

BIDDENHAM VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of the Annual General Meeting held in the Village Hall on Tuesday 1st November 2005.

PRESENT: From the 2004/5 committee: Terry Allen, Richard Hall, Richard Harris – Assistant Secretary, Ron Hope - Chair, Ken Johnson – Gardeners Club, Fiona Kraus – Re-cycling Officer, Richard O’Quinn – Secretary, Liz Watson - Treasurer, David Watson – Technical Officer.

Also present: David Osborne

1) APOLGIES FOR ABSENCE.

Bridget Cristofoli – Wives Group, Barry Lowe – Assistant Secretary, Mary Stothard – Toddlers Group, Trisha Yates – Booking Officer.

2) MINUTES OF THE LAST ANNUAL GENERAL MEETING (2nd November 2004).

The Minutes of the 2004 AGM were read out by the secretary. Approval of the minutes was proposed by David Osborn, seconded by Terry Allen 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.

Ron Hope gave his report, a copy of which is attached to these minutes and an outline of its contents is included below.

This was the Chairman’s second annual report and regrettably, because of his commitments which prevent him from devoting sufficient time to his village hall duties, will be his last.

The Village Hall web site has proved to be an excellent innovation and has helped to publicise the Hall and the linked on-line booking system has made bookings much simpler. The Hall continues to be well used although bookings were slightly down on last year. For the time being booking charges are being held at the current rates although they will be reviewed in 2006

The Hall has been kept in a good state of repair and has also seen a number of improvements such as the replacement wall panelling. Safety of users of the Hall is

very important apart from regular inspections, Health and Safety is a standing agenda on management meetings.

The Hall continues to be supported by a committed management committee which minimises the load on any individual. The administration of the Hall is transparent with the minutes of all meetings being published on the Village Hall web site.

The Village Hall continues to provide a wonderful community asset through the varied meetings and social events that it supports.

Approval of the Chair's report was proposed by Richard O'Quinn, seconded by David Osborne and accepted by all present.

4) TREASURER'S REPORT.

Un-audited accounts for the year ended the 31st August were provided. (A copy of the treasurer's report and of the accounts are attached to these minutes.) The accounts show that BVH had another good year but with a slight reduction in hire receipts compared with last year. Total income from all sources amounted to £13,320.13 (£15,092.77 in 2004 but inflated by significant grants for improvements) and expenditure of £12,577.57 (£14,721.14 in 2004). This allowed BVH to make a small surplus over the year of £742.56 (£371.63 in 2004). The following improvements have been made to the BVH over the year:

Wooden panelling	£2,000
New electrical sockets and outside light switches	£360
Drinking glasses	£200

Significant repairs and replacement included the following:

Gas heater in lobby	£360
Gents toilet	£320
New fire extinguishers	£526
Five year electrical inspection	£464

Reserves remain essentially the same as last year at approximately £12,500 or one year's expenditure.

Approval of the accounts was proposed by Richard Hall, seconded by Richard Harris and passed by all present.

5) SECRETARY'S REPORT.

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

The Biddenham Village Hall continues to benefit from a dedicated committee. The committee of 13 met on 6 occasions during the last year at which the average attendance was 10.

The most significant change during the year has been the introduction of the new licensing laws which has resulted in the Hall taking out a Premises license with David Watson becoming a qualified licensee and the Hall's premises supervisor.

Approval of the Secretary's report was proposed by Richard Hall, seconded by David Osborne and passed by all present

The secretary stated that he considered that the Biddenham Village Hall should have a financial reserves policy and proposed that in 2006 the reserve should be £10,000 plus the anticipated expenditure in the year. Subsequently this should be reviewed by the Committee on a yearly basis.

Approval of the policy was proposed by David Osborne, seconded by Terry Allen and passed by all present.

6.) APPOINTMENT AND REAPPOINTMENT OF COMMITTEE MEMBERS

6.1) The following Elected members were all appointed/reappointed:

Richard Hall	Chair
Liz Watson	Treasurer
Richard O'Quinn	Secretary
Tricia Yates	Booking Officer
David Watson	Technical Officer

6.2) The following representative members were reappointed:

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

6.3) The following co-opted members were reappointed:

Barry Lowe	Assistant Secretary
Richard Harris	Assistant Secretary
Fiona Kraus	Recycling Officer

The appointments and reappointments were proposed by Ken Johnson, seconded by David Osborne and passed by all present

7) ANY OTHER BUSINESS.

7.1). David Osborne suggested that the following topics should be discussed at future BVH management meetings:

- Marking the car park with car parking spaces and also allocating specific spaces for the disabled
- The parking of cars unrelated to Village Hall activities in the car park

- The provision of instructions on the PA system for hirers
- The more effective publicising of the AGM given that only one member of the public attended this meeting
- The provision of food/drink at the AGM to encourage attendance by the public

7.2) Ron Hope was thanked for the enthusiasm and commitment he had shown during his period as Chair of the Village Hall Management Committee.

Signed.....

Date.....

Chairman

Chairman's Report - 2005

This is my second, and regrettably final, chairman's report. I had not anticipated getting a job which would require such extensive travel when I accepted the Chair's position. This has meant that I am often away for BVH Committee meetings and BVH organised functions. Whilst I appreciate the fact that Committee members have been prepared to allow me to continue under these circumstances, I do feel that I have not been able to commit sufficient time and attention to a role that I have enjoyed immensely.

My report last year was lengthy as I felt it was important to summarise and comment upon a number of significant issues and developments. You will be pleased to know that this year's report will be more succinct as I will generally be commenting upon a period of consolidation.

Communication, publicity & bookings.

We regularly inform residents of our activities through articles in the Biddenham Bulletin (drafted by David Osborne with our gratitude). The BVH website, <http://www.biddenhamvillagehall.org.uk> is an excellent source of information and communication. Our online booking system has been a great success and will be regularly reviewed and updated when appropriate.

We reviewed the hire charges and agreed that they should remain at their current levels and be further reviewed in January 2006. Although our revenues from bookings are down slightly we are nevertheless satisfied with our current levels of income. We seek to achieve a balance between our charitable aims and the need to generate funds in order to maintain and improve our facilities.

Maintenance, improvements and safety.

We have carried out a number of repairs and improvements over the last year e.g. electrical repairs, new chairs, new gas heater in the lobby, new wall paneling. This is an ongoing process and is budgeted for annually. The next review will be conducted in November 2005.

Health and Safety continues to be a key consideration and is regularly reviewed with remedial action being taken immediately when necessary. Regular safety inspections are conducted. It is an agenda item at each committee meeting.

The 'summer clean' was successful and my thanks go to all those who gave up their time (I was unfortunately away working!!)

Administration

We have continued to try to spread the workload as much as possible and hopefully this has meant that no single individual feels over-burdened. Our decision-making processes are transparent, recorded fully and published on the web-site. Where necessary we are able to agree to urgent actions via email and such decisions can be ratified at the next meeting. A good example of this approach was our implementation of the new liquor licensing legislation. A sub-group of committee members made a number of recommendations to the main Committee which were agreed. We conducted a process of local consultation with neighbours and also through the Biddenham bulletin. A Committee member undertook the relevant training and is now the appointed licence holder. We will monitor the impact of the changes on the local community and environment.

BVH's community role

We consider ourselves to be the guardians of an important community asset. This is reflected in our openness and accountability; our commitment to continually improving the facilities; balancing hire charges and revenues and our role in organising and supporting Village events.

We organise a small number of social events annually such as lunches and a quiz night which are well attended. Committee members commit a lot of time to these events and we are pleased that others in our community also volunteer their time and energy. We will continue to organise and support community and social events if they perform a useful function – i.e. bringing people together.

We continue to raise money through our re-cycling project and periodically publicise this activity in order to maintain current levels of performance. We set up a stand at the Biddenham Village Show this year in order spread the message more widely.

We are always happy to receive enquiries from residents who feel they may wish to make a contribution to Biddenham village life in any capacity e.g. helping to organise social events, joining the BVH Committee.

We value our close links with, and support from, the Biddenham Parish Council. Terry Allen is a much valued Committee member and we continue to receive great support from Cllr. Roger Rigby.

Concluding Comments.

The role of BVH Committee chairman has been extremely enjoyable and relatively easy. This has been because of the hard work of all my friends on the Committee who have ensured that Biddenham Village Hall is well maintained and contributes fully to the community of Biddenham. I have not mentioned the contributions of individual committee members by name in this report, partly in the pursuit of brevity. However everyone can be assured that each member of the Committee has played an active part throughout the last year.

Ron Hope
Chair, BVH Committee.

BVH Treasurer's Report November 2005

2004/5 was another good year for the Village Hall with the number of hire periods similar to last year, except for a reduction in Saturday evenings by a third. Since this is our most expensive slot, the hire receipts were slightly reduced too. However a small surplus was made of £743.

Improvements this year include:

- Wooden paneling £2,000
- Electrical sockets and outside light switches £360
- Glasses £200

The training, advertising and the cost of the licence to sell alcohol were just over £500.

Repairs include:

- Gas heater in the lobby £360
- Flush in the gents lavatory, doors for the bar cupboard £320
- New fire extinguishers £526
- 5 year electrical check £464

Our reserves remain the same as last year, about £12,500, which is equal to one year's expenditure.

E.A.Watson, Treasurer.

Accounts for the Years ended 31 August

INCOME

	2005	2004
Hire receipts	£10,832.75	£11,062.11
Interest	£403.40	£259.69
Newsprint sale	£252.12	£196.68
Profit from Social Functions	£571.70	£290.85
Miscellaneous Donation		£50.00
Grants		£2,100.00
Recycling credit	£1,260.16	£1,133.44
Total	£13,320.13	£15,092.77

EXPENDITURE

Maintenance	£6,021.16	£3,748.83
Heating and light	£1,151.50	£1,129.00
Water	£380.00	£296.00
Insurance	£1,378.68	£1,277.88
Performing rights	£133.39	£108.32
Postage, telephone and stationery	£109.06	£425.55
Miscellaneous	£507.83	£397.73
Improvements	£2,510.75	£6,934.53
Advertising & web site	£355.00	£403.10
Bank Charges	£30.20	£0.20
Total	£12,577.57	£14,721.14

SURPLUS/DEFICIT

£742.56

£371.63

Note

2005 prepared on cash basis

2004 prepared on accruals basis

SECRETARY'S REPORT AGM 2005

It is with pleasure that I deliver my second report as Secretary to the AGM of the Biddenham Village Hall Charity. I personally believe that continuity is important to the Charity and, with the backing of my fellow Committee Members and the Residents of Biddenham; I look forward to many more years as Secretary of the Biddenham Village Hall Management Committee.

COMMITTEE ORGANISATION

I would like to reinforce the comments that have been made by our departing Chair. We are a committed Committee that takes its duties seriously. We understand our responsibilities as Trustees of a Charity charged with managing an important Village asset.

I am very pleased to report that the Committee continued to evolve as the year progressed. Inspired by the moves of the previous Secretary, David Osborne, we appointed a sixth Elected Member (the maximum number allowed by our constitution). In May Richard Hall (who joined the Committee at the last AGM) was appointed Vice Chair. This appointment was made with 2 benefits in mind – furthering the objective of spreading the workload of the Committee and to provide a successor to the Chair.

The succession benefit has already been tested with the resignation of Ron Hope, our Chair for the last 2 years. I, personally and on behalf of the Committee, would like to thank Ron for his period as Chair. His expert chairing of meetings has been significant in establishing the new style of our meetings - purposeful, decisive, efficient (and enjoyable). Ron will be missed.

It is good that Richard Hall has agreed to be nominated as Chair. Should his appointment be voted-in, we will have a vacancy for Vice Chair. I am sure my fellow Committee Members will agree with me that we should actively look for a new Committee Member (either an existing member or a new one) to fill the Vice Chair role. At start of this new year, will have 2 vacancies on the Committee – one an elected vacancy and one co-opted.

The sharing of Secretarial responsibilities continues to work very well and is a great relief for me personally not to be over-burdened. I would like to thank Richard Harris and Barry Lowe for their work during the year.

The 2 areas where we have not made any significant changes in “sharing the burden” is in the areas very ably carried out by Liz and David Watson – Treasurer and Technical Officer. I think that it is only right that Liz and David are publicly thanked for the exceptional hard work and commitment they deliver for the Village Hall.

MANAGEMENT COMMITTEE

The Management Committee for the whole of last year numbered 13. The Committee met on 6 occasions during 2004/2005, in line with normal practice. The average attendance at the 6 meetings was just over 10 members.

NEW LICENSING LAW

One of the most significant aspects that we, the Committee, had to face during the last year was the impending changes to the Country's Licensing Laws. As much as the change is very significant in its own right, our deliberations and actions could have been made considerably easier if the introduction of the change had not been characterised by a severe lack of clarity in the Law's structure, briefing and application process.

Nevertheless, I am truly proud to be part of a Committee that overcame the various obstacles and can report that the new Premises License has been granted, including the change (compared to the existing Public Entertainment License) allowing the sale of alcohol. It is important to stress that the Committee's decision to include the sale of alcohol in the License does not in any way lead to change in policy of how the Hall will be used nor in the number of

times alcohol is served. In fact if we had chosen not to include the sale of alcohol in the License we would have faced restrictions on the number of times in the year that alcohol could be sold, inconveniencing users and possibly resulting in loss of bookings.

Significant in the change to allow the sale of Alcohol was David Watson's initiative to become a qualified Licensee, personally, and to become our designated Premises Supervisor. Again I think a public acknowledgement of David's significant commitment should be recorded with thanks.

HIGHLIGHTS OF THE YEAR

Other aspects that should be recorded over the last year, and in no particular order, are the completion of the archiving project (particularly with thanks to David Osborne), the continued development of the website booking system, the publishing of documents on the website and the addressing of various laws relating to health and safety and disability discrimination.

Re-cycling of newsprint continues to a very useful source of Income and this year for the first time we had a stand at the Biddenham Show, which raised awareness of the scheme and raised some funds for the Show.

Finally we continue to make very good use of the Biddenham Bulletin to keep residents informed about the Village Hall. My thanks go to David Osborne for writing the articles, something he continues to do even though he is not a member of the Committee anymore.

RESERVES POLICY

The Management Committee of the Biddenham Village Hall Charity, for some time now, has held a level of Reserves to cover the costs of the maintenance, repairs and improvements and to provide a satisfactory fund for significant unforeseen major repairs. The level of Reserves has consistently been in excess of £10k. The Committee has felt that this level is appropriate given the age of the building and the risk of the fabric of the building needing significant repairs in the future e.g. repairs to the roof.

The Committee now wants to formally propose and adopt a Reserves Policy at this and future AGMs.

"The level of Reserves held by the Biddenham Village Hall during the year ending at the 2006 AGM should be sufficient to cover the level of the planned repairs and improvements during the year plus an amount of £10,000. In subsequent years the Committee will determine the amount of money available to be spent on further improvements based on a prudent level of Reserves to be held at the end of each year. The Committee currently believes this prudent level to be £10,000. The Committee will review this figure annually."

APPOINTMENT AND RE-APPOINTMENT OF COMMITTEE MEMBERS

I would draw everybody's attention to the circulated list of Members and prospective Members.

It is proposed that 4 Elected Members be re-appointed for another year's service to the Biddenham Village Hall Charity and that a new Chair is appointed.

It is further proposed that the 4 Representative Members are re-appointed.

It is also proposed that the 3 current co-opted Members be re-appointed.

All of these appointments commence immediately after this AGM and run until the AGM next year

Richard O'Quinn
Secretary - Biddenham Village Hall Management Committee