

Bowerhill Village Hall Trust

Registered Charity Number: 297945

Minutes of the Management Committee Annual General Meeting – Tuesday 2nd May 2017 7.30pm

Members present

Mike Mills, Chris Broom, Carol Dowd, Marilyn Mills, Mark Harris, Rosemary Bellinger, Marie-Anne Dubois
Sally Turnnidge, Andy Gunton, Chris Sealy, Susan Sampson

1. Apologies for Absence	Andrew Matthews, Marilyn Williams	
2. Minutes of last meeting.	The minutes from the previous meeting held on 3 rd May 2016 were agreed as a true record. Proposed Chris Broom, Seconded Mike Mills	
3. Matters Arising	None	
4. Chairman's Report	<ul style="list-style-type: none">• The new exciting addition to the Hall this year is the installation of a multimedia system which permits users to play DVDs or have interactive presentations, a facility that many users require today and without which we would lose bookings. Half of the money came from a Melksham Area Board grant to whom the Village Hall Trust is very grateful and the remaining half came from our reserves.• The other addition to the Hall is a defibrillator which was part of a roll out of defibrillators throughout the Melksham Without Parish Council area. It does not have a cabinet as it was a donation from a local company so it is installed inside the Hall and only accessible for use by Hall users and Bowerhill School so is not available 24 hours a day. There is another defibrillator installed on the outside of the Pilot Inn which is available for use 24 hours per day. The Ambulance Service provided a free training programme to demonstrate to residents how to use the system which was a great success.• Our web pages have proved to be a great success and have led to an increase in bookings. People expect a Hall of our size to have a dynamic on line system and many people have commented on the ease of use of the booking system. Thanks are due to Gavin Owen for designing the system. The Bowerhill Village Hall continues to go from strength to strength. We have lost a couple of regular bookings but have also gained a number such as Coffee on the Way who book the Hall all day on alternative Wednesdays and offer a place for residents to meet and rest and enjoy top quality coffee. Our income from Hall rentals is up 28% and even though our expenditure has also increased our operating profit is up by 27%. Our treasurer will go through all of the figures later.• The Hall is running at a profit which is important to enable us to pay for maintenance. The Hall has a maintenance diary on display on the wall next to the entrance to the main hall which assures users that equipment in the Hall is regularly and thoroughly maintained but it also serves as a reminder to the committee when maintenance is due. The Committee is very grateful to Melksham Without Parish Council for their annual grant which enables the Management Committee to keep the booking fees as low as we can.• The incident book is very important to the Hall Committee as issues are recorded when they occur and it also provides an audit check to determine when problems happened. The incident book is monitored at every Management Committee meeting and the good news is that there are few problems being recorded.	

	<ul style="list-style-type: none"> • Because the Hall is running so well the Management Committee now meets every two months instead of monthly as before. If the situation deteriorates, then monthly management meetings will be re-introduced. • One of the issues that need action is the flooding at the front of the Hall that happens sometimes when there is heavy rain because the soakaway drain does not work properly. A contractor examined the soakaway and stated that it needs replacing at a cost of between £3000 and £3500. The Committee considered that the cost was exorbitant and we are currently waiting for reports and estimates from other contractors. The Committee is also considering changing the supplier who provides the collection of nappy and sanitary bins as our current supplier gives an inconsistent service. This will be one of the first decisions taken by the new committee. • I wish to thank all of the committee members for all of their hard work managing the Hall. They are volunteers who give their time freely and without their tireless work there would be no Hall. 	
5. Treasurers Report		
	<p>A copy of the final accounts for year ending 31.3.17 was presented.</p> <ul style="list-style-type: none"> • This year we see the village hall attained an excess of £2720.10 plus the £620.00 that is 'ring fenced' due to refundable key deposits attributed to regular users of the hall. This was only achieved due to the grants that the hall received which totalled £4216.00. • Hire of the hall totalled £18591.49. • I am aware that there are some people that carry out work to the village hall and do not charge us. I extend my thanks to them. • The accounts of the Village Hall are available to everyone to view at any time. I would welcome any 'spot checks'. 	
6. Adoption of Accounts for Year Ending 31st March 2017	<p>The accounts were adopted: Proposed by Chris Broom Seconded by Mike Mills All agreed</p>	
7. Appointment of Auditor for Accounts for the Year Ending 31st March 2018	<p>A & N Accountancy Proposed by Chris Broom Seconded by Mike Mills All agreed</p>	
8. Booking secretary Report	<p>Bookings are good with a variety of activities being offered to the local community.</p>	
9. Election of New Committee to Serve for the Year 2017/18	<p>a. <u>Representatives of Village Hall Users:</u> Bowerhill Scout Group – Chris Broom Mother and Toddler Group – Marie-Anne Dubois PHAB – Rosemary Bellinger BRAG – TBA Craft Chat & Coffee – Marilyn Williams Parish Council – Mike Mills Busy Bees – Marilyn Mills Bowerhill School – Andrew Matthews Coffee on the Way/Core Church – Chris Sealy</p> <p>b. <u>Election of 6 Members of the Public</u> Carol Dowd – proposed Chris Broom, Seconded Mike Mills Sally Turnnidge – proposed Chris Broom, Seconded Mike Mills Mark Harris – proposed Mike Mills, Seconded Chris Sealy Susan Sampson – Proposed Chris Sealy, Seconded Mike Mills</p> <p>Two more members of the public can be co-opted onto the Committee throughout the year.</p>	

10. Opportunity for questions and comments from the floor	There were no questions or comments from the floor.	
11. AOB	a. Review of Hall charges: It was agreed by everyone present that the charges would be kept at the current level.	
Date of Next AGM Meeting – Tuesday 1st May 2018 7.30pm Bowerhill Village Hall		