

## BUXHALL VILLAGE HALL MANAGEMENT COMMITTEE

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Minutes of the Annual Meeting of the Buxhall Village Hall held on Tuesday 18 May 2021 commencing at 7.05 pm in the Village Hall, Buxhall.

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### **Present**

Keith Proctor (Chair)  
Mim Proctor  
Trevor Taylor  
Denise King  
Emily Byam  
Wayne Greenlaw

Arthur Hicks  
Hilary Hall  
Chris Hall  
Neil Acheson  
Mike Drury

### **99. Welcome & Apologies**

The chair opened the meeting and welcomed all present. Apologies were received from Val Lord, Sarah Clarke and Betty Steed.

### **100. Objectives and Timing of Agenda**

The timing and agenda were agreed.

### **101. Declarations of Interest**

There were no declarations of interest received.

### **102. Minutes of the Previous Meetings**

The Minutes of the annual meeting held on the 11 August 2020 were received, agreed as a correct record and signed by the chair.

(Proposed by H Hall seconded by M Proctor all members in favour).

### **103. Matters Arising from Those Minutes**

There were no matters arising from the minutes.

### **104. Report from the Chairman**

The chairman presented his annual report which covered the period for the financial year (01 January 2020 to 31 December 2020).

The AGM was delayed and took place on the 11th August 2020 and in accordance with section 4 of the Buxhall Village Hall Trust Deed the Trustees resigned and following a nomination and election process were re-elected en bloc.

At the following committee meeting Mr. K Proctor was elected chairman with Mr. T. Taylor elected as vice chair as well as honorary treasurer. The committee agreed there was no conflict of interest in one person holding both roles. Mr. A Hicks was appointed as honorary secretary and Mrs. M Proctor as booking secretary.

The committee held four formal meetings during 2020 to conduct the business of the village hall. All meetings were quorate. There were no accidents or complaints recorded during the year and the Defibrillator was not used.

In March 2020 the coronavirus pandemic struck and effectively closed all social activity. The government implemented lockdown procedures which included the closing of the village hall with effect from 21<sup>st</sup> March 2020 and only allowed to re-open (on a limited basis) on 21<sup>st</sup> July 2020. During the period between July and December 2020 restrictions meant that only small meetings were allowed and the hall was used by the Village Hall Committee, the Parish Council, the Community Council Committee and the Rural Coffee Caravan. Unfortunately it was not possible for the Lunch Club, Whist drives, Candlestick club (over 60's), WI meetings, Quizzes, Bangers Beans and Bingo or the Village Produce Show to be held. These activities have not yet restarted and it is not anticipated they will do so until June 2021 at the earliest.

The 'Little Ernie' prize draw goes from strength to strength and continues to be a major source of income for the upkeep of the village hall. Take up in 2020/21 increased with a total number of 295 entries raising income of £1,770. Prize money including, the extra bumper Christmas Bonus, paid out was £740 resulting in an overall contribution towards village hall funds of £1,030. Our thanks to everyone who contributes and supports Little Ernie and to Trevor and Arthur for their efforts in the promotion and administration of Little Ernie and for their work as treasurer and secretary respectively also to Mim for her work in the booking and hiring of the hall.

The Committee is very grateful for the continuing efforts of all who are involved in raising funds for the hall. The fun quizzes are very popular and well supported events and we hope to see their return in the very near future. Donations to funds by Shaun and Fiona Colby from the proceeds of recycled bottles from the bottle bank located outside the Buxhall Crown are much appreciated. It is pleasing that such a resource can help the community directly whilst helping the environment. We hope that this can continue and wish Shaun and Fiona the very best of luck in whatever the future holds.

As a result of Covid-19 restrictions, income from the hire of the hall and equipment for the 2020 financial year was down to £565 from £2,127 in 2019. The committee are however very grateful to be in receipt of £11,344 from the Small Business Support Grant Fund which has compensated for the loss of income, but unfortunately not the lost opportunities to build the goodwill and community spirit generated by our usual events.

Because of the grants the accounts show a surplus of £8,464 with total assets against current liabilities at the 31<sup>st</sup> December 2020 at £27,055.

The committee remain determined to develop and improve the hall as a venue for use by local residents; in an effort to encourage usage the committee do not anticipate any increase in hire charges which have remained static for several years. The beneficial rate of 20% discount available to Buxhall residents also remains in place.

All regulatory inspections took place during 2020. Old lighting was replaced with LED lighting throughout the hall. Improvements needed to the electrical services identified in the 5 yearly inspection report were also carried out.

The condition of the roof deteriorated during 2020 and much needed repairs were carried out in April 2021 at the front of the hall. Work on the rear is now being planned. The perimeter fence has a number of posts which need replacement. Plans to carry out improvements to the kitchen were temporarily deferred due to Covid restrictions but we hope to move forward with these in the very near future.

Following his recent move to Stowmarket and after many years service as treasurer and trustee of the village hall, Trevor Taylor has decided to retire as a trustee. He has agreed to continue in office as treasurer until a replacement can be found. His friendship, support and wise counsel will be greatly missed. The management committee would like to take this opportunity to thank Trevor for all he has done to move the village hall forward.

#### **105. Treasurers Report and Presentation of 2020 Annual Accounts**

The treasurer presented the audited annual accounts covering the period 01 January 2020 to 31 December 2020. The accounts which have been prepared by the treasurer and audited in line with standard accounting practice have been audited, certified as accurate and given a clean bill of health by the auditor. They were approved by the committee at its meeting earlier on the 18<sup>th</sup> May 2021.

The meeting was advised that in March 2020 the coronavirus pandemic struck and the government implemented lockdown procedures. These procedures included the closing of the village hall to all activity with effect from 21<sup>st</sup> March 2020. During the period between July and December 2020 a number of small meetings took place.

He reported on items of income and expenditure:

- 1) Due to the generous grants received from the government via Mid Suffolk District Council (£11,334) overall income for the year was £13,039 with expenditure at £4,575 an overall surplus for the year of £8,464. The committee expressed its gratitude for the support during the pandemic.
- 2) Income from hire of the hall and equipment 2020 is down to £565 against a figure of £2,127 in 2019.
- 3) The project to replace lighting with LED lighting throughout the hall was completed during lockdown with costs of £2,380.
- 4) The 5 yearly electricity conditional report identified a number of recommendations (some of which had been previously highlighted), again the opportunity to have the faults rectified during lockdown was taken. The costs including the cost of the report were £472.

He gave details of the Balance Sheet with total assets against current liabilities of £27,055. Current plans for improvements and maintenance to the hall were discussed.

Taking all factors into consideration the Committee are pleased to present this report as a positive financial outcome for the year ending December 2020.

The report was considered and received. The chairman congratulated the treasurer on his work in looking after the accounts. He thanked the treasurer and secretary for their work in securing funding grants.

The various notes to the accounts were considered and planned improvements to the hall noted.

**106. Election of Trustees**

All trustees resigned in compliance of the Trust Deed. Trevor Taylor and Arthur Hicks advised that due to personal circumstances they had decided not to stand for re-election.

The committee expressed its disappointment that Trevor Taylor and Arthur Hicks had decided to retire from the management committee after many years exemplary service. Thanks were expressed and it was agreed they will be greatly missed.

Following a nomination and election process it was resolved to appoint, Sarah Clark, Wayne Greenlaw, Hilary Hall, Mim Proctor, Keith Proctor and as Trustees to serve until the annual meeting 2022.

**107. Co Option of Trustees**

After a further nomination process, Chris Hall, Neil Acheson and Emily Byam were co-opted as Trustees to serve until the annual meeting 2022.. Members noted the many years of service and the personal circumstances of Betty Steed and expressed their thanks for her work on the committee. It was agreed to appoint Betty Steed as an Honorary Member of the Committee.

**108. Election of Representatives**

It was noted that the following had been nominated to represent their organisations on the Buxhall Village Hall Committee; Valerie Lord (Buxhall WI), Denise King for Buxhall Lunch Club and Mike Drury for Buxhall Parish Council. It was resolved to accept the nominations.

No new village groups had applied for representation on the committee.

**109. 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.

**110. Next Meeting**

It was agreed the next Annual General Meeting would take place Tuesday 12 April 2022 at 7.00pm.

**111. Other Business**

There being no other business the meeting closed at 7.20 pm.

Arthur Hicks  
Secretary  
18 May 2021,

DRAFT