

**Minutes of Biddenham Village Hall Charity
Annual General Meeting
Tuesday 1st November 2016**

Present

Committee:

Phil Inness (Chair)	Martin Hosegood (Vice Chair)
Pat Edmunds (Bookings Officer)	Jenny Williams (Assistant Bookings Officer)
David Watson (Technical Officer)	John Greengrass (Dep Technical Officer)
Fiona Kraus (Secretary)	Richard Harris (Assistant Secretary)
Liz Watson (Treasurer)	George Metcalf (Gardeners' Association)
Yvonne Gee (Biddenham Under 5s)	Tom Perry (St James' School)
Julia Johnson (St James' PCC)	Mary Hosegood (Environmental Officer)
John Esam	

Public:

Peter Culverwell

1. Apologies for Absence

PI welcomed everyone to the meeting and gave the following apologies.

1.1 Committee: John Esam, Yvonne Gee (Biddenham Under 5s)

2 Minutes of the last meeting (2015)

The minutes of the 2015 AGM were read out by the Secretary.

Approval of the minutes was proposed by Peter Culverwell, seconded by Tom Perry. The minutes were signed and dated by the Chair.

3 Matters arising

There were no matters arising from the previous minutes.

4 Chair's report

PI presented the report and a copy of it is attached. A summary of the main points is as follows:

4.1 During the year the Village Hall has continued to be a well maintained and used facility of great benefit to the community. The committee continues to meet every other month. It started the year with 10 members and has finished up with 14. Notable changes during the year have included Heather Marks stepping down as Booking Officer after 10 years' service to be replaced on a job share by Pat Edmunds and Jenny Williams; Yvonne Gee replacing Tom Perry as Under 5s representative; Julia Johnson joining the committee as the St James' PCC representative, Mary Hosegood joining us as Environmental Officer; and finally, John Esam being co-opted onto the committee.

4.2 Changes to the licensing laws resulted in the committee taking on responsibility for the issue of licenses and during the year 18 have been issued for various functions. Following on from the replacement of the gas cooker last year, the kitchen was refurbished to provide better and

safer facilities and this resulted in a drawdown of our reserves and a £4k deficit for the year. Despite this we still have reserves of £16k; well above our policy of maintaining a minimum of £12k. The committee was very pleased to receive a donation from Peter Culverwell which was used towards the purchase a Coffee maker which has already been put to good use in particular for Café B.

4.3 On the Health and Safety front we are pleased to report that there have been no accidents over the year. Regular H & S inspections are carried out and an inspection of Hall, and in particular the safety equipment, is carried out every month by committee members in rotation. To promote safety, the Instructions for users have been updated to make them more user-friendly and hopefully this will also reduce questions by hirers and damage. Minor improvements have also been made including resurfacing of the main hall floor and installing a more substantial stair gate.

4.4 No major work is planned in the near future but following the stopping of paper recycling last year the best future use for the garages is still under consideration including possible use of some of the space by the School. Bookings of the Hall have continued at a good level but we will be looking at how they hold up once the Great Denham Village Hall facility is fully operational. The Hall website continues to be the main advertising mechanism and the means by which bookings are made. Consequently we continue to invest in its improvement. Peter Culverwell enquired about the Hall pricing policy in the light of this increased competition. In reply it was stated that we monitored other facilities in the district and aimed to ensure that we remained competitive. This had led us to offer booking by the hour which was attractive to certain hirers.

The approval of the report was proposed by Peter Culverwell and seconded by Tom Perry.

5 Treasurer's Report

5.1 **LW** went through the figures explaining the main points. The main expenditure was the refurbishment of the kitchen which had contributed to the deficit reported by the Chairman in his statement.

The approval of the report was proposed by Peter Culverwell and seconded by Tom Perry.

6 Appointment of members for 2016/2017

6.1 **FK** confirmed that it was only necessary to vote in the elected and co-opted members, the changes from last year were the addition of Mary Hosegood, John Esam and Jenny Williams.

6.2 The Secretary then proposed the appointment of Elected and Co-opted members as follows

Elected members	Phil Inness (Chairman) Martin Hosegood (Vice Chairman) Liz Watson (Treasurer) Fiona Kraus (Secretary) Pat Edmunds (Bookings Officer) David Watson (Technical Officer)
Co-opted members	Richard Harris (Assistant Secretary) John Greengrass (Deputy Technical Officer) Mary Hosegood (Environmental Officer) John Esam Jenny Williams (Assistant Booking Officer)

The appointment of the committee was proposed Peter Culverwell, seconded by Tom Perry and accepted by all present.

The following representative members do not need election.

Representative members George Metcalf (Gardeners' Association)
 Tom Perry (St James' School)
 Yvonne Gee (Biddenham Under 5s)
 Julia Johnson (St James' PCC)

7. Any other business

7.1 On behalf of the village, Peter Culverwell extended a vote of thanks to the committee for the effort they put in to run the Hall and ensure that it continued to be a well equipped and run facility of great benefit to the village.

Signed.....
(Chair)

Date.....