

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

Charity number 1163221

Minutes of the meeting held on 29th January 2018

At Burbage Village Hall 7.30pm

Committee Present:

| | |
|-------------------------|-----------------------------|
| Mrs Louise Clarke (LC) | Acting chairman and Trustee |
| 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.

Apologies: Annie Fellows, Susan Masey

| ITEM | HEADING | INFORMATION | ACTION |
|------|--|--|---|
| 71 | Minutes of the last meeting (Oct 2017) | A preview of the minutes had been e-mailed to all trustees prior to this meeting, for approval. The Acting Chairman (LC) signed them as a true record. | Copy to Ginny for online insertion. MA |
| 72 | Treasurers report | A statement of accounts was given by SG. The charity's account now stands at £47,920.01, which includes the amount of £15,000 set to one side for maintenance and repair. SG is working with CW, the former treasurer, to get the accounts up to date. The official handover of the account paying in card has now been completed. A copy of the accounts may be had from SG upon request. All hire payment cheques will now go to SG. | |
| 73 | Urgent business after the Christmas break | The leaking kitchen urn has now been purchased and in use. The old one will be repaired at an agreed cost of approx. £15, by a volunteer (Phil) The Caravaners 'hire created a few problems: The hall was left in a bad state, the carpet needed hoovering and furniture had to be re-situated. There were sweets on the floor, some of which had been walked into the carpet. LC cleaned up after them. She will reply to the organiser who wanted a reduction of hire fees because the hall was not 'up to standard.' KJ said this could be handled under the process format. Cleaning should be deducted from the deposit. He volunteered to sort this out. The process for this and any caravan hire, needs looking at again. LC will write to the organiser to try and clear up any misunderstanding, then liaise with KJ Bikers have been asked to use the edge of the playing field to keep damage to a minimum. The problem seems to have disappeared for the moment. | LC KJ LC |

| | | | |
|-----|--------------------------------|---|----------------|
| | | Kitchen items: There is a need for more drinking mugs and simple glasses in the kitchen. LC will go online for costing | LC |
| 74 | Fundraising & Marketing report | HM presented written notes (copies may be given upon request), outlining updates for 2018 events to be organised by herself and Annie. Included are; Stargazing in February, a fashion show in March, a meeting of mums to get children involved in events, a Pressecco evening, Rural arts, storytelling for the Marlborough literary festival and more. HM asked for volunteers to record their voluntary activities as this can count towards fund raising grants. They are also working on collecting raffle donations for all events and has asked for some help with printing costs. | |
| ii | Policy & Process report | Q: How do we pay back deposits? They can be repaid by cheque or by direct banking payment The hirer gives their bank account details to us on the hire sheet payment section and SG will repay any deposit directly into their account. Ticket eventing process still has to be sorted out. | |
| iii | Building & Maintenance report | A recurring 'Leak' has appeared at the adjoining BL wall. It should not be from the gully which has been repaired. Roy Goodger will be asked if he could look into the roof /loft to see if he can pinpoint any damage in respect of the leak . There could possibly be water damage to some of the wiring / hall lights which are now not working . RG will need to wear a mask, due to the 4% asbestos content of the hall. | LC to email RG |
| iv | Finance & Bookings | Wendy will be raising Feb/March invoices early, because she will be unable to do this whilst recovering from an operation on her eye. | |
| 75 | Any Other Business | Bar management: We need to look into payment for time spent on bar work including fetching and carrying goods . Those involved would have to supply mileage and post code details for runs and receipts for time periods. Hall décor: HM suggested we have a working party to try and improve the state of the hall by decorating. It is in a poor state at the moment. KJ suggested we get a second clock for the hall. This was approved. Burns Night: KJ also said that although they were advised against having naked lights, the organisers lit tea lights for the tables. LG will write to the hirer. Zumba hire: The heating needs to be adjusted for their sessions. | LC |
| | | The meeting ended at 21,10 hrs | |
| 76 | Next meeting | 22 nd March 2018 – venue and time tbc | |