

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

**Minutes of Meeting held at Biddenham Village Hall on Tuesday 6<sup>th</sup> November 2012**

**Present from the 2011/12 Management Committee:**

Phil Inness (Chair)	Liz Watson (Treasurer)
David Watson (Technical Officer)	Richard O'Quinn (Secretary)
Heather Marks (Bookings Officer)	Sam Mahoney (Toddlers Group)
George Metcalf (Gardeners Association)	John Esam (Parish Council)
Fiona Kraus (Recycling Officer)	

**Also present:**

Peter Culverwell  
Julia Johnson

**1). Apologies for Absence**

Martin Hosegood (Vice Chair)  
Debbie Higham (St James's PSA)  
John Greengrass (Deputy Tech Officer)  
Richard Harris (Assistant Secretary)  
Philippa Smith (Environmental Officer)  
Sarah Shepherd (Independent Examiner of Accounts)

**2). Minutes of Last Meeting (2011)**

The Minutes of the 2011 AGM were read out by the Secretary. Approval of the minutes was proposed by David Watson, seconded by Liz Watson and accepted by all present. The Minutes were signed and dated by the Chair.

**3). Matters Arising (other than Agenda Items)**

3.1) There were no matters arising from the previous minutes.

**4). Chairman's Report**

4.1) A full copy is attached at the end of these Minutes and headlines of the report are as follows.

4.2) The past twelve months had been a period of maintenance and improvement rather than one of major change.

4.3) John Esam was welcomed as a new Trustee representing the Parish Council.

4.4) Finances continued to be well managed and the year ended with a balance of £23,639. The year had gone well with bookings up 17% and usage remains at a high level.

4.5) £1,172 was received in donations and grants, of this £807 is related to the winding up of the Biddenham United Charity.

4.6) Approval of the Chair's Report was proposed by Peter Culverwell, seconded by Fiona Kraus and accepted by all present.

**5). Treasurer's Report**

- 5.1) Liz Watson presented the independently audited accounts for review and was pleased to report that BVH remained in a sound financial position.
- 5.2) Giving the increased usage, some juggling of booking was necessary, eg securing the agreement of the Parish Council to move their meetings to the Pavilion.
- 5.3) Approval of the Treasurer's Report and Accounts was proposed by Sam Mahoney, seconded by Peter Culverwell and accepted by all present.

**6). Appointment of Members for 2010/11**

- 6.1) The Secretary proposed the appointment of Elected and Co-opted Members as follows:

Elected Members	Phil Inness (Chairman) Martin Hosegood (Vice Chair) Liz Watson (Treasurer) Richard O'Quinn (Secretary) Heather Marks (Bookings Officer) David Watson (Technical Officer)
Co-opted Members	Philippa Smith (Environmental Member)) Richard Harris (Asst Secretary) Fiona Kraus (Recycling Officer) John Greengrass (Deputy Tech Officer)

- 6.2) The Secretary confirmed Representative Members of the Committee as follows:

Representative Members	George Metcalf (Gardeners Association) Sam Mahoney (Toddlers Group) Debbie Higham (St James' PSA) John Esam (Parish Council)
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with a vacancy remaining for the Women's Group

- 6.3) Appointment of the Committee was proposed by Julia Johnson, seconded by Peter Culverwell and accepted by all present.

**7 Any Other Business**

- 7.1) A discussion took place regarding the increase in hire receipts and the Committee's intentions with regard to spending reserves to improve the Hall.
- 7.2) A vote of thanks was expressed for the Cleaner who had served the Hall well for 20 years.
- 7.3) On behalf all of the Village Peter Culverwell, seconded by Julia Johnson, thanked the Committee for the good running of a highly valued facility.

Signed ..... (Chair) Date .....

## **Biddenham Village Hall Chairman's Report – 2012**

This is my second report as the Chairman of the Village Hall Committee.

Like last year, these past twelve months have been a period of maintenance and improvement rather than one of major change and over the period we have continued to invest in the hall with the aim of providing a good quality, well maintained facility for the use of the local community.

In particular:

- Bookings continue to be managed well with the burden on the Bookings Officer kept to a manageable level through the booking system on the website.
- Finances continue to be managed well by the Treasurer and control of costs key, with initiatives being adopted by the Treasurer, the Secretarial team and the Technical team.
- Regular maintenance and inspections are carried out by the Technical team, supported by all Committee members, to ensure the Hall remains fit for purpose.
- The performance of our recycling efforts is monitored regularly by the Recycling Officer and opportunities to promote the scheme are always acted upon.
- The role of Environmental Officer is working well, encouraging aspects of the environment to be considered as integral in the way the Hall is run. Furthermore an audit is carried out annually.

### **Committee structure**

There have been a number of changes to the management committee over the period.

- Bridget Cristofoli resigned as the Women's Group representative. The Committee thanks Bridget for her committed and longstanding support. The Women's Group have not been able to provide a replacement for Bridget during the year.
- John Esam joined as a representative from the Parish Council.

The Committee ended the year with 14 members, 1 short of the maximum. In January the Committee concluded that the number of meetings could be reduced from 6 per year to 4. The operation of the Committee remains fully compliant with the Constitution, which requires at least 2 meetings a year. Accordingly the Committee met on 4 occasions and on average 12 members were in attendance (89% of total membership).

Committee business continues to be managed between meetings with the good use of email and sub-groups when necessary.

### **Finance and usage**

Finances continue to be well managed and we ended the year with a balance of £23,639, deposited as follows:

NatWest Bank Account: £3,584, CAF (Charities Aid Foundation) Account: £5,055, Fixed Bond: £15,000

The year has gone well with bookings booking up 17% from the previous year and usage remains at a high level. Maintenance & repair costs were lower than last year and included the re-pointing of the wall at the front of the hall. The increase in usage, reduction in repair and maintenance costs and an increase in the recycling credits means that the year ended with a surplus of £7,411 (2011 surplus was £3,824)

In line with previous years, the Committee proposes maintaining reserves at a level suitable for dealing with significant emergency repairs to the fabric of the Hall. Therefore at the end of the 2013 financial year the objective is for the level of reserves to be around £12,000 plus the cost of major repairs and improvements planned for the forthcoming year.

### **Grant Funding**

£1,172 was received in donations and grant funding, of this £807 is related to the winding up of the Biddenham United Charity. In accordance with the wishes of the Trustees of Biddenham United Charities, the Committee will ring-fence this money to be used for a specific project sometime in the future.

### **Health and Safety**

I am pleased to report that no accidents were reported this year involving Village Hall equipment.

The programme of regular inspections has been undertaken (including the monthly checks done by members of the committee), and all repairs required have been completed.

A fire risk review has been drafted by an independent expert and this will be finalised by the end of December. It is not anticipated that there will any significant remedial actions or costs involved to address the findings.

### **Repairs and Maintenance**

The Committee was pleased that the Hall was chosen for the location of a Diamond Jubilee Weather Vane, kindly donated by villagers and unveiled on the Jubilee weekend by Graham Bates.

The main expenditure this year was the re-pointing the walls of the hall adjacent to the car park. All the walls of the hall are now in a good state of repair however it is noted the walls of the barns adjacent to Main Road continue to deteriorate slowly, mainly due to the activities of mortar bees, and they will need repair in the next year or so.

As usual many minor repairs have been carried out during the year: sadly not all our hirers treat the hall with the respect it needs. This year we have also had to buy a new table and a new fire extinguisher—adding to the many items that have “disappeared” over the years.

Many thanks to those who helped at the annual maintenance weekend, when again we completed many tasks.

### **Plans for the future and concluding comments**

The possibility of replacing the lights in the hall is being reviewed—the current configuration is out of date, and incandescent bulbs are becoming increasingly difficult to obtain. A lighting designer has visited the hall, and we await his recommendations and cost estimates for a new and improved lighting system.

With the exception of the lighting, no other major projects have been identified however, as always the Committee welcomes ideas and suggestions from villagers and other hall users. It is expected that the theme for the next 12 months will be one of consolidation and maintenance to help secure the long term future of Biddenham Village Hall as a facility that is of use to the community and a something we can all be proud of.

The job of chairman is the easiest job of all the committee members because of the commitment and professionalism of the committee members that actually do the work to run the place. I would like to take this opportunity to thank all of the committee members and the members of the village, and the parish council for their support in helping with the smooth running of the Hall.