

**BIDDENHAM VILLAGE HALL CHARITY (CHARITY NO: 300004)
ANNUAL GENERAL MEETING**

Minutes of Meeting held at Biddenham Village Hall on Tuesday 7th November 2006

Present from the 2005/06 Management Committee:

Richard Hall (Chair)	Phil Inness (Vice Chair)
Liz Watson (Treasurer)	Richard O'Quinn (Secretary)
Heather Marks (Bookings Officer)	David Watson (Technical Officer)
Terry Allen (Parish Council)	Peter Carter (Gardeners' Assoc)
Bridget Cristofoli (Wives Group)	Phillippa Smith (Toddlers Group)
Mary Stothard (St James' School)	Barry Lowe (Asst Secretary)
John Greengrass (Deputy Tech Officer)	Fiona Kraus (Recycling Officer)

Also present:

David Osborne	Joy Bean
Peter Culverwell	George Metcalf
Sue Norman (BRCC)	

1). Apologies for Absence

Richard Harris (Asst Secretary), Sian Rosser (Independent Examiner of Accounts)

2). Minutes of Last Meeting (2005)

The Minutes of the 2005 AGM were read out by the secretary. Approval of the minutes was proposed by David Osborne, seconded by Terry Allen and accepted by all present.

The Minutes were signed and dated by the Chair.

3). Matters Arising (other than Agenda Items)

- 3.1). David Osborne raised the matter of car park spaces designated for disabled drivers and stated that he and others (including Joy Bean) are disappointed that this had not been implemented.

Because of the high cost of disabled space markings (c£400), after consultation with attendees of the First Friday Lunches, the Committee had decided not to provide spaces as the cost seemed too high for the likely benefit achieved. Joy Bean questioned whether cheaper alternative methods (eg wall signs) could be found.

It was agreed that the subject would be investigated further and reconsidered by the Management Committee.

4). Chairman's Report

Richard Hall gave his report, a copy of which is attached, and key elements of the report are outlined below.

In his first year the Chair reported that the Hall continued to prosper and was managed at the highest level.

The managing of bookings through the website has proved to be very successful with further enhancements made through the year.

Some hire charges were increased during the year but charges to Village organisations and some supplementary charges were unchanged. Revenue increased whilst the number of uses was slightly reduced. The overall level was felt to be very satisfactory.

The Hall has been maintained to a high standard with consideration given to health and safety matters and the need for continual improvements which included new entrance doors and locks and a new entrance hall heater.

The Committee has worked very effectively through Committee Meetings and email communication and workload is successfully spread through the Committee. The operation of the Committee is fully transparent with minutes made available for all to see on the Website.

The decision to obtain an alcohol licence proved to be the correct move enabling the historical level of events in the Hall to be maintained.

The Hall finances remain in good shape.

Approval of the Chair's Report was proposed by Mary Stothard, seconded by Barry Lowe and accepted by all present.

5). Treasurer's Report

The Treasurer presented the Accounts, having been independently examined, together with summary notes (attached).

Hire receipts increased in the year from increased lettings at more expensive times and additional receipts from glass hire and alcohol licence. Reserves stand at £15,900, higher than normal pending significant improvements planned for 2006/07.

Approval of the Treasurer's Report and Accounts was proposed by Heather Marks, seconded by Bridget Cristofoli and accepted by all present.

6). Secretary's Report

A copy of the Report given to the meeting is attached.

The Committee commenced 2005/06 with 12 members and ended with 15, met on 6 occasions with average attendance of 10.

A newly co-opted Member, John Greengrass was appointed Deputy Technical Officer, Heather Marks joined the Committee as Bookings Officer taking over from Trisha Yates. Philippa Smith joined as Toddlers Representative following Mary Stothard's change to St James' School Representative.

The Secretary proposed that the Reserves Policy be adopted for another year. The planned level of reserves at the end of the 2007 financial year should be around £10,000 after covering the cost of major repairs and improvements planned for the year.

Approval was proposed by Mary Stothard, seconded by Phil Inness, and accepted by all present.

Approval of the Secretary's Report was proposed by David Watson, seconded by Barry Lowe and accepted by all present.

7). Technical Officer's Report

A copy of the Report given to the meeting is attached.

Health and Safety remains at the forefront with regular inspections carried out and the cause of a number of gas leaks identified and resolved.

The replacement of the entrance doors has improved weather resistance and Hall security.

Problems with the Drains from the toilets have now been investigated and replacement will be necessary.

Approval of the Technical Officer's Report was proposed by Terry Allen, seconded by Fiona Kraus and accepted by all present.

8). Appointment of Members for 2006/07

The Secretary proposed the appointment of Committee Members for 2006/07 as follows:

Elected Members	Richard Hall (Chair) Phil Inness (Vice Chair) Liz Watson (Treasurer) Richard O'Quinn (Secretary) Heather Marks (Bookings Officer) David Watson (Technical Officer)
Representative Members	Terry Allen (Parish Council) Bridget Cristofoli (Wives Group) Peter Carter (Gardeners' Assoc) Phillippa Smith (Toddlers Group) Mary Stothard (St James' School)
Co-opted Members	Barry Lowe (Asst Secretary) Richard Harris (Asst Secretary) Fiona Kraus (Recycling Officer) John Greengrass (Deputy Tech Officer)

Appointment of the Committee was proposed by David Osborne, seconded by Joy Bean and accepted by all present.

9). Any Other Business

- 9.1). It was suggested that more representatives of Village Groups should be encouraged to sit on the Committee, in particular the Parochial Church Council.
- 9.2). Peter Culverwell suggested that BVH should assist St James' School with the recycling of their paper waste which could add to the income raised.
- 9.3). David Osborne questioned whether a hall would form part of any housing development on the north side of the A428 and if not whether consideration should be given to the consequences for BVH.
- 9.4). Peter Culverwell questioned whether the Buddleja to the side of the Hall was becoming severely overgrown and needed attention.
- 9.5). Joy Bean informed the meeting that the Whist Tables, which belong to the Whist Club, were being used by other Hall Users. She asked that some action to be taken to ensure this does not happen in the future.

Signed (Chair) Date

Biddenham Village Hall - Chairman's Report - 2006

It gives me great pleasure to present my first Biddenham Village Hall Management Committee chairman's report. After only one full year as a member of the committee I was somewhat surprised but also very happy to be proposed as the chairman of the committee at the end of last year. I have had a very fulfilling year and am pleased to report that the Village Hall continues to prosper and continues to be maintained and run at the very highest level.

As this is my first report, I will try to ensure that I capture all of the key developments at the Hall over the past 12 months.

Communication, publicity & bookings.

The policy of managing the bookings of the hall primarily through the website (<http://www.biddenhamvillagehall.org.uk>) has proved to be very successful with several enhancements simplifying the process and also making the information clear and understandable to prospective hirers.

The website now provides a central place to source information about the hall, to check the hall's availability and also a simple and easy way of making a formal booking. Approximately 90% of all bookings are now made through the site.

We continue to regularly inform residents of our activities through articles in the Biddenham Bulletin (often drafted by David Osborne with our gratitude). In addition we also use the notice boards around the village to notify residents of activities.

We reviewed the hire charges and agreed that they should remain at their current levels for village organisations, for the hire of cutlery, glasses and for the alcohol licenses. All other rates were revised with effect from September. Revenues from booking have increased slightly this year although we have seen a small reduction in the total number of hirings. We are however comfortable with the level of bookings and the revenues received this year. As in previous years we continue to try and achieve a balance between our charitable aims and the need to generate funds in order to maintain and improve the facilities.

Maintenance, improvements and safety.

We have carried out a number of repairs and improvements over the last year, including:

- New outer entrance doors and new locks.
- The installation of a new electrical heater in the hall lobby.
- A new commercial standard dishwasher has been installed in the kitchen.
- The floors have been re-varnished.
- Two new washbasins and taps, a new ball-cock and new outside cladding have been fitted.
- The hall's drains were video surveyed

Health and Safety continues to be a key consideration and is regularly reviewed with remedial action being taken immediately when necessary. This year we have seen an increase in the need to review, and be trained, in several areas of health and safety legislation such as food hygiene, ladder safety, drug awareness, new fire safety regulations and child protection. All of which have been acted upon by the committee.

Regular safety inspections are conducted including a formal Annual safety inspection. Health and safety continues to be a high priority for the committee and we have the topic included as a regular section of each committee meeting.

The 'summer clean' was yet again successful and my thanks go to all those who gave up their time, in particular to John Greengrass who spent most of the day in the loft, up to his ears in fibre-glass! In addition a general garden tidy up was carried out by volunteers.

Administration

The committee has been very effective in the operation and support of the village hall and we have again been successful at spreading the workload across the team.

We now have support for some of the key roles, such as my own, with a new vice chair and a new deputy technical officer joining the committee.

Our decision-making processes continue to be fully transparent, with clearly recorded minutes that are available for viewing on the village hall website. Meetings are well attended and held regularly and we cover key topics (such as health and safety, finances etc) as a matter of course at each meeting.

As a committee we regularly communicate outside of meetings through the use of email and other means. If items are discussed outside of the formal committee meetings the decisions made are always brought back to the committee for formal ratification and are then included in the documented minutes.

As recorded in the chairman's report last year, the implementation of the new liquor licensing legislation resulted in one of the committee members being trained and registered as a licence holder for the Village Hall. We were concerned at the time that this would not be practical, however it was the only option available to us as a committee in order for us to continue to maintain the level of events that had historically required alcohol to be served. I am pleased to confirm that we definitely made the correct decision as requests for use of the alcohol licence have exceeded our expectation, and the small charge we levied has more than covered both the costs of the premises and personal licences.

Our finances continue to be in good shape and we are well in line with our policy of maintaining a sizable reserve. In addition to maintaining a healthy reserve we have been able to continue our investments in further improvements to the hall and its facilities.

BVH's community role

Biddenham Village hall is a very important community asset and it is the responsibility of the committee to ensure that the hall is maintained to the highest level and easily available to members of the local community.

We pride ourselves on the open, transparent approach to managing the village hall and have a clear responsibility to the community to ensure that we continue to provide an excellent facility. The commitment, dedication and time that the committee members provide is invaluable, and on behalf of the local community I would like to thank the members of the committee for their continued support and dedication.

We pride ourselves on being open and accountable and are fully committed to ensuring the safe running of the hall at a cost that is acceptable to the community, yet sufficient to

enable the ongoing investment in the hall's future. We take health and safety very seriously and continue to ensure we adhere to new legislation in a timely, controlled and transparent manner.

The committee organizes a small number of social events annually such as the quiz night. Events continue to be well attended and are highly appreciated by those that attend. Committee members commit substantial amounts of time to these events and have been ably supported by other volunteers from the community that have freely offered 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 with the paper recycling scheme, which not only benefits the village hall but also reduces the amount of waste being collected in the village. We continue to review the recycling on a regular basis and continue to look for opportunities to expand the scheme where practical.

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. This has been demonstrated with the number of volunteers helping at the first Friday lunches and also in the fact that we have been able to recruit several new committee members this year.

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 the local council.

Concluding Comments.

When I first joined the Biddenham Village Hall committee I really wasn't sure what to expect. What I have discovered over the past two years is that Biddenham is indeed a very lucky village! To have a team of people so dedicated to the role of guardians of the village hall is a very rare thing. The commitment and dedication of all of the committee members is second to none and I'd like to thank you all for making my transition to Chairman so smooth and painless. It is clear that Biddenham Village Hall's future is very safe in the hands of the BVH committee and that is clearly one of our major responsibilities fulfilled and one that we will strive to continue to fulfill.

The village hall plays a major part in ensuring a strong community spirit exists in the village and we should all be proud of our ongoing part in maintaining that community spirit.

The hall is in good hands, is very well placed for the future and I'd like to personally thank each and every member of the committee for their continued dedication and for all of their efforts over the last 12 months.

Richard Hall
Chair, BVH Committee.

BVH Treasurer's Report November 2006

In 2005/6 there has been an increase in hire receipts of just over £1,000 which reflects increased lettings in the more expensive evening slots. The hire receipts also include this year glasses hire (£5) and licence cost (£15). The licence fees add up to nearly £400. With the increased hire receipts and less expenditure a surplus was made of £3,273.

Improvements this year include:

- New front doors)
- New lock and keys) £1,160
- Removal of old lobby heater £293

Our reserves stand at £15,900, higher than our normal one year's expenditure. This is to pay for improvements in the year 2006/7. We have already installed a new electric lobby heater and a commercial dishwasher in the kitchen.

E.A.Watson, Treasurer.

Biddenham Village Hall				Page 1	
Accounts for the year ending 31st August 2006					
Balance sheet			2006		2005
Opening Balance					
CAF Acc			£10,280.54		£7,377.34
Bank Acc			£2,347.18		£2,505.82
Unpaid hire					£492.00
Advance deposits					-£590.00
Expected donation					£2,100.00
	Total		£12,627.72		£11,885.16
Surplus / Deficit for the year			£3,273.24		£742.56
Closing balance			£15,900.96		£12,627.72
Bank Acc	Bank rec.		£3,162.31		£2,347.18
CAF Acc	Bank rec.		£12,738.65		£10,280.54
Total assets 31st August			£15,900.96		£12,627.72
E.A.Watson, Treasurer					
Report of Independant Examiner					
I have examined the accounts set out on pages 1 and 2 with the financial records of Biddenham Village Hall and certify them to be in accordance therewith and with information and explanations given to me.					
Sian Rosser, Independent Examiner					
Date					

Biddenham Village Hall			Page 2	
Accounts for the year ended 31st August 2006				
Income and Expenditure				
INCOME				
			2006	2005
Hire receipts			£11,914.25	£10,832.75
Interest			£458.11	£403.40
Newsprint sale			£259.80	£252.12
Profit from Social Functions			£644.35	£571.70
Miscellaneous Donation				
Grants				
Recycling credit			£1,385.60	£1,260.16
		Total	£14,662.11	£13,320.13
EXPENDITURE				
Maintenance			£6,096.40	£6,021.16
Heating and light			£1,270.00	£1,151.50
Water			£312.00	£380.00
Insurance			£1,504.56	£1,378.68
Performing rights			£133.99	£133.39
Postage, telephone and stationery			£162.08	£109.06
Miscellaneous			£48.00	£507.83
Improvements			£1,424.34	£2,510.75
Advertising & web site			£420.00	£355.00
Bank Charges			£17.50	£30.20
		Total	£11,388.87	£12,577.57
SURPLUS/DEFICIT			£3,273.24	£742.56

SECRETARY'S REPORT AGM 2006

It is with pleasure that I deliver my third report as Secretary to the AGM of the Biddenham Village Hall Charity. I think that the Committee has had a good year, continuing to manage the Hall well with good progress being made on a number of fronts and, as it should be, no "dramas". I personally look forward to continuing to serve on the Management Committee.

MANAGEMENT COMMITTEE

The Committee numbered 12 at the beginning of the year and grew during the year to 15, the reasons for this I will comment on in a minute. The Committee met on 6 occasions during 2005/2006, in line with normal practice. The average attendance at the 6 meetings was just under 10 members.

COMMITTEE ORGANISATION

We commenced this year with one less than we ended the previous year – following the resignation of Ron Hope our previous chair. To fill the gap left by Ron, our search took us until May, when we successfully welcomed Phil Innes, who was subsequently voted in as Vice Chair.

At the beginning of this year we agreed that we should look to appoint a Deputy Technical Officer, to assist in the considerable workload of David Watson. Eventually after much lobbying, in January, we managed to recruit John Greengrass to become a co-opted member and furthermore encourage him to take on the technical support role.

Towards the end of this year, we accepted the resignation of Trisha Yates. Trish had provided an immense contribution in her role as Bookings Officer, both keeping the bookings administered but also being instrumental in the development and streamlining our approach to bookings, now that the website is well established. We wish Trish well in her travels. We were very fortunate, and without excessive need for arm twisting, in being able to welcome Heather Marks to the Committee as our new Bookings Officer.

Mary Stothard, the representative of the Toddlers Group stood down in that role, only to jump in and fill the vacant representative of St James' School. The Committee appreciates the commitment demonstrated by Mary's enthusiasm for remaining on our Committee.

In place of Mary, Philippa Smith had kindly volunteered to represent the Toddlers Group and become a Member of the Committee.

Ken Johnston stands down as the Committee Member representing the Gardeners' Association and we thank him for his membership over the last four years or so. Peter Carter has agreed to join the Committee in Ken's vacated place.

HALL MANAGEMENT

To reiterate one of my opening comments, 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.

During the year there have been a number of instances when users of the Hall have requested, and perhaps expected, preferential hire charges for their respective causes. The Management Committee feels strongly that we have to be fair and equitable to all and therefore have declined these requests; in fact we believe we would be failing in our duties if we were to give preferential treatment to any particular group or individual. It must be remembered, of course, that Residents and Village Groups already do pay preferential rates compared to those outside the Village.

Although we sympathise with the point of view of these hirers, the Committee needs to make it clear that Biddenham Village Hall, as a registered Charity in its own right, is not at liberty to make charitable donations (which is what a preferential rate amounts to) to other causes.

NEW LICENSING LAW

We have now lived through a full year of the new Licensing Law. Looking back we are confident that we took the right decision in holding an Alcohol Licence and that wouldn't have been possible without David Watson's gallant volunteering to become a Personal Licence holder and Premises Supervisor. This year the number of occasions where the sale of alcohol has been granted, far exceeded the number that would have been permitted through Temporary Event Notices. Furthermore our costs now have been more than covered by the charges levied to hirers.

RESERVES POLICY

A Reserves Policy was formally introduced at last year's AGM. During the last year The Biddenham Village Hall Reserves were maintained in line with that Policy. This has been reviewed by the Committee and it is proposed that the Policy remains unchanged. Namely:

"The planned level of reserves at the end of the 2007 financial year should be around £10,000 after covering the cost of major repairs and improvements planned for the year".

APPOINTMENT AND RE-APPOINTMENT OF COMMITTEE MEMBERS

Can I draw everybody's attention to the circulated list of Members and prospective Members?

It is proposed that the 6 Elected Members be re-appointed for another year's service to the Biddenham Village Hall Charity; all keeping their existing elected responsibilities.

It is further proposed that 4 Representative Members are re-appointed and that a new Representative from the Gardeners' Association is appointed.

It is also proposed that the 4 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

BIDDENHAM VILLAGE HALL
AGM 7/11/2006
TECHNICAL OFFICER'S REPORT

HEALTH & SAFETY

There were no accidents involving village hall equipment, and only one minor incident involving equipment bought in by a hirer.

Gas leaks occurred on three occasions, and I am pleased to report that the correct emergency procedures were followed, even though the hirers who reported the leaks were unable to use the hall. The culprit—the gas heater in the hall--has now been replaced.

The regular programme of inspections has been carried out and all defects discovered have been rectified.

In the current year we will focus on completing a fire safety risk review, in line with recent legislation, and implementing any required changes. A major risk review was undertaken in 2003, and I am not anticipating any significant extra requirements to emerge.

REPAIRS AND MAINTENANCE

Apart from ongoing minor repairs, significant repairs/maintenance were carried out on the fixed electrical system following the inspection last year, to bring it in line with current legislation, the gas heater in the hall was repaired three times, the hall floor was re-varnished, a new fire extinguisher was purchased, and two wash basins in the gents loo were replaced. Total cost was approximately £900.

IMPROVEMENTS

The front door was replaced with a more weather-proof version. For security reasons, a lock with keys that cannot be copied was fitted. In addition the old gas heater in the entrance hall was removed. Total cost was £1450.

This year an electric heater has been installed in the entrance hall at a cost of £1850, and we have purchased a commercial dishwasher at a cost of £2500.

Following regular blocking of the main drain, a survey was carried out which revealed a lot of root damage and that the pipe itself was beginning to collapse in places. We intend to replace the pipe from the hall to the pavement on Main Rd. It is anticipated that the net cost to the Village Hall after contributions from our neighbours will be around £2000.

There may be work to do following the fire safety review.

In addition, the lagging in the ceiling above the loos, entrance hall and kitchen needs to be improved (cost £350), we are considering putting a timer in the noise limiter circuit to prevent music being played after the hire time has ended (cost c £300), and the floor in the hall will require re-sanding and re-varnishing (cost c. £1500). Decisions on whether to proceed with these extra items, and when, will be made by the committee, and will depend on the availability of funds.