

Chairman's report. A review of the past year and the year ahead.

Why we are here.

Fifteen months ago the Council took control of the Hall following representations from a number of parishioners who wanted a new body to run the Hall, a body with a defined remit and wider representation of village interests. What the Council actually formed was a sub-committee of the Council, but with no defined remit (other than that we set ourselves) and far less nominal representation than before.

What we set out to do last April

To bring stability to the affairs of the Hall, to comply with new legislation, & create an administrative framework for the future.

What we have achieved.

We have adopted a number of measures to ensure proper verification of income and expenditure.

We have stemmed the annual operating loss by introducing the "100 Club" and raising some Hall booking charges, particularly to the Health Centre.

We have begun to compile a library of reference material on all aspects of Hall Management.

We have instituted a system of record keeping that allows access by all committee members to the Committee's accounts, records and reference materials.

We have adopted the report by WNDiS – the West Norfolk Disability Information Service – regarding works needed to comply with the DDA – the Disability Discrimination Act. The report was commissioned by Pat Rix when she Chaired the Parish Council and is excellent value for the £40 it cost. We have already made some small initial changes to comply – paint around doors, relocating fire equipment in the kitchen to a lower level, additional fire equipment capable of operation by those unable to lift the heavy extinguishers.

We have made a further inspection of the underside of the hall floor, Steve has cut an extra inspection hatch, and chocked up the floor around the bar end of the Hall to stop the bounce. The timber of the floor is in generally good condition, the problems are with the subsidence of the sleeper walls.

We have installed a washing up sink and a separate hand wash basin in the bar with a new kitchen unit below, and plumbed in with cold water, at a total cost of £75 so far, our thanks to Steve and Keith Miller. We are seeking quotes for an over-sink water-heater, this is likely to cost about £140. This work means we are now complying with Environmental Health requirements necessary to maintain our Public Entertainment Licence.

Our aims for the coming year:

We need to replace some of the electricity supply equipment to comply with new regulations, the likely cost being about £370. At the same time we intend to wire in a permanent supply to allow the electronic rodent deterrent to work in both kitchen and store-room even when the slot-meters are empty.

To schedule a program for further compliance with the requirements of DDA and to seek grants for the work involved.

Improved heating and possibly partitioning the Hall to create a smaller area for meetings.

Lastly, but by no means least, to encourage and assist others in the formation of an informal Village events team who will not be burdened with the duties of this management Committee.

Finally, thanks to all those who have assisted the Committee, Pat Rix for being the Licencee and running Bingo, to Wendy Redman for handling the bookings and dealing with the caretakers, to Keith Miller for clearing blocked drains and plumbing the sink.

Secretary's report

The main duties have been

Reviewing and setting up the administration of the Committee.

Drafting a new constitution - our "Rules" or standing orders.

Assisting the Council to establish the ownership of the Hall.

Liaising with the Parish Clerk on matters that the previous Committee were able to deal with directly themselves.

Creating a library of information on the running of a Hall and responsibilities under new legislation.

Correspondence with the Architect appointed by the previous Committee. Our position is that we, the current Management Committee, are a completely different organisation to the previous Committee, and have no responsibility for the actions of that Committee or its Officers or Members. We cannot therefore authorise payment of his bill from funds collected from or donated by Parishioners and others. The Parish Council have recorded their support of our view.

Treasurer's report.

This meeting was convened to deal with the first accounting period of the current Management Committee. This had been set to be from the date of our formation on 29th April last year to the end of the calendar year 2003.

However, the discovery that our status as a Council sub-committee means the Hall funds are effectively Council funds, but can be ring-fenced solely for Hall purposes. The Committee had not been made aware of this by the Parish Council, and this was only discovered very recently as a result of a conversation with the NAVH – the Norfolk Association of Village Halls. This need not be taken to be all bad news, on the contrary it may be beneficial if the Committee can benefit from, for example, a refund of VAT on expenses. We have written to the Clerk of the Council seeking clarification or confirmation of the status of our funds and the possibility of recovering VAT.

Present the statement of income & expenses for our first financial period.

The financial positions last February and April, the measures taken to cut the operational losses - raising charges and in particular the 100 Club - means we haven't had to use the monies raised by the previous Committee.

A summary of the main income & expenses.

Function Organiser's Report:

Why we didn't hold a summer event last year, the success of the Christmas Fayre, and our aims for a joint Village Fete this coming August.