

## BUCKLAND NEWTON VILLAGE HALL COMMITTEE

Minutes of the Annual General Meeting held at the Village Hall on 11<sup>th</sup> June 2009 at 8.00 pm

### ATTENDANCE

Nicki Barker [NB] (*in the chair*), Jeremy Collins [JC], Emma Holgate [EH], Jan Marpole [JM], Trevor Marpole [TM], Fran Parker [FP], Ian Scott [IS], Sue Sulkin [SS], Keith Wright [KW].

#### 1. APOLOGIES

Apologies were received from Gill Nell, Janet Shaw, Brian Wells and Louise Trowbridge.

#### 2. APPROVAL OF THE MINUTES OF THE ANNUAL GENERAL MEETING HELD ON 2<sup>ND</sup> JULY 2008

The minutes were read out by the Minute Secretary. Approval of the Minutes was proposed by Ian Scott, seconded by Jan Marpole and agreed unanimously by those at that meeting and signed by the Chair.

#### 3. MATTERS ARISING

It was suggested that the Village Hall Booking Diary could be held on the village website. Jeremy Collins and Sue Sulkin to look into this.

JC/SS

#### 4. CHAIR'S REPORT

The Chair expressed her thanks to Ian Scott for his many years as Chair of the Village Hall Committee, under whose chairmanship the rebuilding of the Village Hall had been carried out, supported by Lottery Funding and much local fundraising effort. Thanks were also expressed to Sue Sulkin for service as both Treasurer and Bookings Secretary. Thanks to her tight rein on expenditure, the Committee had not eaten into the capital balance which still paid towards VAT costs on room hire (not recharged to non-VAT registered organisations within the parish), so that Hall charges could be kept as low as possible. Also thanks to her intervention as bookings secretary, there has been little trouble with hirers. Jeremy Collins was thanked for his work as minute secretary. In 2008-9, much work had also been carried out on the reorganisation and improvement of the loft spaces by Trevor and Jan Marpole and Chris Hildred. The remainder of the Committee now largely represented the Hall users and ensured that the Committee did not drift too far from making sure that the Hall was used to its best capacity as a village facility. Keith Wright was thanked for his professional work in producing a very comprehensive risk assessment and health and safety report (all of 35 pages). The Chair also thanked Chris Hildred who had resigned from the Committee the previous autumn after putting in a huge effort to transform the front part of the Hall. The resealing of the floor in the summer had given the Hall a real lift and it was essential that a close eye was kept on its condition so that resealing could be done before significant wear occurred. The Playgroup was thanked for ensuring that sand was no longer brought into the Hall. The

resealing work had been followed in February by a retouch and repaint exercise, particularly at the front of the stage. A particularly difficult decision had been taken over the resiting of the Post Office and the practicality of co-existence with the Playgroup. The Committee members, particularly those with dual responsibility as members of the Post Office group were thanked for their efforts. Bookings remained steady, although weekends were underused. Heating was still included in the hire charges, but this would need to be reviewed in oil prices rose significantly.

5. **TREASURER'S REPORT**

The Treasurer presented the accounts for the year (attached) and reported as follows:

Two weddings were planned to be held in the Hall. Oil and electricity usage remained a major item of expenditure and were difficult to forecast. The Village Café was now charged for hire of the Hall. A major outlay in the year had been the resurfacing of the floor, paid for by the Fete and from the CAF account. It is noted that the Village Hall absorbed VAT charges except for VAT registered users. Garden maintenance costs were reduced as less had been carried out in the year.

Adoption of the accounts was proposed by Sue Sulkin, seconded by Nicki Barker and agreed unanimously.

6. **NOMINATIONS TO THE HALL MANAGEMENT COMMITTEE FROM USER ORGANISATIONS**

Nominations were as follows:

Lydden Ladies – Jan Marpole  
Gardening Club – Janet Shaw  
Parochial Church Council – Jeremy Collins  
Parish Council - Trevor Marpole  
Village Café – Fizz Lewis  
Under Fives – Emma Holgate  
Lunch Club - Gill Nell  
BADS – Fizz Lewis  
Young Farmers – vacant  
Yoga – Nicki Barker  
Fete Committee – Jeremy Collins  
Wayfarers – vacant  
Keep Fit / Youth Moves – Sarah Mitchell

Members were nominated 'en bloc' by Ian Scott, seconded by Sue Sulkin and agreed unanimously.

7. **ELECTION OF OTHER MEMBERS OF THE COMMITTEE**

Ian Scott, Sue Sulkin, Keith Wright (Safety), Grace Hunt (Cleaning) and Brian Wells were proposed 'en bloc' by Nicki Barker,

seconded by Jan Marpole and elected unanimously.

8. **APPOINTMENT OF AUDITOR**

The appointment of Sharon Calcutt as auditor was proposed by Sue Sulkin, seconded by Keith Wright and agreed unanimously.

9. **ANY OTHER BUSINESS**

The following items were noted:

- i. No spare toilet rolls available and all loos to be flushed before departure – note to be put out for users.
- ii. Playgroup wished to upgrade part of the garden area by the patio; suggested that the area be cleaned up, sleepers put in and good soil be brought in, then pay the gardener to maintain the area.
- iii. Playgroup wished to use the rear garden area. Noted that there was a safety issue with the heating boiler outlet. Possibility of installing picnic benches etc. It may be necessary to fence in the oil tank and pond.

The meeting closed at 8.46 pm.