

## **AGM and Committee Meeting Actions and Record - 22 January 2025 commencing 18h**

**Present:** Ted Flint (Chair), Tim Watts (Secretary), Kevin McBride (Treasurer), Alison Benge, Caroline Davies, Gillian Flint, John Lea, Eve McBride, Peter Roberts, Paul Spinks, Claire Watts

**Apologies:** Richard Joy, Judy McCullough

**Members of the Public** (for AGM only): Andrew Hardwick, Pam Lea, Peter Marsh

### **AGM**

1. **Financial Report.** Kevin circulated the accounts prior to the meeting and provided the following notes:

- a. Total assets increased from £33,432 to £40,043, an increase of £6611. However, there was a large one-off donation of £5000, without which the uplift would have been £1611 (about 4.5%).
- b. Over £15,000 is held in easy access, low-interest accounts. We are expecting large solicitors' bills, after which I propose moving all assets into a replacement savings account when the current one expires at the end of July, leaving a smaller amount in easy access according to our policy. **Agreed.**
- c. Pub nights and Summer fete continue to do well. Are we happy with current bar charges? Hall hires have dropped off this year by about £500. Incidentally I note that in a recent question put to village halls, the usual fee for polling station hire is about £250-£300. Do we need to increase our charge? **Agreed that charge would be increased to £250.**
- d. The repairs and maintenance standout items were bills for tree surgery and furniture, along with various smaller items including repairs to the front door.
- e. Electricity bills increased by about 15%.
- f. We are pursuing the question of claiming Gift Aid for the donation, but there have been holdups at HMRC. Work in progress. In addition, we should be able to claim Gift aid on the small cash donations at various events. I would like to discuss our policy about asking for donations at events, which I think should be kept to a minimum. **Agreed that voluntary donations would continue to be invited at talks, and that the arrangements (eg any charity donations, proportion of donations received etc) would continue to be agreed by the lead organiser from the committee for each event.**
- g. The bank have now started charging £5 per month for the current account, with extra charges for cash deposits, bacs payments etc. I will try to keep these costs low as I can. Please keep the use of cash to a minimum. **Agreed.**

2. Ted informed the public of the VH policy not to make a level of profit to fund future projects. It was **agreed that bar prices would not increase at this time.**

3. **Governance and Hall Ownership.** Tim reported that the Deed of Appointment for the charity trustees was being drafted by Middletons, with Bill Knowles' involvement. Bill Knowles is

arranging a meeting with David Stratton. Subsequent to the appointment of trustees, an application would be made for registration of title, although the Land Registry currently has a year's response time.

4. **Appointments.** All members of the committee resigned and agreed to be reinstated. There being no objections, the committee was re-formed with the same membership. Ted, Tim and Kevin were voted in as charity officers: chair, secretary and treasurer. John agreed to carry on managing the hall's maintenance and bookings.

5. **Events.**

- a. Saturday 25 January 2025: Burns Supper
- b. Friday 31 January 2025: January Pub Night. **Licence Paul, chilli Claire**
- c. 13 February 2025: Talk by Harry Boorman: "New Zealand's Biggest Year" (birdwatching). **Lead: Ted. Refreshments**
- d. 28 February 2025: February Pub Night. **Licence Paul, chilli Eve**
- e. 5 March: Talk: "Saving Asia" by Lucy Bailey. **Lead: Eve. Refreshments.**
- f. 20 March 2025: Stargazing with Steve Tonkin. **Lead: Ted**
- g. 28 March 2025: March Pub Night **Licence Paul, chilli Judy/Alison plus Gillian/Ted**
- h. 10 April 2025: Emergency First Aid. **Lead: Tim. No refreshments.**
- i. 25 April 2025: April Pub Night. **Licence: Paul**
- j. 3 May 2025: Duck Race and Family Barbecue. **Lead: Ted**
- k. 15 May 2025: Talk by Dorothy Treasure. **Lead: Alison. Alison will provide a title for the talk.**
- l. 30 May 2025: May Pub Night. **Licence Paul, Barbecue (note: Ted, Gillian, Paul, Caroline all away – afternote – Claire and Tim have agreed to lead).**
- m. 27 June: Pub Night (not family sports or rounders)
- n. 19 July: Summer Show, Fete and Dog Show
- o. 25 July: Pub Night
- p. 29 August: Pub Night
- q. 26 September: Pub Night
- r. 31 October: Pub Night

- s. 9 November: Remembrance Sunday curry lunch
  - t. 14 November: Quiz night
  - u. 28 November Pub Night
  - v. 6 December: Christmas Craft Fair
  - w. 20 December: Childrens' Christmas Party
  - x. 21 December: Christmas Carol Service
6. The committee considered organising an Autumn Feast. **No decision taken.**
7. **Points from the Public.**
- a. **Car parking access. Ted agreed** to contact Richard Stratton about putting some form of stones down on the west entrance to the field/cricket pitch. Peter Marsh advised not to use standard hardcore. The committee **agreed** to pay for the materials /work if necessary.
  - b. **Car Park signage. Ted agreed** to produce and put up a 'Parking for Hall Users Only' sign.
  - c. **Grit. Kevin agreed** to procure grit, a plastic bin and shovel for treating the car park in freezing conditions.
8. The **AGM concluded** and the public left.
9. **Maintenance**
- a. **John** continues to chase the contractor about work on the Sycamore.
  - b. **Eve** will have a go at cleaning the carpet. It was agreed that we'd pay for professional cleaning if necessary
  - c. **Ted and Kevin** agreed to renovate the main Village Hall sign in the summer.
  - d. There will be a maintenance day on 7 February. John's current list of jobs is at Enclosure 1.
  - e. **Gillian** will look into replacing the blind in the Ladies' WC.
  - f. **Health and Safety.** Tim, John and Kevin completed a Fire Risk Assessment and H&S Checklist on 21 January 25. Documentation is in the VH shared Google Drive and has been circulated to committee members . The **action** points are at enclosure 2.

10. **Any Other Business:**

a. **Paul** is investigating the possibility of personal licensing for the sale of alcoholic drinks.

11. **Next Meeting** – The date of the next meeting will be promulgated (Spring).

## Maintenance 2025

### Internal

1. Fill holes in ceiling.
2. Fix tap drips in kitchen.
3. Deep clean kitchen.
4. Clean carpet staining.
5. Redecoration - kitchen, toilets.
6. Check/count furniture. Dispose of broken chairs/tables.
7. Check and clear/label shelves in store.
8. Replace glass panel in door between entrance lobby and hall with 6mm tempered safety glass.

### External

1. Clear gutters. Install hedgehogs.
2. Clear path along back of hall.
3. Repair, fill and redecorate external render cracks.
4. Repair brick paving at gateway.
5. Repair surface between brick paving outside entrance and the external steps to minimise trip/slip risks.

**Action Points from Fire Risk Assessment:**

1. Put up 3 x RF-connected, 10 year battery operated smoke alarms **(done)**
2. Put up Fire Action Notices
3. Fit thumb-turn lock to the single fire escape door on the right (we discounted using the bottom store door as an escape) **(done)**
4. Put 'mind the step' sign on fire escape door
5. Replace bulb in fire escape outside light
6. Ensure radiators are vacuumed periodically
7. Add locations of fire extinguishers to the hire agreement **(done)**
8. Carry out committee fire training (next routine meeting)

**Action Points from H&S Checklist:**

1. Put toughened or laminated glass in the glass connecting door
2. Address the gap between the car park surface and the steps to the right (from the outside) of the hall door (steps/resurfacing)
3. Fix the dip in the car park ramp from the road
4. Place First Aid kit, accident book, loud hailer, 2 x hi-viz vests and a torch in a grab-box on the shelving in the store-room
5. Have a tidy up/clear out of shelves and store-rooms
6. Afterthought: Put a small sign up, and one on the grab-box, with the What3Words (assist.cheerily.loading) and postcode of the hall so that the exact location can be given to emergency services