

## **Etching Hill Village Hall Committee**

### **2017 Annual General Meeting**

Held at Etching Hill Village Hall on 7<sup>th</sup> June 2017 at 8:00 pm

Present: Mick Devey, Fred Beavers, Dawn Pickering, Rachel Allen, Dave Cotton, Ivan Wilkes, Justin Johnson, Lin Workman, Joe Thatcher

Apologies: Margaret Devey, Colin Butler, Nigel Bushnell, Carol Lawrence

### **Introduction**

Meeting convened. There being, apparently, no documented minutes for the 2016 AGM, business passed immediately to the next item.

### **Reports**

#### **Chairman's Report**

Past year had been comparatively uneventful, though it did commence with what might have been a serious accident involving an urn – as a result of which it's now policy not to entertain use of such devices. The hall 'being left in a state by some groups' had dogged us. A 'sign-in/sign-out' register had been introduced to attempt to control this. The year closed with the installation of the WI's defibrillator.

Chair reported that, despite being otherwise uneventful, the year had brought him lots to do and that he was becoming personally disaffected by the effort involved. Examples had been the felling of a silver maple at cost of £1,200 to the committee and his repairing of a major leak in the roof over the side storeroom. Two issues remain outstanding: the installation of new radiators/radiator valves and the 'safety' maintenance of trees on the property. Issues of this sort, he reported, consume a disproportionate amount of personal time and effort. He suggested two solutions:

- For a joint chair to be appointed for 2017/18 so that responsibilities of this sort can be shared
- For the chairman to be authorised to engage 'tradesmen' activities – plumbing etc – after a single quote if he feels it is reasonable. Up to now two or more quotes have been sought, but tradesmen are so generally unreliable in even turning up to give a quote that just stringing together the 'procurement' aspect of a repair etc becomes a tedious and lengthy job involving multiple trips to the hall and correspondence. Whilst not best practise, this approach is pragmatic. This proposal was unanimously agreed by the meeting.

The chair noted that another outstanding responsibility is to review and update the hall visitor manual, safety & fire procedures etc.

## **Treasurer's Report**

The Treasurer presented the annual accounts – that have been independently audited – to 31<sup>st</sup> March 2017 and noted that the hall's financial position is sound. Our income over expenditure for the year being almost £1500. Some discussion ensued and it was agreed that we can therefore afford to replace necessary radiators etc and undertake a limited refurbishment of the kitchen.

It was discussed that the committee do need to hold a substantial reserve as there are potential liabilities in the building's structure (note roof leaks etc) and more significantly in the trees around the property where expensive remedial action might become suddenly imperative – for safety/legal responsibility reasons. Whilst the committee has no guarantee of a portion of these potential costs being shared\*, they must retain sufficient funds to avoid future difficulties. A financial update to 30<sup>th</sup> May was also presented by the Treasurer.

## **Election of Officers**

The following officers were elected unanimously:

Secretary – Carol Lawrence – Proposed by Joe Thatcher, seconded by Justin Johnson

Treasurer – Lin Workman – proposed by Dawn Pickering, seconded by Justin Johnson

Joint Chairmen – Mick Devey & Joe Thatcher – proposed by Fred Beavers, seconded by Dave Cotton

## **Any Other Business**

There will be public meetings shortly, to be held by the local Planning Officer, concerning granting of further licences to quarry nearby. It seems the hall may be selected as a venue for these.

Dawn related that we have a potential new weekly client in the form of an Art Group.

Margaret Devey (by note) reported an inconsistency between the state of the hall reported in the register on the 12<sup>th</sup> May and the known state in which it had been left by the Whist group on 11<sup>th</sup>. Much discussion ensued. It's apparent that the sign in/sign out register has (generally) not eradicated irresponsible non-tidying-up, but also that total contradictions of the type Margaret describes can occur. The Chairman commented that he understands the issue but has no power to control it and is not going to be present when every group leaves to validate the hall is left tidy. Neither he, nor anyone else, can be a 'nanny' to the user community. When we are certain one group have 'transgressed', we should address that. Otherwise we have few options.

\* During the treasurer's report and after, there was discussion about trees and hedges on the property. A professional estimate has been made of around £1,500 to make trees safe/bring them to reasonable control. Not all trees/hedges, just the 'urgent' ones. The officers feel – and this was unanimously supported by committee members present – that these trees and hedges are 'enjoyed' by both the hall users and the tennis club. Arguably, more so by the tennis club. Whilst it's the committee's legal responsibility as trustees and landlords to take actions, the rent paid by the tennis club in no way represents a half-share of this cost. A meeting with the tennis club is scheduled, with the committee's position being that either there is a future 50/50 sharing of such costs as they arise or an increase in rent that results in a similar contribution over a reasonable period.

## Etching Hill Village Hall Accounts

### 1st April 2016 to 31st March 2017

[illegible]

### Balance Sheet as at 31st March 2017

Current Assets			Accumulated Fund		
Current Account	£ 8,728.24	£ 9,805.54	Balance at 1st April 2017	£10,273.70	£ 8,772.02
Cash in Hand	£ 43.78	£ 425.00			
			Income over expenditure	-£1,501.68	£ 1,458.52
Total	£ 8,772.02	£ 10,230.54		£8,772.02	£ 10,230.54

I have examined the accounts of Etching Hill Village Hall for the year ended 31st March 2017 and certify that they are a true record.

S. F. Taylor  
Broadhazels  
Beaudesert Park  
Rugeley  
WS15 4JJ  
18th April 2017

**Etching Hill Village Hall**

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**TREASURER'S REPORT 7<sup>th</sup> June 2017**

**Report as of 30<sup>th</sup> May 2017**

**CURRENT ACCOUNT      £10,509.26**

**PETTY CASH                £    346.57**

**Total            £10,855.83**

Due to illness I have been unable to bring you a more up to date for this meeting. If you wish I can send a copy of today's account figures to Carol so she can send you the correct figures that will be a little higher than currently shown.



All business that would have been discussed at the quarterly June meeting had, by this time been discussed. As a result the AGM and the June Meeting were closed.

The Joint-Chair (Joe) apologises for any inaccuracies herein. However, due to the lack of a secretary, he was forced to take the minutes and doing two things at once is not as easy as it looks!