

Bryngwyn Parish Rooms – Crawley Hall

(Registered Charity No: 524328)

AGM

Friday April 27th 2012

Minutes

I. Call to order

Simon Williams-Powell (Chairman) called to order the Annual General Meeting of the **Bryngwyn Parish Rooms – Crawley Hall** at 7.05pm on **Friday April 27th 2012** at Crawley Hall, Bryngwyn.

II. Register

Sian Richardson (Secretary) took a register. The following persons were present:
Simon Williams-Powell, Gail Wiltshire, Olwyn Parry, Bill Fletcher, Julian French.
(No members of the public were in attendance).

Apologies for absence from:

Tom Crawley, John Crawley, Mike Spencer, Olwen Smith, Louis Plowden Wardlaw.

III. Approval of minutes from last meeting

Sian Richardson provided copies of the minutes from the last meeting to all attendees. The minutes were approved as read.

IV. Elections to the Committee of Management

- The following members of the Committee offered themselves for re-election:
Simon Williams Powell, Gail Wiltshire, Olwen Smith, Olwyn Parry, Louis Plowden Wardlaw.
- Bill Fletcher, a co-opted member, offered himself for election.
- It was unanimously carried that all of the above named would be elected/re-elected to the Committee of Management.

V. Finances & Re-Election of Financial Examiners.

- Julian French (Treasurer) gave full report regarding the current financial situation of the Hall. The Hall has over £3000 in credit balance in the Nat West Account after all outgoings have been accounted for. This is boosted by the regular bookings at the Hall and supplemented by ad hoc bookings. The Treasurer proposed that we consider putting some monies into an interest-bearing savings account and keep just the amount of money required to pay bills in the Current Account. This was seconded by Simon Williams Powell and unanimously agreed by the Committee.
- Accounts for the Year Ended Feb 3rd 2012 were presented to the Committee and agreed. A full audit of the Accounts was undertaken by Mr BD Hayward and Mrs H Hayward and signed off. The Treasurer proposed that the Accounts be adopted, seconded by Sian Richardson. It was unanimously agreed to adopt the Accounts.
- It was proposed by Julian French that Mr & Mrs B Hayward, the Financial Examiners be re-elected for the coming year. It was also suggested that, as a gesture of gratitude for their continuing hard work in auditing the Accounts for a number of years, that we purchase a Garden Centre Voucher as a gift for Mr & Mrs Hayward. This was seconded by Sian Richardson and unanimously carried by the Committee.
- The wall mounted radiators have been removed and sold.

VI. Bookings:

- Simon Williams Powell gave an update of the bookings at the Hall. The Hall is now being booked on 4 evenings a week by Dance classes, Sewing Group, Pilates and Tae Kwon-do. There are also bookings from the Bridge Club and other groups on an ad hoc basis, as well as Raglan Toddler Group. It was agreed that this is an excellent result to maintain income and cover basic upkeep for the Hall.

VII. Curtains and Outside Area Development:

- Gail Wiltshire gave an update on the progress of the curtain making for the Hall. They will be ready to put up by the end of May so that they are in place for the Jubilee Celebrations. Simon, Julian and Bill agreed to obtain the wood and fit the curtain when ready.

- The Patio Planters are now in place and brighten the outside of the Hall. Compliments have been received from members of the public. The patio is now more spacious, with the shed having been moved and also safer for the children, with the addition of the gate and fencing. More planting is needed and Gail/Sian will do this as soon as weather permits. Sian will collect the bark, matting, plants and trees required to finish the outside planting. Julian and Simon agreed to help dig over the “triangle” of ground near gate where the Acer is to be planted for the Jubilee.
- Olwyn Parry agreed to find out when the Acer and bench, donated by the Community Council, will be delivered, planted.
- Gail suggested that an outside be installed in the car park. Simon agreed to look into options.
- It was suggested that we have a large notice-board (for large posters) at the far end of the car park, so that What’s On Events can be seen by passing cars. Simon & Julian agreed to look into options.
- It was agreed that we will not pursue purchase of a further notice-board to be installed near the church/tree in the centre of the village and that our contribution to the Jubilee will be to organise the Big Jubilee Lunch for all to enjoy and remember the day by.
- The Committee gave thanks to Gail for all of her hard work (curtains and gardening!) and also to Simon and Julian for their hard work in moving the shed and putting up the gate and fencing.
- WI Notice-board – it was proposed by Gail (& Mrs Trantor) that the WI Millennium Notice-board be put up at the hall, as it was in the old Hall. This was seconded by Sian and unanimously agreed by the Committee that it may be put up above the small table just inside the 2nd doors. Julian, Bill and Simon agreed to do the work.

VIII. The Big Jubilee Lunch:

- A full discussion took place about the Big Jubilee Lunch to be held at the Hall on Sunday June 3rd 12 noon onwards.
- 250 Invitations have been ordered for delivery next week. It was agreed they will be distributed by hand to all homes in Bryngwyn, Wern Y Cwrt, Great Oak. Special invitations will also go to all Hall Hirers in the last year, Mrs E. Gwatkin and a number of others who have special links with the Hall. Gail & Simon agreed to distribute to Great Oak area, Sian, Olwyn, Julian and Bill will cover Bryngwyn area. RSVPs to Sian with numbers attending plus what sort of food will be brought by May 19th.
- The event will also be advertised in Raglan PO, Bryngwyn Church, Parish Magazine and with a banner outside the Hall, as well as posters on our Notice-boards.
- Entry will be FREE with each person/group bringing a plate/s of food to eat and share. We will provide tea/coffee/soft drinks and ice cream.
- Sian & Simon will buy bunting and decorations, paper plates etc. Tables and Hall to be put up and decorated on Friday, June 1st by all available members of the committee and any other willing volunteers.
- Julian & Sian will look into the use of the field opposite for overspill car parking. Lifts may be arranged for the elderly/infirm to /from the Lunch.
- There was a brief discussion about the Olympic Torch event on May 25th, but it was decided that we would not open the Hall for an event on that day as the torch would be driven past and not run past the Hall.

IX. BIFFA Awards 2012

- We are delighted that the Hall has been short-listed to the final round of the 2012 BIFFA Awards for Community Buildings. We have 3 invitations to the Award Ceremony on Sept 27th 2012. Members of the Committee were asked to let Sian know if they wished to attend. It was agreed that if more than 3 members wished to attend, names would be put in a hat. It was also agreed that, if expenses are not paid by BIFFA, the Hall would contribute towards travel costs for those travelling from Bryngwyn to Chatham, Kent for the awards.

X : Simon Williams Powell adjourned the meeting at 8.15pm.

Minutes submitted by: Sian Richardson

Minutes approved by: Simon Williams Powell.