

Burbage Village Hall and Recreation Grounds Charitable Incorporated Organisation (CIO)

Charity number 1163221

Minutes of the Annual General Meeting held Thursday 22nd September 2016

In the village hall at 7.30pm

Committee Present:

Mrs Sandy Rex (SR)	Chairman and Trustee
Mr Keith Jones (KJ)	Trustee
Mrs Mich Angell (MA)	Trustee and Minutes Secretary
Mr Chris Webster (CW)	Treasurer
Mrs Susan Masey (SM)	Trustee and Church representative
Mrs Louise Clarke (LC)	Trustee

For administration purposes and brevity, names are abbreviated as shown in brackets.

Members of the public present: Ginny Warren, Chris Redwood, Gavin Ketchen, Wendy Jones, Gill Terry

ITEM	HEADING	INFORMATION	ACTION
1	APOLOGIES	Andrew and Louise Gordon	
2	MINUTES OF THE LAST MEETING	The minutes of the last AGM were unanimously agreed as correct. Proposed SM, Seconded LC	
3	MATTERS ARISING	There were no matters arising	
4	CHAIRMAN'S REPORT	SR gave a detailed account of the year's progress, and projection for the next year. The hall had been in use steadily over the last 12 months. The CIO process has been completed and a New bar Manager appointed (Mrs Alison Ward) Items included in the report: Review of hire charges, Future provision for maintenance of the VH, completion of the CIO process, requirement for grant applications to fulfil the charity's needs including improvements to the décor of the hall, and a drive to encourage more people to come forward as trustees/volunteers. SR also explained that any hold up of progress was purely down to the long and drawn out administration process for changing to CIO status with only a few trustees to administer to the daily running of the hall and the change over. SR also stated that she would be resigning as chairman, at this AGM, but will stay on as advisory trustee for the immediate future.	
5	TREASURER'S REPORT	CW presented a hard copy of the accounts with explanations of the breakdown for the financial year. It was pointed out that the large amount of £3,372 in the 'Other expenses' column was for the solicitor as payment for work on the CIO process. CW offered to forward copies of his	

		<p>report to anyone who would like one but also stated that his report would be published online for public perusal.</p> <p>There were no questions and the accounts were unanimously declared as correct.</p>	
6	APPOINTMENT AND ELECTION OF TRUSTEES	<p>CW,KJ,SM,LC,SR and MA (having completed the required proposal and confirmation forms) were formally elected on as CIO Trustees.</p> <p>The appointment of Officers will be made as usual, at the meeting following the AGM.</p> <p>SR confirmed that her future move to a different area would not make any difference. Trustee positions are not reliant on where they live. She also stated that this is a short term plan until more trustees are appointed.</p>	
7	ANY OTHER BUSINESS	<p><u>Bar Licence</u> – The VH now has a Committee Licence as opposed to a licence held in a persons name/s as used before. This takes away the onus for any individual.</p> <p><u>Fish and chip van</u> – After discussion about charges for use of the VH grounds, it was agreed that the trustees would make an informed decision soon.</p> <p><u>New hire fees</u> – It was explained that there were some anomalies with the current system so it was agreed to update and correct the situation asap. A proposal to go ahead with the pricing as suggested, was made by CW(Daytime hire single use £12/ after 6pm £15 per hour) (Daytime hire villagers/regular hire £10/ after 6pm £13 per hour) All rates will be regularly increased over a 3 year period, a necessary move to cover running costs of the hall. This was seconded by SM.</p> <p>New hire charges will be published online.</p> <p><u>Letter box</u> – It was agreed that this was needed to stop VH mail from being delivered to the British Legion.</p> <p><u>Presentation-</u> Gifts and flowers were presented to Sandy, in recognition of the tremendous work she had done on behalf of the village hall. GK thanked her on behalf of the villagers, for her momentous efforts to keep the hall running.</p>	<p>ALL</p> <p>CW</p>
	MEETING CLOSED	9.55pm	