

## EATON BISHOP VILLAGE HALL

### ANNUAL GENERAL MEETING MANAGEMENT COMMITTEE

Wednesday 4 October – 7.30 pm

The Chairperson welcomed everyone to the meeting and was happy to see so many villagers in attendance.

#### PRESENT

List attached

#### APOLOGIES

Apologies had been received from Tony McVeigh; Fran Jones, Lin Gardner and David Richards.

#### MINUTES FROM THE LAST MEETING

These were agreed and signed.

#### MATTERS ARISING FROM THE MINUTES OF THE LAST MEETING

There were no matters arising.

#### CHAIRPERSON'S REPORT

The Chairperson (RR) went over some of the more significant happenings since the last meeting:

**Round tables** – RR thanked Clive Harper (CH) for all his efforts in producing round tables for use in the hall. There had been two weddings recently where they had been used and they had been a great success. During one wedding it was noticed that the floor was loose in the corner of the hall and this had been repaired by CH.

**Hall Maintenance** – a report had been produced which highlighted that the exterior of the hall was in need of painting. As the cost of contractors would be significant it was decided that a working party would be put together and the committee and helpers would do it themselves. MN put together the working party and a lot of members of the community helped and a big thank you to everyone.

**Lights** – A hall user had fallen outside the hall and it transpired that they had not turned the lights on. Following this incident automatic lights which are motion activated had been installed outside.

**Hire Agreement** – the village hall hire agreement had been updated and was now available on the Village website and would come into immediate effect.

**Health and Safety Policy** – a health and safety policy had been produced, as recommended by ACRE, for our own protection. Thanks to Moe (MN).

**Farmers Market** – The number of villagers attending the market was still very poor. There had been no pork supplier for sometime and it had been agreed to trial pork products from a company in Ludlow but this had not been a success and was discontinued. RR asked if any members of the village had any ideas for suppliers to let the Committee know. There was now a rota for helpers in the kitchen and this had taken a lot of pressure off.

**Parking signs** – Parking signs were going to be installed in the car park to protect the village hall from claims.

RR invited comments from the floor but there were none at this time.

## **TREASURER'S REPORT**

Last year's accounts had finally been done thanks to Ray Bury (RB) for his assistance with this. We were £3 out which he had 'found'. RR went through the accounts for the benefit of the villagers present. There were a few queries raised from the floor which were explained by RR and RB. The hire income had gone down but this was down in part to not charging the Parish Council for their meetings held in the hall. It was queried why the Parish Council was not charged and RR explained that the Parish Council paid the insurance on the village hall which made up for this. Ron Carter (RC) explained the details of this too.

Tim Coleman (TC) enquired what the 'Initial' entry on the accounts was and RR explained this was for the towels in the toilets.

LC queried the electricity refund. RR explained that Utility Warehouse always invoice on an estimated reading and rely on actual readings from the hall to balance the account. The electricity amount indicated on the expenditure was for work carried out.

The defibrillator was given free of charge but the Village Hall had to pay for the box and the installation.

There was question from the floor regarding the net income over the past financial year. It was explained that the difference between the income and the expenditure last year totalled £1800. However, advice given by ACRE, recommended that £5000 should be held separately for emergencies. A further question queried whether the accounts needed to be audited externally. It was explained that this was not necessary as the the amount was under £10,000.

In answer to a question raised by TC and LC regarding the apparent discrepancy between the annual income and expenditure (+£627.37) against the increase in the year ending bank balance (+£1820.78).

It was explained that the difference (£1193.41) was due to the internal transfer of funds from the now redundant account No 2 (£320) to the main account. Additionally, an internal transfer had been made between the main account and the deposit account, bringing the holding in the deposit account to £5,000. The annual accounts had omitted to show the initial balance of funds (ca £853) held in the deposit account. £853 + £1173.41 + the cash float of £20 = £1193.41. This would be detailed fully in the next annual statement.

A saving had been made by not having to pay contractors to carry out the exterior painting.

There were some tasks to be carried out in the coming financial year.

**Railings** – RR explained that it was intended to put a gate into the railings outside the front doors in order to use the area immediately outside for seating.

**Canopy** - It had also been requested by the fundraising committee that a canopy be built over this area to allow BBQs to take place in inclement weather.

**Internal door** - It was also intended to place a door at the far corner of the hall to help with heating of the hall. This would have to be a fire door and would be quite costly.

**Internal insulation** - The internal insulation needed to be improved also.

There were no more questions.

## **ELECTION OF COMMITTEE MEMBERS**

RR confirmed that she would be standing down as Chairperson and that two people had expressed an interest in this role.

The following members were elected:

Moe Netting (re-elected as Secretary)

Alex Morgan (Treasurer)

Phil Davies (Caretaker)

Julie Davies (Bookings Clerk)

Clive Harper

David Darts (Representative of the Gardening Club)

Mick Netting

RR confirmed that anyone who uses the hall on a regular basis ie Yoga Club, Historical Society could be on the Committee.

LC said she would see if anyone from the Fundraising Committee wanted to come on to the Village Hall Management Committee.

MN informed the meeting that Mark had expressed an interest but unfortunately was not able to attend the AGM.

## **ANY OTHER BUSINESS**

There was a discussion on holding the Annual Parish Meeting at the hall and inviting local clubs and organisations to set up a table to let people see what they do and to encourage new members. This was thought a good idea.

## **DATE OF NEXT MEETING**

To be determined by new Chairperson

A closed vote by the new Committee (excluding the current Chairperson) was taken and Chrissie Atwell was elected as the new Chairperson. MN to inform unsuccessful candidate.