

MINUTES OF SHOTTESWELL VILLAGE HALL A.G.M. HELD ON 14TH NOVEMBER 2019

PRESENT

B. Zammett, L. Clark, T. Clark, H. Wareing, J. Beaumont, V. Ingram, J. Noble, B. Noble, P. Walker, E. Gilchrist, J. Burgess, H. Jordan, C. Jeffrey.

APOLOGIES

J. Coogan, A. Omer, N. Stephens, D. Holman, K. Holman, L. Faulkner.

MINUTES OF A.G.M. 2018

The minutes of the last AGM had been distributed and were approved and signed. (Proposed T. Clark, seconded H. Wareing.)

CHAIRMAN'S REPORT (verbatim)

2019 has been another successful year for the hall. As you will read in the annual report we have seen a marked increase of some 284% in lettings and equally healthy increases in both fundraising and donations.

The year began with an Environmental Health check in January where we were delighted to be awarded the highest possible five star rating in the national Scores on the Doors scheme. This demonstrates not only the cleanliness of the kitchen but also the policies and procedures we have in place to ensure safe food handling.

July 6th saw the village fete take place in the playing field which was a hugely successful and well supported event. This year's fete was opened by a magnificent flypast from the Lancaster of the Battle of Britain Memorial Flight. The Village Hall received £2000 from this year's event. As ever our thanks go to everybody who supported the event and the Fete Committee for all the hard work which goes into organising it.

Maintenance of the hall has kept us busy this year. In June we were awarded £8,000 from the Big Lottery's Awards for All scheme which allowed us to add insulation to the roof space, repair a large section of floor in the main hall, install double glazing windows in the toilets, replace the old double doors in the main entrance with new insulated doors, install a fan under the floor to aid ventilation of the floor space and to construct a French drain near the main doors to help alleviate water finding its way inside and under the floor.

All of these were addressed with our longer term plan in mind to install a new heating system in the hall. As you will read in the accompanying report we have recently received news that we have been successful in our grant application and the work to install new heating and redecorate the hall will be commencing next month. Our thanks go to The Big Lottery's Reaching Communities team for all their help in our application process.

Sadly, due to both work and family commitments, Nicola has decided to step down from the committee this year. Our thanks go to her for all her hard work over the last two years.

SECRETARY'S REPORT

Linda Clark reported that the committee had worked hard throughout the year holding frequent, almost monthly, meetings. Major items on the agendas were Trusteeship, the Heating Grant Application, Food Hygiene requirements, adoption of policies and Hallmark Level 3 attainment. The Hallmark scheme was a quality standards scheme for village halls. Level 1 (already achieved) recognised our charity administration and management, Level 2 was concerned with health, safety, security and licences, Level 3 was about community/social awareness, forward planning and development. Several maintenance issues, e.g. woodworm eradication prior to insulating the roof space, required resolutions between meetings; these were achieved by email. All policies would be reviewed regularly.

Cleaning rotas were introduced for the first time so that we could maintain high standards of cleanliness between lets.

Linda expressed thanks on behalf of the committee to Nicola Stephens, who has resigned from the committee, for her hard work and being instrumental in setting up the Breakfast Club. She also thanked all past chairpersons and

officers of the committee, mentioning in particular Joan Lowe who had just passed away. She thanked Jan and Jeanette who had to address difficult issues in their first year on the committee.

TREASURER'S REPORT

Copies of the Income and expenditure statement were left on seats which showed we have a cash asset of £13846 in the bank. This had been audited by Andrew Jeffrey to whom a vote of thanks was proposed.

Terry reported that the Village Hall finances were in a healthy situation due to increased income from lettings, fund raising and a generous donation from the Fete. He thanked the Fete committee for all of their hard work in putting on the excellent day's entertainment and generous donation.

Total income for the year had been distorted by a Small Lottery Grant of £8850. This allowed us to undertake much maintenance and improvement work without eating into our operating funds. Replacement of rotten floor boards and joists plus revarnishing, replacement of three toilet windows, wood treatment of roof timbers and the installation of roof insulation to current standards had been undertaken. Thanks were due to Ben for successfully applying for the grant.

Ben and Hilary had also dedicated a lot of time and effort into securing a Big Lottery Grant to enable us to instal an Air Source heating system for the hall and redecorate afterwards.

We had opened a Co-op bank account to allow us to undertake electronic banking and write our own cheques which the Coventry BS did not.

Terry said that we needed to maintain a good financial situation in the future to cover any unforeseen or planned future maintenance issues with this old building, such as rotting window frames, weathered mullions, stone work and boundary walls.

LETTINGS REPORT

Ben reported that Breakfast Club was running regularly on the third Sunday in the month and a lunch was held regularly on the first Saturday in the month with proceeds going to the church. The Julie Bruce dance academy were booking the hall and there was yoga on Monday evenings. The mother and baby class 'Tickles for Pickles' accounted for a lot of the bookings and income. Income from lettings had more than covered our basic running costs. In response to questions Ben explained that the income from external users was allowing for the facility to be here and that there hadn't so far been a clash of village people wanting to book with external bookings. He said that the Charity Commission lists one of our aims as being to accommodate villagers and surrounding areas. New First Aid courses at the village hall would be advertised to villagers.

The website www.shotteswellvillagehall.co.uk displayed all news and events.

ELECTION OF COMMITTEE FOR 2020

V. Ingram proposed and J. Noble seconded that the present committee be elected en bloc. This was agreed. Anne Omer and Claire Jeffrey had said that they were willing to stand and this was agreed.

Comments from the floor

Brian Noble congratulated Ben and the committee on the transformation of the management and conduct of village hall.

Philip Walker asked about parking at the village hall and Ben explained that we had a chain which could be put across the gateway to restrict parking prior to a booking.

Ben mentioned the National Open Day for Village Halls in January to which we would invite our local M.P. and press as well as all villagers. The funding from the National Lottery would be advertised prominently.

Approved at AGM - 18th November 2020

B. Zammatt