

5.30pm Village Hall

1. Welcome & a few thank yous.
2. Apologies
3. Minutes from previous AGM
4. Matters arising
5. Committee Report
6. Treasurers Report
7. Future Plans
8. Questions

Committee Present: Sam Donovan, Michele Cole, Rob Welham

Public Present: Sonia Frost, Pauline Skevington, Colin Upton, Georgina and Ron D’sylva, Roger Broomfield, Robert Foster, Debbie Horrocks, Shirley Osborne, Malcolm Knott, Zoe Stewart, Tim Barber, Margaret Morgan.

item	discussion	Action proposed and seconded by:
1	<ul style="list-style-type: none"> • Rob Welham welcomed everyone to the meeting, explaining about the rolling chair system used by committee and that he would be chairing the meeting with help from others. Michele explained that members of the public would be given the opportunity to ask questions following each item on the agenda. The committee thanked the residents of Low Street for keeping the front outside area looking good and also keeping a watchful eye on the village hall when it is not being hired out. • They also thanked Sonja Russell for being the key holder for one off bookings and overseeing the hiring of equipment. • They extended their thanks to members of Badingham Parish Council for their help and support over recent weeks. • Lastly they thanked the retiring committee, Georgina, Gillian, Margaret and in particular Nick Morgan for his long service as Treasurer. 	
2	<ul style="list-style-type: none"> • Firstly the Village Hall Committee would like to apologise for the postponement of the original AGM and any inconvenience this caused. The reason for this delay was to give the remaining committee time to sort necessary arrangements. • The AGM was rescheduled as soon as possible after October and in accordance with the constitution a notice was posted on to the notice board a week before. <p>9 Apologies received Daniel Poulter - MP Claire Taylor-Crisp – Community action Suffolk Carol Poulter – District Councillor Sonja Russell, Vicky Ruffle, Ann Foster, Linda McQuade, Adrian Donovan, Judi Brewster</p>	
3	<p>Minutes from AGM 2015 were displayed on a powerpoint and read by Rob. Meeting was asked if these were a true reflection of the last meeting and for nominations to adopt.</p>	<p>Proposed to adopt Georgina D’Sylva Seconded Pauline Skevington</p>
4	<ul style="list-style-type: none"> • <u>Item 3.</u> Plans for the redevelopment of the hall were prepared but circumstances changed so that the plans were no longer suitable to accommodate multi users for daytime bookings. This led to the village 	

	<p>hall committee investigating new options and that is where we are at the moment.</p> <p>Questions were raised about the money already spent on plans for the redevelopment. Sam explained that parts of the plans were still useable and that the committee considered it was the right thing to do to amend the plans once it was realised that the plans would not meet the future needs of users. Concerns were raised that because of Playschool the hall was not available for other users during the day. The committee reassured the public that to provide additional accommodation to address this is still a priority.</p> <ul style="list-style-type: none"> • <u>Item 6</u> – Community Action Suffolk were consulted about the newly adopted constitution. They also advised us of the process to inform the Charities Commission, which was done. 	
5	<p>Rob read the Committee Report which was also displayed on the powerpoint.</p> <p>*Following a village hall risk assessment the village hall committee decided to instruct Hallwood Associates (Institute of Chartered Foresters Consultants) to report on the condition of the beech tree adjacent to the hall, and make recommendations for its management. Their recommendation was that the tree was felled. The village hall committee followed this advice and the advice of their insurance company and the tree was felled.</p> <p>* The wooden floor in the main hall was also identified as needing attention and was subsequently sanded down and retreated. This was partly paid for with money raised from the green token scheme in the Coop. Thank you to all who contributed.</p> <p>*Various light fixtures and fittings have needed attention over the year and these have been mended by qualified electricians as appropriate.</p> <p>* A plumber was employed to attend to leaking taps.</p> <p>* The water company was called out to repair a leak to the supply which was affecting the carpark.</p> <p>* A drain clearance company was called out to clear blocked drains and survey others.</p> <p>* Window cleaners were employed to clean the inside and outside of the windows.</p> <p>*Vegetation on areas around carpark was cut back.</p> <p>*Badingham residents were asked via the Badingham Echo to email a dedicated email address with ideas for future use of the hall. No responses received.</p> <p>*The Badingham Community Council asked the Village Hall committee for a shopping list of things required for the Hall that the BCC could buy. The committee asked for new fire doors, as 2 of the existing ones are not fit for purpose. The request has been declined.</p> <p>Pauline Skevington explained that the BCC had sent a letter to the Village Hall Committee asking for further information regarding the future plans before they would commit any money. This letter had not been received by the Village Hall Committee. The committee apologised for misrepresenting the views of the BCC but explained that this had been the information passed verbally to them. Pauline asked the Village Hall committee to give the BCC a shopping list not just one item.</p> <p>Georgina D’Sylva explained that although there had been no emails to the Village Hall ideas she did know that there was a request for a meeting space during daylight hours for a painting group. Michele said that the village hall is available during school holidays for daytime bookings. Colin Upton asked how users could find out about available times. Michele explained that the online calendar was</p>	

	<p>proving time consuming to set up and use but would be something the new committee might explore. The online system would not be used by everyone and some would still prefer to contact the booking secretary directly to find out availability, which is the system in place at present.</p>	
6	<p>The Accounts (Appendix 1) were displayed on the powerpoint and paper copies were made available to the public.</p> <ul style="list-style-type: none"> • A Summary of bookings over the past 12 months was displayed. Bookings through the year from 9 Village groups (Playschool, Stay & Play, Holiday Playscheme, Village Hall Committee, Parish Council, Maypole, Women’s Institute, Badingham Community Council, Church) • Multiple bookings from 2 organisations based outside of the Village (Pilates, Polling station) • 3 private party bookings. 	<p>Proposed for adoption Michele Cole Seconded by Rob Welham</p>
7	<p>The future plans of the village hall committee were displayed.</p> <ul style="list-style-type: none"> • Continue ongoing maintenance and improvements e.g. upgrading electric meters, servicing boiler, replacing fire doors, seeking advice re. rodent control. • Consider plans to accommodate multi-users for daytime bookings. Please fill in forms (available here from tonight and also from the shop after Tuesday), with your ideas for daytime use and post to committee at the hall. Responses from these will help the committee determine the demand which will feed into plans. • Consider proposals for the Parish Council to take on the governance of the hall. More information/advice is being sought around the options available for this. <p>Sonia Frost explained PC proposals. A copy of her notes to be sent to VHC after the meeting.</p>	
	<p>The system for appointing the new committee was explained</p> <ul style="list-style-type: none"> • In accordance with the constitution regular user groups were asked to appoint a member of the village hall committee a month before the AGM. All members of the village hall committee are trustees of the village hall charity. The new committee are as follows; • Sam Donovan, appointed by Stay & Play • Rob Welham, appointed by Badingham Parish Council • Debbie Horrocks, appointed by Maypole • Michele Cole, appointed by Playschool • Philly Owen appointed by Pilates group <p>Shirley Osbourne suggested that the constitution be rewritten. Pauline Skevington suggested a report should be written in the Echo every time. There was a discussion about how more people from the village could be involved in making/approving plans. Suggestions were a letter to each household, include something in the Echo, arrange a meeting.</p> <p>All correspondence for the committee can be addressed to The VHC c/o The Village Hall, Low Street, Badingham, IP13 8JS</p> <p>Meeting finished 6.55pm</p>	

Approved

Appendix 1

BADINGHAM VILLAGE HALL
Registered Charity No 304703

INCOME & EXPENDITURE ACCOUNT - YEAR ENDED 31 MARCH 2016

	2016		2015	
	£	£	£	£
INCOME				
Play School	9,057.00		6,744.68	
Pilates	848.00		408.00	
Womens Institute	150.00		150.00	
Maypole Club	96.00		96.00	
Badingham Community Council	36.00		68.00	
Councils - Parish & SCDC	330.00		3,599.00	
Badingham White Horse	732.00		617.50	
Sundry other hires & interest	945.25		725.06	
		12,194.25		12,408.24
EXPENDITURE				
Gas	1,818.78		1,563.79	
Electricity	1,043.08		971.01	
Water	444.65		397.65	
Cleaning	2,149.40		2,462.02	
Repairs & maintenance	1,613.27		10,695.64	
Insurance	1,791.92		1,114.43	
Professional fees	2,080.00		2,381.73	
Miscellaneous expenses	79.36		81.24	
		11,020.46		19,687.51
EXCESS OF INCOME/EXPENDITURE		<u>1,173.79</u>		<u>-7,259.27</u>

BALANCE SHEET AS AT 31 MARCH 2016

ASSETS

Bank Balance - Current Account	4,175.79	5,001.39
- Deposit Account	3,030.98	1,029.23
Petty Cash	42.92	45.28
	<u>7,249.69</u>	<u>6,075.90</u>

Represented by:

Surplus brought forward at 1st April	6,075.90	13,335.17
Less Deficit in year	0.00	-7,259.27
Add surplus in year	<u>1,173.79</u>	<u>0.00</u>
	<u>7,249.69</u>	<u>6,075.90</u>

W. N. Morgan

Honorary Treasurer

19th May 2016