

Medbourne Village Hall Trust

MINUTES OF THE ANNUAL GENERAL MEETING Held on 20th May 2013 at 7:30pm In Medbourne Village Hall

PRESENT

Committee:-

Karl Jenkins Chairman (KJ)
Carolyn Frostwick Treasurer (CF)
Nickie Philbin (NP)

Steph Dunkley (SD)
Jane Boulter (JB)
Mick Garfield (MG)

Public

Tom Price
Wendy Stevens
Georgina Hardman Ward

Ann Price
Paul Polito
Amy Hayward-Paines

1. Apologies for Absence

Susie Garfield

2. Minutes of the Last AGM held 16th April 2012

The Minutes of the Meeting held on 16th April 2012 were approved as a true and correct record.

Proposed CF Seconded NP

3. Chairman's Report

The Chairman welcomed everyone to the Annual General Meeting. He reported that the last year had been quite eventful in many ways for the hall, we now have a lot of paperwork either in final draft or completed. This will allow further grants and funding to be applied for.

We have applied and won a number of grants in the last year.

- New website
- Energy survey
- Village hall structural survey
- Village consultation survey

Before new tenders go out a strategy will be employed to govern the process, after which formal tenders will be sent out for the following:-

- Ramp, front railings and rear entrance pavers
- Village hall walls, re-pointing and making good
- Roof repairs and insulate
- Windows
- New ceiling
- Heating, lighting
- Possible extensions

Once estimates have been received and costs known, Grants can be applied for.

The village hall will undergo numerous construction times within the foreseeable future and we would ask the users to bear in mind that it is a necessity for the longevity of the building.

The Committee are always mindful that the prime function of the Village Hall is to serve the village not only now but for the future generations from playgroup up to the adult celebrations.

We are pleased that we have new help on the Committee and more Volunteers within the village particularly Gill Pemberton on special events and David Tuffs assisting with strategies.

A very exciting celebration being a village party in September is being organised, with proceeds going to the village hall fund. With new quotations and work being commissioned, subject to grants to be organised, we do have a busy time ahead.

The Chairman finished by saying thank you to Susie and Michael for working so hard on both bookings and general maintenance for the village hall, the Committee for the past and future work and to the other volunteers for the endless patience and enthusiasm.

4. Treasurer's Report

CF had prepared a full statement of income and expenditure for the year to 31 March 2013 which had been previously seen and approved by the Committee. CF advised that the income from the Hall was reduced very slightly compared with the previous year. Expenses were higher due to some of the bills relating to the felling of the beech tree and the associated remedial building work had been carried over in to the year to 31st March 2013. The Committee had also funded in the short term work which was the subject of grants and funding would come through to cover it. There was an overall surplus for the year of £423.00. At the year end the current account showed £4353.08, there was £5.05 cash in hand and the savings account, ring-fenced for capital items, had a balance of £46,211.74.

5. Election of Officers

The following individuals volunteered to stand as Officers:

Carolyn Frostwick	Treasurer
Amy Hayward-Paines	Secretary
Jane Boulter	Committee Member – Playgroup Representative
Steph Dunkley	Committee Member – Parish Council Representative
Nickie Philbin	Committee Member
Wendy Stevens	Committee Member
Georgina Hardman	Ward Committee Member

All were formally approved by those present.

6. Election of Chairman

KJ offered to stand again as Chairman. No alternative candidate came forward so KJ was duly appointed. Proposed JB Seconded SD. All agreed.

7. Any Other Business

Bookings Clerk

KJ advised that he had received a letter from Susie Garfield advising that she was unable to continue as Bookings Clerk due to family commitments. The Committee expressed their thanks to Susie for all her efforts and commitment to the Village Hall over the past two years. It was agreed that a token of gratitude would be sent from the Committee and JB will organise.

KJ asked if anyone would be prepared to take over the booking system. Although it is being moved to an automated, online system it will still need monitoring and potential users will need to view the hall from time to time. Georgina Hardman Ward volunteered to take on the role with Wendy Stevens assisting if required.

Caretaker

MG advised that he would be happy to formally take over the role of Village Hall Caretaker and it was agreed that a proper job description should be compiled so that the extent of the role was identified and the appropriate level of pay be agreed. On being appointed MG would need to stand down from the Committee as Members are prohibited from being employees **or having any financial gain for themselves or family through their role of committee members**

Vice Chairman

NP had raised the question as to whether the Committee should appoint a Vice Chairman to assist the Chairman. It was agreed that at present it was not necessary to create such a position. KJ felt that in the current circumstances, with the various ongoing projects and initiatives a single point of oversight and control was important.

Thank You

JB thanked MG for the prompt and efficient way he had fixed the hole around the drain during a recent Playgroup session.

Questionnaire

NP reported that completed questionnaires both on paper and online were trickling in. Statistically the total received was acceptable but everyone present was asked to urge as many as possible to take part in the process.

8. Public Question Time

Ann Price advised that the cover for the serving hatch on the kitchen had become loose and fallen and could be dangerous to those waiting to be served. MG will fix it as soon as possible.

Tom Price advised that at the Model Railway Exhibition no price list for Sunday Teas could be found so the prices charged were not consistent with the normal charges. It is agreed that all providers of Sunday Teas should use the same price list as far as possible. CF agreed to obtain a copy and update it. Numbers for Sunday Teas have fallen in recent year with other villages offering similar events. The Teas provide a useful source of income for many voluntary and charitable organisations within the village and it was agreed that the Secretary would arrange for the forthcoming

programme to be advertised in the local press. MG advised that in the past the "What's on" listing in the Harborough Mail had been used and there is no charge for it.

NP advised that she had been informed by Kerry that the Village Shop would be serving teas on a Sunday and that although that may affect takings on the Sundays when teas are served in the Village Hall, it was important that we support this important amenity in the village which is doing it out of necessity to survive and it was agreed that we should support them and it was not a cause of complaint.

Tom Price asked for an update on the Village Hall Constitution. KJ explained that a new constitution had been drafted using an approved template from ACRE (Action For Rural England) which is the national organisation supplying recognised templates to Village Halls throughout the country) incorporating the existing Trust deed as an Appendix. The Constitution will also encompass specific policies which are in the process of being finalised. These will cover the areas of Finance, Health and Safety, Risk Assessment and Child Protection. KJ asked if the new Secretary could, as a matter of priority collate everything that has been prepared to date and identify what is outstanding.

KJ mentioned that the Committee had found it difficult to trace old paperwork relating to the Hall and much unnecessary work had been caused as a result. He advised that the Secretary will be writing to the former Chairmen and Secretaries of the Hall and request that any old paperwork, whether it is original or copies, be passed over.

It was pointed out to the new members of the Committee that they form part of the Trustees of the Hall and as such they had legal responsibilities. CF advised that the Charities Commission website gave very clear guidance to Trustees in an easy to read format. Booklets and information packs were also available NP noted that a Trustees Information Pack had been supplied to the Chair some months ago as a possible base of a document for distribution to new trustees and recommended that we have a version for distribution so that new Trustees are aware of their responsibilities and general regulations around Trustee Law.

The Secretary mentioned that she had come across insurance which was not too expensive and would offer protection to Trustees. She will investigate further and advise the Committee.

9. Date of Next Meeting

The next meeting of the Village Hall Committee will be on 10 June 2013 at 7:30pm in the Village Hall.

There being no further business the meeting closed at 8:14pm.