



BROCKENHURST VILLAGE TRUST

**Minutes of Meeting held on Wednesday 20 December 2017 at 19.30**

**Present:** Bruce Read (BR), Derek Bucknall (DB), Bob Coombs (RC), John Cropp (JC), Lynsey Davis (LD), Melanie Edwards (ME), Tony Fessler (TF), Sue Hunter (SH), Mike Snell (MS)

**In attendance:** Catherine Lomax (CL), Sarah Neller (SN)

**Apologies:** Anna Rogers, John Wingham

1. **Minutes of previous meeting 25 October 2017** Approved.
2. **Matters arising** DB suggested that the proposed Village Meeting in the summer should not take place before the Board was clear on the message we wished to convey.
3. **Co-option of a Director** It was proposed by JC, seconded by MS and agreed nem. con. that ME be co-opted as a director, to serve until elected at the next AGM. ME would replace JC, who was retiring from the Board on 31 December, as chair of the Hall Management Committee (HMC).
4. **Financial Report** TF had circulated a report for November showing Hall lettings at 98% of budget, so that the annual target should be comfortably exceeded. Staff costs were at 93%, and contained the first full year's pension contribution. Other Hall costs were well within budget. Trust expenses were well over budget owing to various survey items relating to the site in preparation for the MUGA, car park etc. As a result the deficit (excluding the MUGA) to November was some £7,000, compared to a budgeted deficit for the year of £7,400. MUGA funding was virtually complete, with £8,500 received in November from Awards for All, and the MUGA bank account had £10,562.
5. **Hall – Management** JC had circulated a paper agreed by the HMC whereby SN had from 1 December taken on the role of Hall Manager, with the exception of those duties which would pass to TF (payment authorisation) and to Liz Cropp (HR). With effect from 1 Jan 2018 there would be a reshaped management committee chaired by ME, with Liz Cropp, further members to be appointed, and including the Hall staff as de facto members. The committee would have budget responsibility and spending authority as set out in JC's paper. This was unanimously approved, and DB observed that ME was to be encouraged to make the right decisions by the Board.

**Hall – Marketing Strategy** SN outlined her marketing strategy which had been summarised in a circulated paper. She intended to spend January analysing what the Hall does, to inform the strategy, for example whether events supporting local charities could provide benefits for the Trust and the extent to which weddings needed to be marketed outside the immediate area. She intended to profile the

Hall's facilities, with a view to reconciling the need for regular bookings with the ability to retain flexibility. She described her plans to use social media to promote the Hall, as well as established ways circulating information in the village. She would also look at the possibility of establishing a permanent café and bar within the Hall, to Hall and MUGA visitors, as well as to the wider community and tourists.

**Action SN**

SH commented that with the advent of the MUGA and Scout building, the Hall was "the wrong way round", and that there should be a welcoming access from the back. She believed that funding may be available from time to time for improvement to village halls. BPR explained the possibilities which the Scout building could offer in the future.

MS asked that SH should do some blue sky thinking to better integrate the Hall with the village, so as to inform the plans for the proposed village meeting. DB emphasised the importance of the MUGA's formal launch in the Spring in that context, and also expressed the Board's thanks to SN and CL for their hard work in 2017.

**Hall – Budget** TF had circulated a paper incorporating JC's hall budget suggestions with a projection for 2017, and matters affecting the Trust. The outcome was a deficit (excluding the MUGA) of £4,000 for 2018, which was acceptable in the circumstances, but ideally should be a break-even in the absence of any significant income from the site. Hopefully the new marketing strategy would enable a better outcome. The Board accepted the proposed budget, with BPR emphasising that break-even after depreciation should be the over-arching goal. DB suggested (see below) that the renamed 100+ Club should be shown as an activity of the Trust rather than the Hall.

**6. 100+ Club** DB presented a paper, drawn up in collaboration with SH and CL to revive the declining 100+ Club as the **Brockenhurst Village Trust Lottery**. Currently there were 197 entries competing for 7 prizes. It was proposed to reduce the prizes to 3 more valuable ones, which would require at least 225 entries while observing the need for at least 20% of the fund at each draw to benefit the Trust, A marketing plan was being produced, together with SN, to increase the entries to 300 by Mar 2018 and 400 by June, which, if achieved, would provide £225 monthly for the Trust as opposed to the current £100. The administration would be simplified, and entrants could join at any time, rather than 1 Jan as now. It would be rebranded as the Brockenhurst Village Lottery, with the beneficiary clearly being the Trust.

The Board agreed that in future the prizes would be drawn by one Director (according to a rota) plus one member of staff. Also it was noted that if prizewinners wished to donate their winnings back to Trust, this could attract Gift Aid.

**7. MUGA** LD presented a paper showing that with the £4,300 collected from sale of bricks and £3,500 from the Parish Council (in kind) for the Youth Shelter and table-tennis table, the MUGA could be landscaped during January, with a grand opening ceremony, together with the Scouts, on 25 February. The Board agreed

to purchase two gold bricks, and to contribute to an event in the Hall on 25 February.

- 8. Car Park and Site** The Board discussed the paper presented by RC which summarised the car park design criteria, and crucially the means of disposal of surface water. The options were (1) to drain into the Tattenham Road ditch, which already took the surface water from the MUGA and Scout building, or (2) via the existing cattle grid and under Highwood Road to a ditch on the far side. Either solution might require approvals which could render the scheme uneconomic. It was therefore decided that RC should discuss the matter with Peter Hebbard who had advised on the MUGA drainage, and that we should then go ahead with solution 2, which was essentially the way the car park drained currently. On that basis RC would now go to tender with Watsons plans. **Action RC**

The question was raised as to the extent the car park was covered by the Trust's insurance. **Action TF**

- 9. Parish Council Offices** BPR reported that essentially nothing had changed as the PC were still investigating whether Southern Water would permit them to build over the sewer which runs beneath their proposed site. They had however undertaken to meet our costs in preparing their lease, and were still interested in our building a store for them to rent at the back of the Hall.

- 10. BVT Where Next – Directors' responsibilities** MS suggested the following allocation of responsibilities among the Board:
- |                            |                              |
|----------------------------|------------------------------|
| ME – Hall Management       | TF – Secretary and Treasurer |
| SH – External oversight    | DB/LD – MUGA and Lottery     |
| RC/BPR – Capital Projects  | JW – Parish Council          |
| AR – in reserve while busy |                              |

- 11. Any other business** MS expressed the Board's appreciation of JC's work as chair of the HMC and said JC was owed a huge debt of gratitude. He made JC a small presentation.

It was agreed to dispense with the Board Meeting provisionally scheduled for February 2018.

I confirm that these minutes are a true and accurate record of the meeting

Signed:..... Date:.....

<b>Dates of next Meetings</b>	24 January 2018 at 7.30pm	Regular Board Meeting
	21 March 2018 at 7.30 pm	(if required)
	18 April 2018 at 7.30 pm	Regular Board Meeting
	16 May 2018 at 7.30pm	(if required)
	20 June 2018 at 7.30pm	(if required)
	18 July 2018 at 6.30pm	AGM and Regular Board Meeting