

BURTON OVERY VILLAGE HALL.

MINUTES OF THE ANNUAL GENERAL MEETING HELD ON THURSDAY APRIL 28, 2016. AT 8..PM.

Present: Arthur Buckley (Chairman); Jane Chandler; Norma Hillas; Barbara Lloyd; Nick Jones; Sally Muir; John Pollard; Margaret Pollard; Graham Thompson; Joan Stephens; Adele Walls.

Apologies: Helen Johnson; Sue Tuxford.

MINUTES OF THE MEETING HELD ON APRIL 20, 2015 had been circulated.

MATTERS ARISING – none.

CHAIRMAN'S REPORT

Arthur explained that Sue Tuxford had produced a very useful manual for the Christmas Tree Festival committee and that he is devising a similar one for the Village Hall committee. It would serve as a "bible" for present and future members and be an essential tool for managing the business of the Hall.

He will ask individual members to list their various responsibilities.

Arthur also suggested each member should think about a successor – eg. Helen has asked to be released from the Treasurer's role, but is willing to continue to organise the 100 Club. Thus we need to recruit a new Treasurer, and members were asked to give this problem some thought before the next management committee meeting.

ELECTION OF COMMITTEE MEMBERS: All committee members were willing to continue.

FINANCIAL REPORT

Arthur went through all the figures and explanations.

He suggested we print cards or leaflets giving details of Village Hall and how to book. These could be distributed, eg. at the Christmas Tree Festival. Graham to design and have leaflets printed.

Hall cleaning: Arthur to check on cleaning duties, hours of work scheduled and checks on the cleaners' efforts with Helen, and arrange to meet the cleaners to discuss cleaning requirements and satisfaction.

Norma mentioned that the toilets need a thorough clean several times a year in addition to regular weekly cleaning.

VILLAGE HALL PROJECT SURVEY 2016

Please note that a 7th item was added after the meeting

- 1 Replacement of the flat roof over the reception hall, kitchen and toilets. This is now past its sell by date and will be replaced by a plastic based longer lasting material when necessary. Two experts have however told us that the work is not yet essential. Estimate £6,000
- 2 Re-sealing of the Hall floor. Estimate £4,000
- 3 Re-covering of the BP Room floor after storm-proofing the external door by installing a drain outside. Estimate £2,000
- 4 Redesign the garden and entrance area to make access easier by removing the steps. Estimate £3,000
- 5 A full refurbishment of the kitchen to include a better cooker, catering quality units and extending into the cleaners' cupboard area. This project would require additional storage space in the entrance hall, gents' toilets and/or entrance hall. Estimate £8,000
- 6 A full professional re-painting of the hall interior which has not been redecorated since the re-building 15 years ago. Replace the canopy. Estimate £5,000
- 7 Refurbish the rear of the WC's in the ladies toilets to make them more accessible for maintenance and "leak management". Estimate £500

Arthur suggested all members consider these and decide on priorities. He will circulate a form for this and for discussion at the management meeting in August.

Please indicate whether you think each project should be considered by writing below the number in the priority order which you feel is relevant.

eg 3 ,6, 7,1, 2, 4. No to 5

To comment on any project simply write the project number followed by your comments.

Eg 6 Agree to decorating but retain current canopy.

The above are random examples only!

Please reply to burtonoveryvillagehall@gmail.com

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DATE OF NEXT AGM. Thursday April 27 2017.

Meeting closed at 9.20 pm.