dated by the Chair.

3) MATTERS ARISING.

3.1) There were no matters arising

4) CHAIR'S REPORT.

In the absence of Ron Hope, his report was read out by Richard O'Quinn. A copy of the report is attached to these minutes and an outline of its contents is included below.

The Chairman apologised for being away for the meeting and thanked the members of the committee for their commitment to ensuring the success of Biddenham Village Hall (BVH).

At the last AGM the purchase of the right of way at the rear of the Hall had been a major item of discussion. The prospective purchaser had since withdrawn his interest

although a similar request might be made in the future. In any future requests the trustees would act in the best interests of the BVH Charity.

Although hire charges were increased earlier this year bookings and revenue have shown a healthy increase. An on-line booking system has also been introduced to provide improved information and enhance the booking process.

A number of planned improvements have been carried out during the year including the resurfacing of the car park, the replacement of heaters in the main hall, and re-pointing of the stonework.

David Watson has worked tirelessly to ensure that the BVH is both maintained to a very high standard, and provides an attractive and safe environment. Regular safety checks are carried out and also an annual formal inspection is performed by the Fire Service.

The Parish Council continues to provide wonderful support to BVH both through the grants it has made and through the services of its members on the committee, initially Brian Walter and more recently Terry Allen.

David Osborne who has served the BVH magnificently formally steps down at this AGM but has been ably replaced by Richard Harris and Barry Lowe who will sharing the duties of assistant secretary between them.

The Committee has recently investigated the requirements of the Disability Discrimination Act. Whilst this does not require any specific action, the committee will keep the requirements of this and any other similar legislation under review.

Newsprint recycling continues to be very successful and brings in welcome income to the BVH.

The BVH committee continue to ensure that appropriate articles appear in the Parish Bulletin and that it continues to provide a focal point for the village through a varied social programme.

The Chair's report was proposed by Barry Lowe and seconded by Camilla King. The report was accepted by the meeting.

4) TREASURER'S REPORT.

Unaudited accounts for the year ended the 31st August were provided. (A copy of the treasurers report and of the accounts are attached to these minutes.) The accounts show that BVH had another good year with an increase in usage and also of hire income. Out of a total of 1,000 hire periods, the Hall was let 627 times Total income from all sources amounted to £15,092.77 (£18,018.63 in 2003 but inflated by significant grants for improvements) and expenditure of £14,721.14 (£24,262.14 in 2003). This allowed BVH to make a small surplus over the year of £371.63 (Deficit £6,243.51 in 2003). The following improvements have been made to the BVH over the year:

| | |
|--|---|
| Gas heaters | £1,233 |
| Car park resurfacing towards this work) | £5,111 (The Parish Council provided a grant of £2100) |
| Archive cupboard | £60 |
| Kitchen extractor | £300 |
| Bottle fridge | £249 |
| Web Site initial cost | £360 |

The accounts were proposed by Bridget Cristofoli seconded by David Osborne and passed by all present.

A copy of this report was read to the meeting and is attached to these minutes and an outline of its contents is included below.

5) SECRETARY’S REPORT.

A copy of this report, as read to the meeting, is attached to these minutes.

The committee has continued to evolve during the year and has expanded to have two assistant secretaries who can share the load of carrying out the various duties. Spreading the load has also occurred in other areas of committee responsibilities with Fiona Kraus taking on responsibility for re-cycling.

These changes resulted in the expansion of the management committee during the year from 12 to 13. Also it met on 6 occasions during the year and had an average attendance of 10 at each of its meetings.

A concern that has been investigated during the year is the personal liability of committee members. Advice was sought from the Bedford Rural Communities Commission who confirmed that as long as committee members carried out their duties diligently, they should have no concern over their liability.

6.) APPOINTMENT AND REAPPOINTMENT OF COMMITTEE MEMBERS

6.1) The following Elected members were all reappointed:

| | |
|------------------|-------------------|
| Ron Hope | Chair |
| Liz Watson | Treasurer |
| Richard O’Quinn | Secretary |
| Tricia Granville | Booking Officer |
| David Watson | Technical Officer |

6.2) The following representative members were appointed/reappointed only one change with Mary Stothard replacing Camilla King

| | |
|--------------------|----------------|
| Terry Allen | Parish Council |
| Bridget Cristofoli | Wives Group |
| Ken Johnson | Gardeners Club |
| Mary Stothard | Toddlers Group |

6.3) The following co-opted members were appointed/reappointed with the addition of Richard Hall:

| | |
|----------------|---------------------|
| Barry Lowe | Assistant Secretary |
| Richard Harris | Assistant Secretary |
| Fiona Kraus | Recycling Officer |
| Richard Hall | |

The appointments and reappointments were proposed by Peter Culverwell and seconded by David Osborne

7) ANY OTHER BUSINESS.

7.1). David Osborne suggested that the minutes of the BVH management meetings and of the AGM should be published on the Web Site. This will be discussed at the next BVH management meeting. **ROQ**

7.2). Peter Culverwell suggested that now that the piano had been disposed of consideration should be given to the purchase of a keyboard. This will be discussed at the next BVH management meeting. **ROQ**

Signed: Richard O'Quinn
Date: 1st November 2005
Chairman