

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

**Charity number 1163221**

**Minutes of the meeting held on 22<sup>nd</sup> March 2018**

**At 1 Conifer Crescent 7pm**

**Committee Present:**

Mr Alan Masey (AM)	Treasurer
Mrs Michele Angell (MA)	Secretary
Mr Keith Jones (KJ)	Trustee
Mrs Helen Minton (HM)	Trustee
Mrs Sally Goodger (SG)	Trustee

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

Also present: Mrs Wendy Jones (WJ): BVH Booking representative.

**Apologies:** Annie Fellows

ITEM	HEADING	INFORMATION	ACTION
77	Minutes of the last meeting	The minutes for 29 <sup>th</sup> January were unanimously agreed to be correct and signed by the chairman as a true record.	
78	<b>Treasurer's report</b>	<p>The Stargazing event raised the amount of £473.50 (inc. expenses) for our fund raising account. This amount was also included in the general account total of £17,392. 76p. Our Savings account total is £33,078.87 – for which is £15,000 is earmarked for maintenance &amp; repair.</p> <p>SG will be setting up a separate account for fund raising so that we have proof of monies raised which will help with grants.</p> <p>The accounts need to be submitted by 30.4.2018.</p> <p>Bank transfers need enabling.</p> <p>Electrical supply contract requires renewing(31.3.2018)</p> <p>Public indemnity insurance (Zurich) needs renewing.</p> <p>SG to check with LC to see if the cost can be improved upon, but a cheque is ready (£1339.39p) if we are continuing with Zurich, in which case it will be paid. SG would prefer online banking for event ticket sales. HM will look into this.</p>	<p>SG/AM AM</p> <p>SG</p> <p>SG/LC</p> <p>HM</p>
79	<b>Sub committee reports</b>	Fundraising& marketing, Policy & Process, Finance, Building & Maintenance	
i	<b>Fundraising and marketing</b>	<p>HM confirmed that the Stargazing evening was a brilliant success, with plenty of positive feedback coming in and more volunteer contacts coming forward. GW will be asked to keep a list of these.</p> <p>There were attendees from outside the village, who had heard about the event.</p> <p>The fashion show was also very successful and</p>	

		<p>brought in lots of praise and appreciation. Especially for the splendid effort of Glenda Pearce who gave up her time and supplied the wonderful crockery/service for the refreshments.</p> <p>HM feels the need to work out the right format for tickets, possibly using a ticketing company such as Eventbrite, who make a minimal charge but essentially take the workload from us.</p> <p>She will also liaise with GW on advertising venues/methods</p>	HM
ii	<b>Policy &amp; Process</b>	<p>KJ is making some changes to forms so that the types of form can be easily recognised and he has already made a change re: clarity about the deposit being in addition to the costs, not included in them. Details on the website need to be attended to, changing the trustee names and updating to the current booking forms.</p> <p>There was discussion about our current cancellation policy to try and avoid future problems. The agreed position is:</p> <p>Cancellation in less than 7 days will be refunded, minus an admin charge. Discretion will be used in cases of severe weather/emergency cancellation.</p> <p>KJ would like to implement wording changes to the forms by the next meeting. It was agreed that he should go ahead.</p> <p>The definition of a 'Regular Hirer' has been agreed to be 'Where the hall is booked for 8 monthly events in 12 months.'</p> <p>Other items discussed were the WAPG and Tiddlywinks who do not pay upfront as others do. WJ and MA are working with the organiser of Tiddlywinks to try and get the banking/receipt of monies in on time.</p> <p>KJ will provide an email of the Barn Meadow management plan and MA will file the information.</p> <p><b>Barriers/posts</b> to stop unauthorised contractors from entering grounds without informing us – ongoing discussion.</p> <p><b>Jubilee trees:</b> One silver birch tree stump needs to be removed and possible replaced with another sapling @ cost of £15. It was agreed to go ahead with this.</p> <p><b>The wildflower section</b> of the field is becoming overgrown with weeds. It was agreed to consult Geof about the best way to go with plants for this area rather than return it to grass.</p> <p><b>A copy of the Rights and Restrictions</b> for Barn Meadow needs to be published on the website and a copy sent to MA for filing.</p>	<p>GW</p> <p>MA/KJ</p> <p>KJ</p> <p>GW/MA</p>
iii	<b>Finance</b>	This has already been dealt with in Treasurer's	

		report. SG will be officially handing over the treasury reins to AM this week so that she can concentrate on the sub committee financial processes.	
80	<b>Any other business</b>	<b>Gala week:</b> This was discussed at great length as there were quite a few things to be clarified. It was agreed that generally, for all bookings, it was 'first come, first served' . For anyone who wished to book a year in advance, this would be possible providing that a full deposit would be paid at the time of the booking, with a deadline for the end of July this year for 2019 bookings.	
		<b>Easterton visit:</b> This quaint village hall was visited by HM, AF and MA. The process for fundraising including any available grants, was discussed with their committee members, who provided a welcome tea & biscuits session and a good look into their current situation/plans for future upgrades to the building. It was confirmed that all our projects have to be costed with sufficient quotes provided before grants would be looked at or approved. It was agreed that trustees would meet again to decide our needs and priorities for future maintenance and building upgrades.	
		<b>Collation of Volunteer hours:</b> SG will set up a Google doc. For this so entries can be made and totals retrieved for fundraising support.	SG
		<b>Plastic Roofing:</b> It was agreed that the now breaking up plastic sheeting at the side of the hall, will be replaced asap. AM to cost and organise work.	AM
		<b>VH furniture:</b> The floor plans have been removed and the placing of furniture has been left to common sense. There will be a notice for the Trestle Trolley station and the notices about not placing furniture in front of the radiators will remain.	
		<b>Other event suggestions</b> to be considered later: Boules and a Pub Nite.	
81	Date of next meeting	The current meeting ended at 9.15pm and the date for the next meeting is still tbc.	MA/SM