

MINUTES OF VHMC AGM – 17th April 2019

The AGM was held, followed by a short meeting of the new Committee for the coming year.

Attendees: Steve Curtis Michael Chivers Malcolm Willis
Keith Holland John Ayres Angela Baker
Joe Longson (PC Representative)
Lindsey Smith (new Committee Member)

Absent: Karen Mangold (resigned)

Chairman's Annual Report

Michael went through his Annual Report (*copies previously emailed out to all Committee members*). Generally a quiet year; amongst repair works done was getting the Induction Loop working again. The Village Hall now has its own designated email account and mobile phone number for the purpose of taking hire bookings. No major costs are expected for the coming year.

Michael is resigning from the Committee with immediate effect; we would like to thank Michael for all his hard work while on the Committee and his time as Chairman.

Treasurer's Annual Report

Steve said that we didn't spend much through the year and have a healthy surplus. Traded at a profit of approx. £3.5k; approx. £7.5k income with approx. £3.5k costs. Steve is resigning from the Committee, although will see the Accounts through to the year end and assist with the handover of the Treasurer's role. The Committee would also like to thank Steve for all his hard work while on the Committee and his time as Treasurer.

Some tidying up of the Bank Accounts will need to be done and it was suggested combining the Current Account and Savings Accounts together, therefore operating on two accounts instead of three; the 100 Club needing its own separate account.

Two new signatories are needed (John & Angela), Keith is already a signatory; Malcolm and Steve will need to be removed as signatories in due course.

ACTION: AB to look into possibly changing Banks and the possibility of on-line banking.

The Charity Commissions Return is due in May.

Invoices are still not being received from the PCC regarding rent on the Village Hall, although we are sending cheques to them to cover the outstanding rent payable. The Village Hall Lease was renewed on 11/10/12 and runs until 10/10/47 (35 years). The

initial rent payable was £365 per year, this was increased to £1500 on 10/10/17 and is due for a further review on 10/10/20. The amount paid is determined between all parties. We are still currently paying the initial amount and the outstanding rent has been paid up to 30/09/18.

Performing Rights Society (PRS) : Several problems trying to pay this outstanding account due to them sending the Invoice to the wrong address and making the Invoice out wrong. A cheque has been sent out to settle this, but to date has not been cashed.

Booking Secretary's Annual Report

Malcolm is resigning from the Committee and handed over the job of Booking Secretary to John in March of this year; Malcolm has agreed to help with any problems or queries arising from the handover of this role in the short term. We would like to also thank Malcolm for all his hard work while on the Committee, keeping a watchful eye on the Village Hall, his time as Booking Secretary and all the other little jobs he has done over the years.

There have been no additional new block bookings this year.

Regular Hirers:- Parish Council (monthly); Gardening Club (monthly); Bowls (weekly); Dance (weekly term time) and Brownies (weekly term time).

Classes that have finished:-

PILATES CLASS has finished due to Instructor going on maternity leave – may restart at a later date.

TINY TALK is finishing due to maternity leave – hoping to restart in September.

YOGA CLASS – Les Hummel sadly passed away in January 2019. Three Invoices remain outstanding totaling £486.

ACTION: AB will try to ascertain who is acting as Executors to Les Hummel's estate and send a letter together with copies of the Invoices to be forwarded to their Solicitor to request payment.

New bookings include:-

Firework Safety Workshops (March and July).

Elections Polling Station (Local & MEP Elections).

Several enquiries for Parties.

Polling Station Booking Forms are being filled in with new contact details.

ACTION: SC to forward John the agreed Hire Charge for Election Days.

(Since the meeting Steve has forwarded this information to John, so that he can now complete the forms).

Maintenance

Annual PAT and Extinguisher Testing has been carried out.

A broken single socket by the Sound System cupboard has been replaced with a new double socket.

It was suggested and agreed that a lockable Post Box should be fitted to the outside of the Village Hall by the Entrance Door, in order that post can be delivered direct to the Village Hall. To simplify the payment of bills etc. it was decided to redirect all relevant Village Hall correspondence to the Hall, rather than an individual.

ACTION: KH will purchase on behalf of the Village Hall a suitable wall mounted lockable Post Box and install.

Other Business

Cleaning:

It was uncertain how much cleaning has been done since Jason Graney handed over the responsibility of cleaning to his daughter; in fact it seemed clear that the toilets were not being cleaned, together with the floors and carpet in the meeting room. Any cleaning that had been done was generally not up to standard. Monies are still outstanding from Jason regarding the hire of the Hall for 4.5 hours for a family party recently. It was agreed that we would find another cleaning contractor as of immediate effect and in lieu of Jason stepping in and helping us out with the cleaning short term, we would write-off the hire charge debt and request the return of the keys to the Hall.

ACTION: JA to write Jason an email to this effect.

(Since the meeting John has emailed Jason and the Hall keys have subsequently been returned).

ACTION: KH to look into finding a new cleaner; possible options from before, eg. Karen's niece.

100 CLUB

Unfortunately due to workload commitments, no-one had the time to organize the 100 Club Draw for this year and we had to suspend it in March. It was unanimously agreed that this is a vital source of revenue and it was important to get it up and running again as soon as possible; looking at possibly August/September 2019. Although Karen has resigned from the Committee (Thank you Karen for your time on the Committee), she is still willing to help out with collecting subscriptions later in the year.

Liz Bishop got in touch recently offering her help to the Committee; it was suggested that we approach her to see if she would be willing to take this task on.

ACTION: AB to email Liz asking the above.

(Since the meeting Angela has emailed Liz, but to date has not received a reply).

At the end of the AGM all Committee Members resigned.

A new Committee was proposed, seconded and has been formed for the coming year, as follows:-

<i>Shared between VHMC</i>	Chairman
Angela Baker	Treasurer
John Ayres	Booking Secretary
Lindsey Smith	Secretary
Keith Holland	Committee Member
Joe Longson	Parish Council Representative

Next meeting:

Wednesday, 12th June 2019 at 7.30pm