

Bowerhill Village Hall Trust

Registered Charity Number: 297945

Minutes of the Management Committee Annual General Meeting – Tuesday 7th May 2019 7.30pm

Members present

Chris Broom, Mark Harris, Rosemary Bellinger, Marie-Anne Amos, Chris Sealy, Susan Sampson, Pamela Hartley, Michael Prime

1. Apologies for Absence	David Pafford, Marilyn Williams, Marilyn Mills	
2. Minutes of last meeting.	The minutes from the previous meeting held on 1 st May 2018 were agreed as a true record, a few typing amendments were made. Proposed Mark Harris, Seconded Marie-Anne Amos, all agreed.	
3. Matters Arising	None	
4. Chair's Report	<p>Welcome to you all. This last year has again been a successful year for the BVHT.</p> <p>Firstly, I would like to thank all the committee who give up their time to help the hall be the success it is. I particularly wish to thank the officers of the committee for their help and support both for the hall and personally.</p> <ul style="list-style-type: none">• Chris Broom (Secretary)• Carol Dowd (former Treasurer)• Mark Harris (Vice Chair and Booking secretary)• Chris Sealy (Acting Treasurer) <p>I also extend our thanks to Gavin Owen, although not a committee member, without his IT expertise the administration of bookings would be a great deal more difficult and time consuming.</p> <p>Again, we owe a debt of gratitude to another member of the community without whom minor break downs would turn into potential catastrophes! Thank you from us to Terry Broom for his prompt action to fix leaks, broken boilers, taps and myriad other items.</p> <p>Within a few weeks of becoming Chair of the committee we took the decision to amalgamate the role of vice-chair and booking secretary as Mark had kindly offered to be our booking secretary. We did this having first sort advice from WVHA, and it has proved to be very successful.</p> <p>At about the same time we agreed to give our cleaners a pay rise (the first in 3 years!)</p> <p>During the year we have continued to maintain the hall and tried to make it more practical and comfortable.</p> <ul style="list-style-type: none">• We have reviewed the conditions of hire in the light of advice from WVHA• We have bought some new chairs (following trying out some samples at the September meeting)• We happily agreed to let BRAG display their Melksham in Bloom Certificates• We decided the whole site would be a no smoking area, removed the cigarette bins from outside and purchased no smoking signs for outside.• We sought advice from the WVHA and ACRE about the use of bouncy castles on site.• More recently we have decided to replace the front door and install additional CCTV cameras. <p>The incident book is an important way of helping us keep up to date with the small maintenance jobs that are needed. So, thank you to all those who take the time to complete it.</p>	

	<p>In the summer, windows being left open is an issue – so please on hot days remember to close any windows you have opened, when you leave.</p> <p>We have recently decided to set aside some money for future maintenance. Talking of money, I wish to thank Melksham Without Parish Council for our grant and our Parish Council Representative David Pafford for his timely advice.</p> <p>I have taken over the maintenance diary and can assure you the PAT tests, Fire extinguishers, Gutter cleaning etc are up to date.</p> <p>Carol Dowd our treasurer for the last 5 years has decided to step down from the committee and I would like to extend my thanks and those of the community to her for her hard work. We wish her well in the future.</p> <p>Finally, our beautiful Village Hall is going from strength to strength. We offer lovely facilities for people to meet, learn, worship, have fun, keep healthy, and above all to offer the hand of friendship – no one needs to be lonely here in Bowerhill.</p>	
5. Treasurers Report		
	<p>A copy of the final accounts for year ending 31.3.19 was presented.</p> <p>Current Account: £14850.85 Savings Account: £6239.09</p> <ul style="list-style-type: none"> • The final bank balance contains £1040.00 for key deposits which is refundable as and when necessary and is ring fenced. • The accounts have been presented on an income and expenditure basis which have been audited and signed off for 2018/19. • The accounts have been uploaded onto the Charity Commission web site. • Monies from the current account is going to be transferred into the savings account which is instant access as it is felt that there is too much being held in the current account and any little interest that is gained from the saving account is a plus. 	
6. Adoption of Accounts for Year Ending 31st March 2018	<p>The accounts were adopted: Proposed by Marie-Anne Amos Seconded by Rosemary Bellinger All agreed</p>	
7. Appointment of Auditor for Accounts for the Year Ending 31st March 2019	<p>A & N Accountancy Proposed by Chris Broom Seconded by Chris Sealy All agreed</p>	
8. Booking secretary Report	<p>Bookings are good with a variety of activities being offered to the local community. Bookings are being turned down due to no availability. The online booking system is working well.</p>	
9. Election of New Committee to Serve for the Year 2018/19	<p>a. <u>Representatives of Village Hall Users:</u> Bowerhill Scout Group – Chris Broom Mother and Toddler Group – Marie-Anne Amos PHAB – Rosemary Bellinger BRAG – Mark Harris Craft Chat & Coffee – Marilyn Williams Parish Council – David Pafford Busy Bees – Marilyn Mills Bowerhill School – Andrew Matthews Coffee on the Way- Susan Sampson Core Church – Christopher Sealy</p>	

	<p>b. <u>Election of 6 Members of the Public</u> Pamela Hartley – proposed Chris Broom, Seconded Mark Harris</p> <p>Five 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	<p>Q: Due to the volume of bookings why are there not more Trustees A: New regular users are offered the opportunity to be a Trustee of the hall and sit on the Committee so that the lower hire charge is paid by the user but new regular users choose not to do this.</p>	
11. AOB	<ul style="list-style-type: none"> • Review of Hall charges: <p>It was agreed by everyone present that the charges would be kept at the current level.</p> <ul style="list-style-type: none"> • Facebook sharing – users of the hall can request that any events can be shared onto our page. Pam Hartley monitors this. There are 3 administrators of the Facebook page and the privacy settings are set so that only the administrators can post. 	
<p>Meeting closed at 8.05pm – refreshments were served. Date of Next AGM Meeting – Tuesday 5th May 2020 7.30pm Bowerhill Village Hall</p>		