

BUXHALL VILLAGE HALL COMMITTEE

Minutes of the AGM of the Buxhall Village Hall Committee held on Thursday 24 April 2025 commencing at 7.00pm in the Village Hall, Buxhall

Present

Wayne Greenlaw (Chairman)
Hilary Hall (Vice Chairman)
Keith Proctor
Mim Proctor
Mike Drury

Emily Byam (Secretary)
Sally Greenlaw (Treasurer)
Gill Bottomley
Ben Nickell

1 member of the public was present.

Welcome and Apologies

The Chair opened the meeting and welcomed all present. Val Lord had advised the Secretary prior to the meeting of her intention to step down from her role as the WI representative so was not present. Apologies were received from Claire Farrell; all other members were present.

Objectives and Timing of Agenda

The timing and agenda were agreed.

Declarations of Interest

No declarations of interest were received.

Minutes of the Previous Meetings

The minutes of the meeting held on the Thursday 25 April 2024 were received, agreed as a correct record and signed by the Chair.

(Proposed by H Hall seconded by G Bottomley, all members in favour)

Matters Arising from Those Minutes

There were no matters arising.

Report from the Chairman

The Chairman read out his annual report which is appended to this document.

Treasurers' Report and Presentation of 2024 Annual Accounts

The annual accounts for year ending 31 December 2024 were received and considered. The committee was advised that the accounts had been prepared by the treasurer in line with standard accounting practice. The accounts have not yet been audited, Sally proposed that John Biles be asked if he can audit the accounts.

Key points are set out below:

1. The committee has had a great fundraising year with a total of £4,023.65 raised through the Tea Room, fun quizzes and the donation from Elmswell bingo. All funds have been earmarked for the refurbishment of the village hall.
2. Hall bookings went up by £1108.95 from last year.
3. Little Ernie receipts increased by £330.
4. The surplus for 2024 is skewed due to the receipt of the MSDC grant of £11,030.26 for the kitchen being received in January 2024 when the majority of the expenses were incurred within the 2023 financial year.
5. Thanks to Hilary and her grant writing skills for securing the above grant for the village hall as well as the Living Well in Winter grant of £1638.79 and the MSDC grant for the feasibility study of £4836.00.

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6. The biggest expense of the year was obtaining the feasibility study. The initial costs for which have been covered by the grant. Ben Nickell is now keeping a close eye on any further costs that may be incurred.
7. The other big expense has been buying equipment for the Tea Room – again mostly covered by the Living Well in Winter grant.
8. The grants have kept the committee in a very good position financially.
9. The bulk of the money has now been transferred to a Barclays savings account, pending opening a savings account with Wise Bank an online bank.

After due consideration it was resolved to:

Appoint John Biles to audit the annual accounts for year ending 2024, the committee to then approve these at the next meeting.

(Proposed by W Greenlaw seconded by M Drury all members in favour)

Election of Trustees

All trustees resigned in compliance of the Trust Deed.

Following a nomination and election process it was resolved to appoint: Wayne Greenlaw, Hilary Hall, Sally Greenlaw, Keith Proctor and Mim Proctor as Trustees to serve until the annual meeting 2026.

Co Option of Trustees

After a further nomination process, Gill Bottomley, Claire Farrell and Janine Patching were co-opted as Trustees to serve until the annual meeting 2026.

Election of Representatives

It was noted that the following had been nominated to represent their organisations on the Buxhall Village Hall Committee; Christine Hagger for Buxhall WI, Ben Nickell for Buxhall Community Council and Mike Drury for Buxhall Parish Council. It was resolved to accept the nominations.

The Candlestick Club have applied for representation on the committee, after due consideration it was resolved to accept the request and the nomination of Emily Byam to represent them.

(Proposed by W Greenlaw seconded by S Greenlaw all members in favour)

Eligibility

All members confirmed and signed a declaration as to their eligibility to be members of the Buxhall Village Hall Management Committee and their willingness to act in the trusts of the Buxhall Village Hall Trust Deed.

Next Meetings

The next meeting of the AGM was agreed as Thursday 23 April 2026 at 7.00pm.

Any Other Business

There being no other business the meeting closed at 7.25pm.

Emily Byam - Secretary
24 April 2025