

BUXHALL VILLAGE HALL COMMITTEE

Minutes of the AGM of the Buxhall Village Hall Committee held on Tuesday 12 April 2022 commencing at 7.00pm in the Village Hall, Buxhall.

Present

Keith Proctor (Chair)
Neil Acheson
Emily Byam
Mike Drury

Wayne Greenlaw
Barry Hunter
Denise King
Mim Proctor

Welcome and Apologies

The Chair opened the meeting and welcomed all present. Apologies were received from S Clark, C Hall and H Hall, all other members being 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 Tuesday 18 May 2021 were received, agreed as a correct record and signed by the chair.

(Proposed by M Drury seconded by M Proctor, all members in favour)

Matters Arising from Those Minutes

There were no matters arising.

Treasurers' Report and Presentation of 2021 Annual Accounts

The annual accounts for year ending 31 December 2021 were received and considered. The committee was advised that the accounts had been prepared by the treasurer in line with standard accounting practice and have been audited, certified as accurate and given a clean bill of health by the auditor.

Key points are set out below:

1. Despite the £7k cost of roof repairs, there was a surplus for the year of £10k, largely due to COVID lockdown and restart grants from MSDC of just over £17k (in addition to the £11k received in 2020).
2. So, total funds at end of the year stood at almost £38k. This is all in non-interest earning current accounts due to the non-existent interest rates that prevailed during the year.

More minor points are:

- Little Ernie surplus for year of around £1k, slightly down on previous year.
- Other income of around £0.8k remained well below normal annual levels of circa £4-5k due to COVID.
- Day to day running costs stable at just over £2k.

Recommendations. That:

1. The Committee authorise that, as interest rates are likely to rise in 2022, the transfer of an appropriate amount of the surplus funds to an Investment/Deposit Account. Details of this to be reported back to the Committee.

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2. Consideration be given to setting up a 'Sinking Fund' to meet current and future major repairs, replacements and improvements to the Village Hall (and possibly community grants). Further details to be reported to the meeting.
3. Items 2 and 3 to be subject to a proposed minimum working balance of £5k for operational purposes, such level to be agreed and regularly reviewed by the Committee.
4. Linked to the above, consideration be given to establishing a 3-5 year plan of major expenditure plans, including community grants.

After due consideration it was resolved to:

Approve the annual accounts for the period to 31 December 2021

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

Election of Trustees

All trustees resigned in compliance of the Trust Deed. Sarah Clark advised that due to personal circumstances she had decided not to stand for re-election.

Following a nomination and election process it was resolved to appoint: Keith Proctor, Wayne Greenlaw, Emily Byam, Hilary Hall and Mim Proctor as Trustees to serve until the annual meeting 2023.

Co Option of Trustees

After a further nomination process, Neil Acheson, Chris Hall and Barry Hunter were co-opted as a Trustees to serve until the annual meeting 2023.

Election of Representatives

It was noted that the following had been nominated to represent their organisations on the Buxhall Village Hall Committee; Hilary Hall (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

Appointment of Officers

Following a nomination and election process the following officers were appointed:

Chairman: Keith Proctor was nominated and duly elected as chairman with all in favour, there being no other nominations.

Vice Chairman: Wayne Greenlaw was nominated and duly elected as vice chairman, with all in favour, there being no other nominations.

Secretary: Emily Byam was nominated and duly elected as secretary with all in favour, there being no other nominations.

Treasurer: Barry Hunter was nominated and duly elected as treasurer with all in favour, there being no other nominations.

Booking Secretary: Mim Proctor advised the committee that she wished to resign her position as booking secretary. She stated that she is happy to continue in the role until a replacement is found.

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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 committee was agreed as Tuesday 12 April 2022 to follow the AGM.

The next meeting of the AGM was agreed as Tuesday 11 April 2023 at 7.00pm. This has since been amended to Thursday 20 April at 7.00pm

Any Other Business

There being no other business the meeting closed at 7.20pm

Emily Byam
Secretary

12 April 2022

DRAFT