

BURTON OVERY VILLAGE HALL ANNUAL GENERAL MEETING
Thursday 25th April 2016

Chairman's Report for Year Ending 31st March 2016

Overview

Reserves stand at £22,321.47 which are very healthy and will enable us to fund the majority of projects without needing to take a collection bucket round the village!

2015 Review

No review of a year in the life of the Hall can start without a sincere thank you to those people without whom things would just not happen.

We have a very good committee in place at the moment with a range of skills which enable a lot of work to be carried out with maximum efficiency.

Several members of this committee run teams who organise events independently of the main management committee which is an extremely efficient way of operating. This brings in a whole range of villagers who, whilst not on the main committee, supply valuable and much needed support.

We are in the process of collating guidance notes for all aspects of the running of the hall and its events in order to facilitate these tasks and to act as a guide for current and future incumbents. This procedural manual has been successfully introduced by Sue Tuxford for the Christmas Tree Festival Committee and is worth the effort to collate for the Hall.

As chair of the Committee for the past 14 years it is also a first step in simplifying the process of succession planning for my role as well as the other roles as outlined in the manual.

The position of Chair will then be simplified significantly and will enable the incumbent to serve for a fixed period. I propose one year of shadowing the current chair followed by one year of acting as chair and then a second year as Chair but mentoring the successor who will be shadowing.

It should also enable a Chair to return to the post after 2 years if agreed by the parties. A Chair should not be expected to carry out any other role within the Committee such as; Treasurer, Bookings Secretary, Secretary and Maintenance Co-ordinator (as yet undefined but nevertheless carried out by Nick Jones).

Other significant Team Leading roles are those of Village Show Co-ordinator, Christmas Tree Festival Representative, New Year/Summer Ball Co-ordinator. Should any of these people take the Chair then their role should be re-allocated with a similar shadowing and mentoring procedure.

Finance

Full details are in the Treasurer's report below.

The treasurer's role is critical to the smooth running of our Hall and we are fortunate to have Helen Johnson looking after our books, a job she has now worked on behind the scenes for over 11 years. She now wishes to hand over this role.

Reserves now stand at £22321.47, (£21,121.47 in real terms allowing for 100 Club prizes to be issued this year).

Helen also looks after the 100 Club sales each year and is happy to continue with this valuable role.

This appears to be a lot of cash but a full discussion will need to take place in the coming months to prioritise our spending over the next 2/3 years. Projects include:

- 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.
- 2 Re-sealing of the Hall floor.
- 3 Re-covering of the BP Room floor after storm-proofing the external door by building a drain outside..
- 4 Redesign the garden and entrance area to make access easier by removing the steps.
- 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.
- 6 A full professional re-painting of the Hall interior which has not been redecorated in the 15 years since the rebuilding.

All these projects would need in excess of £30,000.

A financial report is required to be forwarded to the Charities Commission.

I propose that we form a small sub group to investigate and concentrate on any funding available for current or future projects.

Committee Membership

We have welcomed Barbara Lloyd this year and she has contributed significantly during the year proving that there is life after retirement!

Bookings

Another relentless behind the scenes activity is the control of the Bookings process. Norma Hillas is appreciated for her help with this. It is one of those jobs which would appear straightforward from the outside but which requires attention on most days in dealing with and following up the enquiry/booking as well as arrangements on the day.

Events

The mainstream of the Hall fund-raising continues to be the New Year and Summer Balls. The organising team, Sally Muir, Sue Tuxford, Norma Hillas, Jo Taylor and Sheila Lee do a tremendous job in keeping these events fresh. It is worth noting however that it is only the support of groups from outside the village who are invited by enthusiastic villagers which makes these events profitable. We need to encourage more members of our community to support these events.

One quiz evenings are now accompanied by a fish and chip supper, are less frequent, but have become really successful. It is felt that three a year is an ideal number. The idea of rotating the quizmaster's role is an added attraction. Our thanks to those quizmasters who worked hard on their preparation and evenings during the year, Barbara Lloyd and Carl Ollsen.

The Village Show continues to contribute to Hall funds but more importantly retains one of the great traditions of our village. Graham Thompson and his team (Adrienne Vaughan, Jo Taylor, Jane Chandler, Chris Fletcher, Keith Smith, Adele Walls, Rachel Dyer, Gus MacKinnon & Bill Foster) do a wonderful job which must give John Pollard and the former committee a feeling of satisfaction. This successful succession is a good illustration of the proposed manual.

The Christmas Tree Festival continues to be a major focal point of the Hall's year and undoubtedly contributes to casual bookings from attendees. We should print some "Book this Hall for your Function" cards/leaflets which can be left on the tables at Christmas for visitors to take away with them.

The first Cinema event is arranged for next month and it will be interesting to see how many people support this first attempt.

Hall Maintenance

We have listed above projects to consider financially but this ignores the hundreds of small jobs which need attention throughout the year. We are fortunate that we have out "handy" man living on the doorstep and that he remains willing to give up his time to attend to the everyday fixes. It is my calculation that a £10 "call-out" fee for each occasion would cost the Hall over £1000 a year. Thank you Nick Jones for everything from fixing leaky taps to your regular turning out of lights which have been left on.

Thanks also to Jane Chandler for her cleaning top-up service, to the secretarial efforts of Joan Stephens and latterly Barbara Lloyd and to our Kitchen "monitors", Joan Stephens, Norma Hillas and Adele Walls.

Conclusion

The Hall is well managed by an enthusiastic team but I conclude by emphasising that it is an important requirement of this Committee to prepare for the future with sensible succession planning. The **average** age of the committee membership is over 67!

Arthur Buckley April 2016

		12 months		12 months		3 months	15 months	12 v 15 months	
		Apr 15 to Mar 16	Apr 14 to Mar 15	Variance	% var	Jan Mar 2014	2014/15	Var	
Opening Balance		18461.35					13023.24		
Receipts									
Lettings									
	B O D	720.00	630.00	90.00	14%	71.25	701.25	18.75	
	Ladies Badminton	420.00	336.00	84.00	25%	84.00	420.00	0.00	
	W.I.	105.50	56.00	49.50	88%		56.00	49.50	
	Sundry Lettings	2843.50	3129.50	-286.00	-9%	724.00	3853.50	-1010.00	
	BOPS	54.00	72.00	-18.00	-25%		72.00	-18.00	
		4143.00	4223.50	-80.50			5102.75	-959.75	
Fund Raising									
	Village Show	400.00	500.00	-100.00	-20%		500.00	-100.00	
	Shows	0.00	210.00	-210.00	-100%		210.00	-210.00	
	Balls	1710.17	1339.81	370.36	28%		1339.81	370.36	
	Quizzes	200.10	257.80	-57.70	-22%	133.90	391.70	-191.60	
	Christmas Lunch	210.51	340.78	-130.27	-38%		340.78	-130.27	
	Festival	2000.00	2000.00	0.00	0%	2000.00	4000.00	-2000.00	
	100 club	1114.00	1246.00	-132.00	-11%	2333.00	3579.00	-2465.00	
	Interest	80.17	20.19	59.98	297%		20.19	59.98	
	Sales	0.00	48.66	-48.66	-100%		48.66	-48.66	
	Donations	250.00	250.00	0.00	0%		250.00	0.00	
		5964.95	6213.24	-248.29	-4%		10680.14	-4715.19	
Total Receipts		10107.95	10436.74	-328.79	-3%		15782.89	-5674.94	
Payments									
	Water	190.23	370.90	180.67	49%	125.55	496.45	306.22	
	Gas	591.67	880.43	288.76	33%		880.43	288.76	
	Electricity	401.44	544.49	143.05	26%		544.49	143.05	
	Insurance	719.99	1354.97	634.98	47%		1354.97	634.98	
	Misc	374.81	1580.28	1,205.47	76%		1580.28	1205.47	
	Maintenance	1933.87	310.00	-1,623.87	-524%	2477.71	2787.71	853.84	
	Cleaning	1798.56	1818.45	19.89	1%	450.00	2268.45	469.89	
	Fire Check	95.20	142.80	47.60	33%		142.80	47.60	
	Music Licence	142.06	109.20	-32.86	-30%		109.20	-32.86	
Total Payments		6247.83	7111.52	863.69	12%		10164.78	3916.95	
Surplus/(deficit)		3860.12	3325.22	534.90	-16%		5618.11	-1757.99	
Closing Balance		22321.47					13023.24	9298.23	
Cash		0.00					0.00	0.00	
Lloyds Curr Acc		12220.39					7423.25	4797.14	
MHBS		10101.08					6000.00	4101.08	
Total		22321.47					18461.35	3860.12	

Notes to 2015/6 Accounts

- Note 1 Monthly DD reduced from £45 to £15. Moving to variable DD
Note 2 Includes £250 tree surgery, £90 glasses and trays
Note 3 Includes Gas Meter repair £195, New blinds £560, New Hand Dryers £996

Comments from last year

£1486.46 for the new hot cupboard.
New door at £2158.80