

Burtle Village Hall Committee Meeting

Monday 11th April 2016 7.30 pm

Present: Maureen Perdue, Alan Parr, Jane Allen, Steve Allen, Jenny Duval, Chris & Ann Lush, Colin Pople.

Tony Duval, Julian Porter

Agenda

1. Apologies.
2. Minutes of the Last Meeting
3. Matters Arising
4. AGM
 - a) Preparation
 - b) Nominated members from groups
 - c) new procedure for elected members
5. Newsletter – future editions and content for May
6. Finance
 - a) Village Hall Update
 - b) 100 Club update
 - c) Trading Company Update
7. Bookings
8. Security
9. AOB
10. Date & Time of Next Meeting

1.Apologies	Action Point
None	
2. Minutes of the Last Meeting	
Maureen chaired the meeting as vice chair and thanked Jim Murray for his hard work and enthusiasm. Maureen and Jenny will resign at the AGM and Richard has resigned. Jane will resign as secretary to take effect from the AGM. Minutes of the last meeting were agreed as correct, Maureen signed.	
3. Matters Arising	
Burtle Silver Band – query about rent, volunteered to pay £140 per quarter. Events Committee – deferred Website – deferred Somerset and Dorset Railway talk - 1 July Audit costs – Brian Tilbury to do independent examination this year, charges to be agreed. Jane thanked committee for free use of the hall for charity swim. Refused generous offer of bar profits.	Jane to send letter of thanks to Chris Puddy for organising social events.
4. AGM	
a) 14 clear day's notice before AGM.	Posters to go out – Jane

<p>b) Write to each organisation detailing current rep and requesting a nomination of a representative.</p> <p>c) People have to say they want to be nominated before the AGM and proposed by resident of the parish. Jenny distributed forms to be completed by 2 May. Agreed that all possible committee members should complete a form. Given to members of the committee.</p>	<p>Jane to do.</p>
<p>5. Newsletter</p>	
<p>Current situation detailing the need for new members must be in the newsletter. Steve produced a letter requesting new members to distributed with the form and included in newsletter.</p> <p>Media Edge happy to continue to publish newsletter. Events to be included.</p>	<p>Steve to amend with date. Steve & Maureen to produce 150 copies and Steve T or Colin to distribute.</p> <p>Maureen to put on website.</p> <p>Jenny to write an events article.</p>
<p>6. Finance</p>	
<p>a) Santander took over from Alliance and Leicester. Two accounts, current and deposit. Current now classed a closed entry - difficult to access. Approached Nat West but they refused to open any accounts. Chris approached Santander to open account for 100 Club but queried the name. Had meeting with a business manager and resolved the access to the current account. Changed signatories to Chris, Jane and Alan and has full access. All agreed and mandate form to be completed.</p> <p>b) 100 Club account need three signatories, Maureen proposed same three signatories and all agreed, but will need ID from all. Two accounts current and deposit in order to get interest. To be open within the next week.</p> <p>c) Trading Arm – accountant can change director from Jim Murray to ? Chris persuaded Arthur to return for £250 per year, decision to be held in abeyance for next committee. Chris has been running the bar separately on a cash basis since the new year. Directors need to be elected from new committee.</p> <p>Chris circulated bar and current accounts to committee for 2015 and accounts to date.</p> <p>Financial protocol refers to old constitution so needs updating. Outstanding payments paid by cheque to Steve and Maureen proposed by Jenny and seconded</p>	<p>Chris to organise Burtle 100 account signatories. Will check the date on the cheques.</p> <p>Maureen and Chris to get account properly documented before the next meeting.</p> <p>Jenny to email suggested changes to be agreed at next meeting.</p>

by Alan.	
7. Bookings	
<p>Three bookings that need a bar and bar manager has resigned. Possibly offer as a paid job but will incur extra expenses, preferably self- employed or another volunteer. Provided there is licence holder present could be one person to set up and one to serve. Bar is a social asset to the village, not many events take enough to pay someone.</p> <p>23 April – Richard will help set the bar up but not serve because he will be perceived as the bar manager.</p>	Volunteer bar staff needed for 23 April – Steve to organise.
8. Security	
Richard returned the keys. Security system has been serviced, need emergency call out numbers.	Jane to mark slip
9. AOB	
<p>Community Council for Somerset – queried details on website, wrong phone number and charity number. Old charity still live, once figures for 2015 audited Chris can transfer to new charity.</p> <p>Steve – query from Zing Services via website. Steve will reply suggesting new committee get in touch.</p>	
10. Date & Time of Next Meeting	
Monday 9 th May, 7.30pm.	