

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

**Minutes of Meeting held at Biddenham Village Hall on Tuesday 7<sup>th</sup> 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 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 Allan, 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 Budlia 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 .....