

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

Minutes of Meeting held at Biddenham Village Hall on Tuesday 4th November 2008

Present from the 2007/08 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)	Bridget Cristofoli (Wives Group)
Philippa Smith (Toddlers Group)	Barry Lowe (Asst Secretary)
John Greengrass (Deputy Tech Officer)	Fiona Kraus (Recycling Officer)
Richard Harris (Assistant Secretary)	Tracy Matthews (Toddlers Group)
George Metcalf (Gardeners Association)	

Also present:

David Osborne
Peter Culverwell
Joy Bean
Alun Edmunds
Robin Salter
Bryan Norris

1). Apologies for Absence

Sian Rosser (Independent Examiner of Accounts)

2). Minutes of Last Meeting (2007)

The Minutes of the 2007 AGM were read out by the secretary.

Approval of the minutes was proposed by Peter Culverwell, seconded by David Osborne and accepted by all present

The Minutes were signed and dated by the Chair.

3). Matters Arising (other than Agenda Items)

- 3.1) Unfortunately it had not been possible to reach agreement with the School over combining their paper waste with that collected by the Village Hall. They had reluctantly decided that, given the School environment, it would not be possible to guarantee that the paper was free from contamination (Paragraph 3.5). However, as an alternative the Village Hall would encourage all parents of children at the School to deposit their paper waste in the village hall recycling bins.
- 3.2) The Buddleia outside the main Hall windows is on land owned by John Wagstaff. Whilst the committee would like to see its height reduced to let more light into the Hall, John would prefer that it is left to grow much higher. The committee will continue to liaise with John over its height and its impact on the light entering the Hall (Paragraph 3.6).

4). Chairman's Report

- 4.1) Richard Hall gave his third report as chairman, a copy of which is attached and the key elements are as follows:
- 4.2) BVH continues to provide an excellent facility for use by the local community and has continued to be heavily used. The Committee has continued to invest in upgrading the hall and maintaining it to a high standard. Plans are progressing for a significant upgrade to the entrance hall and toilet facilities. This will provide an entrance hall of increased size, improved toilet facilities, include a self contained disabled toilet, and be better from an environmental perspective. Also changes have been made to improve both the security and safety of the hall so ensuring that we continue to comply with fire and safety regulations. An environmental review has also been undertaken to see where we can be more environmentally friendly.
- 4.3) The website continues to be the main source of bookings and has contributed significantly not only towards our overall success but also to the efficient management of bookings. The Biddenham Bulletin is also used to inform the local community of developments and functions. Revenue from bookings has increased significantly this year and we have also seen an increase in the number of hirings. As in previous years, the Committee continues to seek to achieve a balance between providing an affordable facility whilst bringing in sufficient income to maintain the facility to a high standard.
- 4.4) The BVH Committee has increased by one during the year and now comprises 15 members. It has met on 6 occasions during the year and has had average attendance of 12 members. Between formal meetings the committee has continued to manage its business through E-mail and this continues to work very successfully.
- 4.5) David Osborne pointed out that in previous years considerable effort had been put into good succession planning and asked the Chair if this was still the case. The Chair thanked David for his question and would make sure the matter was given due consideration by the Committee.
- 4.6) Approval of the Chair's Report was proposed by David Osborne, seconded by David Watson and accepted by all present.

5). Treasurer's Report

- 5.1) BVH continues to be in a sound financial position. A significant surplus was made over the last financial year largely because of the low cost of maintenance and improvements compared with previous years. BVH was still awaiting the transfer of the remaining funds (Circa £2,000) from the Biddenham Charity which is in the process of being wound up. The Committee was planning to maintain its reserves at about £10,000 which is in line with its policy of ensuring that adequate reserves are maintained to meet potential future unplanned expenditure.
- 5.2) Recycling credits were a significant proportion of overall income and whether they would continue to be paid once the Unitary Authority was formed was uncertain. It was suggested that Roger Gwynne Jones should be approached as he was likely to know who might be able to clarify the likely situation for the future.
- 5.3) Approval of the Treasurer's Report and Accounts was proposed by Peter Culverwell, seconded by Philippa Smith and accepted by all present.

6). Appointment of Members for 2008/09

6.1) The Secretary proposed the appointment of Elected and Co-opted Members for 2008/09 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)
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Co-opted Members	Barry Lowe (Asst Secretary) Richard Harris (Asst Secretary) Fiona Kraus (Recycling Officer) John Greengrass (Deputy Tech Officer)
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6.2) The Secretary confirmed Representative Members of the Committee for 2007/08 as follows:

Representative Members	Terry Allen (Parish Council) Bridget Cristofoli (Wives Group) Philippa Smith (St James' School) George Metcalf (Gardeners Association) Tracy Matthews (Toddlers Group)
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6.3) Appointment of the Committee was proposed by Peter Culverwell, seconded by Joy Bean and accepted by all present.

7). Environmental Plan

7.1) The environmental review was undertaken not only to help us minimise our environmental impact and reduce running costs but also to support grant applications towards the costs of improvements to the Hall.

7.2) The Hall is indebted to Lucy Rosser who kindly carried out the review. The review looked at our use of energy and water, the disposal of waste from activities in the Hall, and the impact of the Hall on the local community and environment and in particular emissions and noise pollution.

7.3) The Hall already has double glazed windows, energy saving bulbs throughout, and is well insulated. Consequently it fared well in many areas covered by the review. However the review suggested that we should monitor energy usage more closely, pay greater attention to recycling of the waste generated by users of the Hall, and also made a number of other useful suggestions that could help reduce our environmental impact.

7.4) An action plan has been drawn up from the recommendations of the review. This includes more effective monitoring of energy usage, various actions to reduce energy consumption, and publicity and encouragement to users of the Hall to recycle and minimise energy consumption.

8). Foyer & Toilet Refurbishment

- 8.1) The toilets are showing their age and also the disabled toilet does not conform to statutory requirements. Furthermore the reception area is rather small and needs to be increased in size. Plans have therefore been drawn up to provide new male and female toilets to a much higher standard than at present, a separate disabled toilet that meets statutory requirements, and a larger reception area. The design will also include dual flush toilets and improved water heating to allow reductions in energy and water usage.
- 8.2) It is estimated that the changes will cost between £10,000 and £12,000 and tenders will be invited for the work early in the new year so that a firm price contract can be let. Presently it is planned to carry out the work during next summer so minimising the impact to users of the Hall.

9). Any Other Business

- 9.1) David Osborne commented on the success of the first Friday Lunch and congratulated Liz Watson on its introduction. Liz Watson reminded the meeting that the first Friday Lunch is not an official Management Committee function, so that monies can be donated to other charities. She also confirmed that the event was self funding and had raised over £2,000 for charity since it had been initiated about 3 years ago.
- 9.2) A suggestion was made that the PA system should be used for future AGMs.

Signed (Chair) Date