

Upperthong Village Hall AGM Wednesday 22nd November 2023

Minutes

1. The chair welcomed all the attendees and their details were collated

Cath Pinnell
Jez Pinnell
Gareth Collins
Lynn Snarr
Kevin Smith – via FaceTime
Fatma Smith – via FaceTime
Holly Lightfoot
Chris Lightfoot
Richard Hazedine

2. Apologies for absence

Liz Cork
Eloise Collins
Judith Horsfield

3. Previous minutes were made available

4. Matter Arising from the previous Minutes

Sarah Gwynne has resigned as a Trustee of the Hall this year and the Committee expressed a massive thank you for all her hard work and dedication to the Village Hall over the years.

5. Chairpersons report for financial year 01.09.22 – 31.08.23, is set out below:

These were the aims from last year's AGM:

We aim to

- Repair the damp in the kitchen – requiring roof repairs and gable end repairs – ongoing. Some repairs done.
- Refurbish the kitchen and bar area – postponed until after roof and building is watertight.
- Social media policy – completed and adopted in
- New governing document- in accordance with guidance from the charity commission – not required so deferred for now.
- Consider refurbishment of toilets and floor downstairs – as above, to ensure building watertight as first priority.

Overview

Thanks to the hard work and dedication of friends and trustees, the hall remains in an excellent financial position. Over the last financial year, the total income into the hall was £24879. We had £19130 in expenditure, giving a “profit” for the year of £3749. Assets were £55378. More details will be given in the treasurer report.

At the AGM last year, we had the following people elected...

General Committee members

- Catherine Pinnell (10 votes)
- Liz Cork (10 votes)
- Sarah Gwynne (10 votes)
- Lynn Snarr (10 votes)
- Judith Horsfield (10 votes)
- Eloise Collins (10 votes)
- Jez Pinnell (10 votes)
- Kevin Smith (10 votes)
- Fatma Smith (10 votes)
- Gareth Collins (10 votes)

Friends of the Village Hall

- Liz Birkhead
- Wendy Taylor
- Emma Bird
- Jane English
- Steve Harris

At the subsequent committee meeting on 14th December 2022, the following people were elected in to the following positions

- Chairman Cath Pinnell
- Vice Chairman and Secretary Liz Cork
- Treasurer Jez Pinnell
- Booking Secretary Eloise Collins
- Marketing lead – Fatma and Kevin Smith
- Maintenance advisor – Gareth Collins

Thank you to all Committee members and volunteers of the committee for volunteering their time, hard work and contributions across the year.

With such a small committee and number of friends, it has been challenging at times to keep up with the work we would like, and friends and supporters of the hall really do help lighten the load of the trustees, so we really do welcome new faces!

Although a more formal election process was agreed for the AGM last year, the process was developed in this financial reporting year and so important to include it within this report. We were faced with some challenges at the start of the reporting year, within the trustees. This led us to seriously look at our governing documents and seek support from the Charity Commission. We identified several gaps and out of date processes in our existing governing document (June 1993), for example:

- Our governing document states that our committee should consist of 10 Elected Members and five Representative Members from organisations that no longer exist or utilise the hall.
- In addition:
 - o the process for electing trustees and members was unclear
 - o requirements of trustees and members are unclear
 - o there was no process for managing conflicts of interest
 - o Lack of clarity regarding who can vote at the AGM.

As it was not possible to produce and agree a new governance scheme prior to this AGM, we agreed as a committee to tighten our governance arrangements in the interim.

- Our current governance scheme, under Rule 19 allows that ‘the committee may from time to time make and alter rules for the conduct of their business and for the summoning

and conduct of their meetings'. This rule therefore allows us to define a process for election & re-election of trustees for 2022. It was agreed that this process would be followed again this year. Our proposal is that we elect 10 trustees in line with our current scheme.

- The AGM was advertised on the week of the 6th of November through posters at the hall, on the notice board at the pub, in the village phone box, on the hall social media accounts and through the primary school.
- The AGM poster asked for potential new trustees to contact us via email at villagehall@upperthong.org.uk so that the requirements and the process can be shared.
- All candidates who wished to be considered for the role of trustee to email villagehall@upperthong.org.uk by 20th November, including existing trustees seeking re-election.
- Any inhabitant who resides within a 1-mile radius of Upperthong Village Hall and is over the age of 18 years of age are eligible to vote for the committee at the AGM.
- Explain that all trustees who are elected at the AGM, will need to consider the role of being a trustee and sign a declaration, that is below.
- As per our current governing document, all trustees will retire from office at the end of the AGM.
- An election of the committee will take place at the AGM
- At the first meeting convened after the AGM, the roles of the committee will be decided.
- Charity Commission register will be updated and advised of changes to trustees

We really do welcome new faces and friends of the Hall.

'Friends of the hall' are very welcome to attend and contribute at meetings and engage fully in the activities of the hall. They would however not have a right to vote for decision making purposes.

Last year, at the AGM, the process was followed and agreed that we would follow this process again this year and look at our governing document.

Summary of the Year

September 2022

- The committee voted to adopt the Conflict of Interest policy on the Charity Commission website.

October 2022

- Comedy night 8th October- successful event. Around 70 tickets sold
- Makers Market 23rd October

November/December 2022

- AGM – 23rd November
- 14th December - Election of roles and responsibilities
- Social media policy agreed and passed to use.
- Christmas market in December
- 18th Dec was our annual Christmas Carol concert. Due to success of the previous year being held outside the pub (due to COVID restrictions), the committee thought would be best held outside, as the hall had already been hired out at the time and date that the event would take place. The pub kindly supported the hall, by supplying and making the mulled wine, and heating of the mince pies which had been donated by the Coop and Morrisons. The coop also donated the sweets from the children which were given by Santa. The band played outside in the marquee of the pub car park due to incremental weather. Rotary club raffle tickets were sold, with the first £50 of sales going back to the rotary club and anything over that was kept by the Hall.

Jan 23

- Roof repaired, but needs further work to secure longevity. Some tiles replaced

April 2023

- 1st April - Hall hire increased from £10 for user group hire to £12.50, regular group hire from 12.50 to £15 per hour. In view of the rapidly rising energy costs.
- Makers market
- Village Hall risk assessment reviewed and agreed.
- Village Hall health and Safety policy agreed.

May 2023

- fire alarm system adopted and updated to current standards

June 2023

- meeting with David Amies/discussions re constitution and title deeds – will cost around £8000 to replace deeds. No legal requirement to replace deeds unless wanting to sell the building or amend the constitution. Discussions considering the above and more pressing need to repair roof and replace leaking windows, so decision to reconsider the deeds in 12 months' time

Fund Raising / Grants

Application to Parish council – was successful, but next financial year £2000 – October '22 £100 from PC to Coronation fund

Marketing

Thank you Fatma and Kevin for all of your work.

- Social media policy adopted and agreed – autumn 22.
- Again, we have continued to flourish in this area. Social media marketing has continued to improve. This has shown in the number of followers.
- Facebook - 420 followers in October 2020 and October 2021 we have 865. In November 2022, the Hall have 1072 followers, 1166 this
- Instagram - only started in July 2020, and in October 2020 we had 177 followers, In October 2021 we had 859 followers; November 2022 – 1053, November 23 – 1140.
- We don't regularly use the other marketing tools, Twitter and Linkdin.

Maintenance successes

Thanks Gareth for all of the work.

- Carlton Alarms adopted fire alarm system, which has been upgraded and will be regularly serviced by them now
- New CCTV signage and installed monitor and playback controls for CCTV in cupboard to save going into the loft
- General upkeep of the hall – which there is quite a lot of.
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6. Treasurers Report

The Report was available and showed total assets of £55606.89
A copy is attached to these minutes.

7. Booking Secretary's Report:

The Report is attached showing a healthy booking of regular user groups and private hire.

8. Election Process

All current Trustees have resigned from their roles. Paperwork was available to read with regard to the role of a Trustee.

9. Confirmation of new committee and friends of the Hall

The Chairperson has resigned but will remain a friend of the Hall
The following Trustees have requested to re-stand as Trustees:

Liz Cork
Gareth Collins
Jez Pinnell
Eloise Collins
Kevin Smith
Fatma Smith

These requests will come before the committee meeting to be held on Wednesday 6th December.

Holly Lightfoot showed interest in becoming a Trustee of the Hall- again this will be discussed and considered at the meeting on 6th December. Perhaps Holly will become a Friend of the Hall and later appointed as Trustee if still wishes to

The following people have said they would like to be Friends of the Hall:

Judith Horsfield
Liz Birkhead
Cath Pinnell
Richard Hazledine

10. AOB

Gareth Collins, on behalf of the Committee, expressed thanks to Cath Pinnell for her hard work over the years and her commitment to the Hall through some very difficult times.

11. Next meeting is Wednesday 6th December at 7.45pm

Financial breakdown for 22/23

Total assets

Treasurer's account	6704.93
Paypal account	8247.98
Savings account	40503.00
Float	150
Total	55606.89

Category	Expense	Income	Total
Advertising	50.00		-50.00
Amazon moneyback		31.83	31.83
Bar staff wages	246.00		-246.00
Bar stock	3,487.47	13.43	-3,474.04
Bar takings		8,142.99	8,142.99
Broadband	272.40		-272.40
Building maintenance	6,270.48		-6,270.48
Business rates	120.03	70.00	-50.03
Carol concert	74.95	170.00	95.05
Cleaner	1,310.00		-1,310.00
Cleaning products	269.88		-269.88
Comedy night	950.00	2,131.20	1,181.20
Community first subscription	42.00		-42.00
Donation		2.00	2.00
Electricity	1,716.19		-1,716.19
Gas	1,954.75		-1,954.75
Glass collection	11.00		-11.00
Grant		2,100.00	2,100.00
Insurance	1,291.41		-1,291.41
Interest		165.79	
Jubilee fund	266.60		-266.60
Makers market	25.30	575.35	550.05
Mobile phone	30.00		-30.00
Music licence	139.20		-139.20
Premises licence	70.00		-70.00

Printing			8.76		-8.76
Private hall hire			387.50	6,656.25	6,268.75
Regular user group				5,092.26	5,092.26
TransferCategory			5,500.00		- 5,500.00
Water			175.73		-175.73
Website			246.72		-246.72
Total			24,916.37	25151.1 0	234.73