

ORLETON VILLAGE HALL MANAGEMENT TRUSTEES AGM

Date	Monday 6th September 2021
Location	Large Room Orleton Village Hall
Attending	Marj Pritchard (Chair) Kaye Harrison (Treasurer) Barry Gandy (Booking Secretary) Carole Gandy (Secretary Monica Todd Geoff Lewin Cathy Hardwick Jane Cross Sue Copson and a number of residents from Ashley Walk and Millbrook Way
Apologies	Sue Turner
MINUTES OF PREVIOUS AGM As there had not been an AGM in 2020 due to Coronavirus the minutes circulated were in fact those of the last formal meeting. These were agreed as a correct record.	
CHAIR'S REPORT Marj Pritchard advised the meeting that this would be her last meeting as Chair and she would like to thank the committee for all their support during her term of office, in particular Barry and Carole Gandy. She observed that she had quite enjoyed her time as Chair but felt it was time for her to spend more time with her family and friends. Carole Gandy on behalf of the committee thanked Marj for all her hard work and stated that without her the committee would have been unable to achieve the improvements to the Hall, which included a new kitchen, acoustic ceiling and new lighting but also her huge involvement in fund raising events. Her commitment to the Village Hall had been enormous.	
TREASURER'S REPORT Kaye Harrison presented the Annual Financial Report. The Village Hall ended the year with a healthy bank balance of £15,779.93. We owe this to the generosity of the Parish Council, the village and the covid grants. Utility bills varied very little but we may see some change in next year's accounts as they catch up. Also, where we saved on expenses such as the cleaner, we have spent more on maintenance. In all it has been a successful year in difficult circumstances.	

Kaye observed that another oil delivery was probably due.

ACTION: MP to check oil level.

BOOKING OFFICER'S REPORT

Barry Gandy advised that the report would be short due to the Hall being closed for a significant period of time due to Covid. It was closed from March 2020 until late Autumn 2020 when there were some socially distanced events and then closed again from January 2021 until June 2021 when some bookings, no involving the more vulnerable people started to return.

Following the decision of the Management Trustees all bookings for dates up to the 31st December 2021 will be subject to a Covid-recovery discount of 10%.

All regular users have now either returned or have booked to return except Rainbows who are still looking at a return date.

The new Dance Fit classes have been successful and an addition class of Active Fit for more senior adults is being piloted.

ELECTION OF MANAGEMENT TRUSTEES

Representative of User Organisation:

Monica Todd Orleton & District Gardening Club

Jane Cross Orleton & District Gardening Club (Jane & Monica will alternate)

Geoff Lewin Table Tennis

Sue Copson WI

Cathy Hardwick Coffee Shop

Kaye Harrison Rainbows

Marj Pritchard Recreation Ground

It was recognised that some user groups were not in attendance tonight and therefore further names were likely to be added to this list.

Election of Non-User Organisation trustees:

Barry Gandy Proposed by Kaye Harrison seconded by Marj Pritchard

Carole Gandy Proposed by Marj Pritchard seconded by Barry Gandy

There were no other nominations at this time but if at a later time any other resident wished to become a management trustee, they would be welcome. It was pointed out that the trustees also had the power to co-opt up to 4 people

REPORT FROM USER ORGANISATIONS

Table Tennis: Geoff Lewin reported that they had now been going 20 years and were still attracting about 12 players each week. He felt the club was doing well.

Gardening Club: Monica Todd advised that they had in fact being going 40 years and still going strong. The Club's show had been very well attended.

WI: Sue Copson stated that at times, when legislation allowed, the WI had continued to meet out of doors in small/medium groups.

Coffee Shop: Cathy Hardwick reported that the Coffee Shop was returning to the Village Hall this week. During lockdown they had supported their most vulnerable members by baking and delivering cakes. Some of the trustees present who attended the Coffee Shop expressed their thanks to Cathy for all her hard work during what had been a very difficult time. Cathy reported that over 250 cakes had been baked during lockdown which was a magnificent achievement.

ANY OTHER BUSINESS

A number of residents from Ashley Walk and Millbrook Way raised an issue of concern with regard to a party booking which had been held in the small hall the previous week end and the noise that had emanated from it. Barry Gandy advised that it was a difficult situation at present as our Terms & Conditions state that if music is to be played then doors should be kept closed (windows are already screwed shut). However, Covid rules state that indoor events should be well ventilated and therefore doors need to be kept open. This had resulted in the fire door being open to allow air to flow through the room and this had affected residents locally.

ACTION: BG to add a codicil to the Terms & Conditions advising that if doors are opened as is required during the pandemic, then the volume of any music should be kept down.

The majority of residents recognised the difficulties being experienced by the Village Hall during the pandemic and accepted that a codicil was the best solution.

It was reported by Monica that some of the items in the First Aid Kit were out of date.

ACTION: CG to purchase replacement.

It was noted that some of the newish lights in the main hall were not working and needed to be replaced. Barry advised that Colin Birks had been speaking to the contractor as it was believed they were still under warranty.

ACTION: BG to chase.

Orleton Village Hall
Receipts and Payments Account

Trading Receipts **2021**

General Hire	£1,903.00
Rental chairs, tables, marquees	
Donations	£16,313.00
Deposits	£50.00
Sundry	26.24

Fund Raising	
Scarecrows	
Whalebone	
Armistice lunch	
Comedy night	
Table Top Sale	£60.00
Grants	25231.58
Loan	

Total Income **43585.82**

Expenditure

Trading	
Insurance	1837.67
Bins	441.76
Cleaner	502.82
Cleaning Materials	
Advertising	
Bank Charges	£138.00
Interior Maintenance	£11,534.70
Exterior Maintenance	£1,020.00
Oil/gas	680.42
Electricity	1160.21
Water	559.15
Sundry	£40.00
Deposit repayment	£100.00

Donation
Fund raising

Kitchen refurbishment
Loan

Capital Expenditure	
From General Fund	
Hand held speaker	
Storage containers	
Hearing Loop	
Cabinet	
Chair covers	
Ash tray	
Toilets	13694.14
Bingo machine	

Brooms

Total Expenditure	31708.87
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Income for year	43583.82
Expenditure for year	31708.87
Profit/Loss	11874.95

Bank balance at 31/03/2020	3904.98
Net income for the year	11874.95
Bank balance at 31/03/2021	15779.93

60 Osborne Place

Leominster

Herefordshire

HR6 8BW

16th June 2021

To Whom It May Concern

I can confirm that these are a true and accurate record of the accounts for Orleton Village Hall Management Committee for the financial year ending March 2021.

Yours sincerely

Hayley Morgan

AAT