

Minutes of the Bramley Village Hall Management Committee

Meeting: 22nd February 2023

Present: Lindi van Rensburg (LvR), Tony Coleman (TC), Bob Stern (BS), Dennis Lordan (DL), Debbie Ersser (DE)

Apologies: Alison Burrows

Minutes: The minutes of the 28th of July 2022 meeting were reviewed and agreed upon by the committee.

Matters arising: None.

Bookings Outlook:

DL submitted a list of confirmed regular bookings and various children's parties- 1st February – 31 March.

The estimated revenue amounts to £4369

Finance:

Budget: The 2023/4 budget has been agreed upon.

- Revenue and expenditures break even.
- Utility costs are expected to increase.
- There is no provision for major projects.
- Bookings trend is uncertain.

YTD Actual to budget: Expenditures are expected to exceed income by £5000 +/- mainly due to unplanned critical maintenance requirements.

Payments and receipts:

The reported amounts between 1st April 2022 and 14th February 2023 were reviewed and agreed upon. currently, the account balance is £14,090.55. Projected year-end balance £8,500.00 +/-

Maintenance:

- Two heavy-duty wall heaters have been condemned and replacements installed.
- A mandatory inspection of the electrical circuits in the hall has been carried out and critical remedial work completed.
- A major refurbishment of the hot water boiler has been agreed.

A.O.B.

- It was agreed that the committee should meet in April, July, October 2023, and January 2024.
- The date of the audit of the 2022/3 accounts is still to be finalised.
- The terms of Reference previously reviewed and agreed upon were tabled. The next review is in February 2024
- The Risk Assessment previously reviewed and agreed upon was tabled next review in February 2024.
- Annual Charity return was submitted on 31st January 2023.

Signed: _____ Date: _____

Tony Coleman
Chairman