

Burtle Village Hall Committee Meeting DRAFT

8th January 2016 7.30 pm.

Present: Jim Murray, Richard Masters, Colin Pople, Chris Lush, Anne Lush, Maureen Perdue, Jenny Duval.

1. Apologies: Steve Allen, Jane Allen.

2. Minutes of Last Meeting

A couple of minor alterations were made and the Minutes were signed by the Chairman.

3. Matters Arising

The Letter was sent out on 27th December 2015 via email to all Village groups. So far there has been no response. No response either to the appeal in the Newsletter for comments from village youth. It was agreed to try again for a couple of months. Jim would like different people to edit the newsletter, and he needs input. **Maureen** to get some preliminary information about the August S and D weekend for the next issue. **Jim** still to send BVH new logo out. **Maureen and Jim** need to liaise with **Alan** over the Monday/Tuesday band booking, before deciding if any change in their payment needs to be negotiated. They are a valuable regular, if modest, source of income. It was confirmed that Village Group event bookings without a bar will be charged as per The Letter. Maureen will compile a list of each Groups' terms, and a further individual letter will be sent to each Group confirming their terms, with a copy agreement to be signed by both parties. **Jim and Maureen** to do. Richard Masters announced that he wants to resign as Bar Manger within the next few months.

4. Finance

a) The trading arm Burtle Village Hall Enterprises Ltd was set up at the end of December 2015. Jim, who already has vetting in place, was the named Director. The Directors will be The Chairman, the Treasurer and the Secretary. However, it is advised that the rest of the Committee should also pass vetting and need to present various original documents to Maureen for registration. **Maureen** will send details to everyone via email. It is advised that we have two Directors independent of the Committee. Russ Myers has agreed to serve. He was proposed by Maureen and seconded by Jenny and unanimously agreed. The Committee will try to find another person. Rob Lush may be willing. Fees for Maxwells - £200 - for the company registration and Lolben – £250 - for the Charity Commission work were agreed. Also Children's Christmas party and 100 Club expenses. Jim reminded the Committee that all expenses with supporting invoices must be brought to a Committee Meeting and agreed, and that cheques would be issued at the meeting the following month. The Treasurer's monthly balance sheet shows all other payments, and it was agreed that any BACS transactions must have two signatures on the invoice before payment. It was agreed that the Bar Manager will have a petty cash limit of £100 for casual expenditure, proposed by Jim and seconded by Anne. An 'imprest' system needs to be in place to ensure a clear paper trail for all expenditure to protect those handling money. **Jim** to clarify situation between BVH and BVH Enterprises for handling payments to Sedgemoor Drinks, who provide the majority of bar stock.

Chris confirmed the balance sheet and accounts for the year end are being prepared. There is a balance in the bank of £8,368.16 plus £230 cash bar float, plus current bar stock.

5. 100 Club Update

Jim had emailed all number holders. Colin asked for some sort of 'card' as well, for numbers given as gifts. **Jim** agreed that was a good idea. Number holders must be over 16 years of age. The Licence is registered, but the bank account has still to be set up. Jim proposed that the first winning payments be made in cash, and the recipient would sign a receipt, Jenny seconded and all agreed. All payments will normally be by cheque. The list of members of the 100 Club to be on public display will show name and number only.

6.Trading Arm

Already discussed in 4.Finance

7. Village Hall Risk Assessment

Elaine did not come, so the item was moved on for next month's Agenda.

8. AOB

Chris: Protocols will need to be altered to clarify dealings between BVH and BVH Enterprises. **Chris** to make contact with Maxwells for clarification. The Direct Debit charges for electricity have been reduced as we appear not to have used as much as estimated.

Jim: asked if anyone would take over the monthly Friday evening event which used to be run by Chris Puddy, who no longer wants to do it. Maureen reported that Friends of Burtle Church are going to organise a couple of events and see how it goes.

Maureen: Will send round current Hall bookings list. A Burtle Silver Band representative is coming to Café Burtle. Rosemary Tucker is still considering possible liaison with BSB for the June event for the Queen's birthday. The flag needs to be removed as it has become too tattered. Discuss replacement at next meeting.

Jenny: Hallmark. Committee had decided that we would go for further accreditation in 2016, but in view of all the other things we have going on, it was agreed that we would defer this until 2017. However, we will need to start thinking seriously about it in the autumn of this year. **Jenny** to check timetable for registration. Jenny requested an Agenda item of 'Website' for next meeting.

Richard: Reiterated his intention to resign as Bar Manager and Hall Manager within the next few months, and wishes to come off the Committee too. He cited a very busy life, and the desirability of stopping before it becomes so onerous that it is nothing but a chore.

9. Next Meeting: Jim is no longer able to do second Monday of the month, so we will trial first Monday.

Next Meeting Monday 1st February 2016 7.30

The meeting closed at 9.45.