

BADINGHAM VILLAGE HALL

Draft Minutes of the AGM Meeting held on Tuesday 8 August 2023 at 8.10 pm

in Badingham Village Hall, Low Street, Badingham IP13 8JT

Members: Cllrs Bowe, Mountain, Sweeney and Welham. Also present members from the BVHMC as follows: Celia Cracknell, Martin Clark, Charles Bainbridge, the Clerk, and one member of the public.

- 1. Welcome:** The Chair of the Parish Council, Cllr Mountain, welcomed everyone to the meeting and thanked the Badingham Village Hall Management Committee (BVHMC) for everything they have achieved since they took over in September 2022. Big steps have been achieved to get the VH to where it is today and this was much appreciated.
- 2. Apologies for absence:** Apologies received and accepted from R Picton, S Judd, Amanda and Cameron Thomas.
- 3. Minutes of the last VH AGM:** The AGM minutes dated 23 September 2022 were approved and signed as a true record.
- 4. Governance:** The Clerk put forward a proposal to amend the governance document dated 7 Nov 2022 re section 4 (Meetings) to substitute the Badingham Village Hall Management Committee (BVHMC) where it states the PC must hold 'x' number of meetings per year and to amend all relevant information in that accord under the Meetings sub-heading. This was unanimously approved.
- 5. Annual Report** by the Chair of the BVHMC, previously circulated, and attached to these minutes.
- 6. Financial Report** by the Parish Clerk: Accounts were distributed to all present showing the current finances as attached to these minutes.
- 7. Accounts for the Year ending 31 March 2023** were unanimously approved and signed by the Chair. The accounts were audited by Trevor Brown, his report distributed with 2 recommendations as follows: 1) A clear banking protocol to be adopted for audit control: already drafted and distributed by the Clerk for adoption at this meeting, which was unanimously adopted. 2) Separate asset register to be maintained for the VH itemising all assets over £500 in value. **Action:** Clerk to draw up in conjunction with the BVHMC
- 8. Update on the VH and any actions to be approved:** Of immediate concern is the boiler which has been responsible for much of the Calor Gas usage, working when the committee thought it was switched off. It is now permanently disabled to stop wastage. Quotes from £2500 - £3100 received. M Clark to seek a contribution for funds from the various groups in the village, Clerk to seek from outside sources – SCC County Councillor, ESC District Councillors, if each can make a small contribution, it will pay for a new boiler. Events cannot be run until a new boiler is installed.
Clerk has reviewed the utilities to make savings – electricity now with British Gas on a reduced 3-year contract, Calor Gas switched to Fram Farmers at minimum 30p cheaper per litre.
Natalie Hayward to join the BVHMC with immediate effect and to be responsible for seeking funding, and to engage with other interested parties in the village to use the hall.

9. Date of the next AGM t.b.c.

Caroline Emeny

Clerk and Responsible Financial Office to Badingham Parish Council