

Fyfield Village Hall
Registered charity number 301304



ANNUAL GENERAL MEETING
18th April 2018 @7.30pm
MINUTES

PRESENT:

M Apperley, D Spanton, P Ovel, H Nicholson, P Nicholson, W Henshaw, E Tunnard, M Baxter, D Smith, M Ellis.

1. WELCOME BY THE CHAIR:

M Apperley thanked everyone for coming and welcomed them to the meeting.

2. APOLOGIES FOR ABSENCE:

Apologies were received from I Hadley and A Jackson.

3. APPROVAL OF THE MINUTES OF THE LAST AGM HELD ON 30TH MARCH 2017:

The minutes were approved and signed BY THE Chair as a true record of the last meeting.

4. MATTERS ARISING FROM THE MINUTES:

There were no matters arising from the minutes.

5. CHAIR'S ANNUAL REPORT:

Marie Apperley reported that it had once again been an eventful year and since taking back control of the Club Room and Bar as well as taking on the bookings for the sports' field, expectations of what could be achieved had been exceeded including:

- An additional disabled toilet and store cupboard in the Monica Couling room.
- Replacing the showers in the changing rooms for the footballers.
- Complete refurbishment of the Club Room.
- Addition of a new kitchenette off the Club Room.
- Freshened up the bar serving area.
- Refurbishing the men's' toilets.

Many positive and complimentary comments had been received about the improvements, making the hard work worthwhile. The bar had been open for several functions and proved to be a great hit as well as an additional source of income.

In addition to the visible changes the fire insulation of the boiler room has been improved and the trustees are looking into an alarm system. Paperwork and policies have been updated including a new Governing Document in order to update the Trust Deed, a review of the Safeguarding policy and Equal Opportunities policy and work is being undertaken on a Data Protection policy. Policy documents will continue to be updated throughout the coming year.

Looking forward to the next year, Marie reported that the trustees would continue to manage the bookings for the Sports' Field on behalf of the Parish Council and to hold fundraisers in order to continue with refurbishment. Medium term plans are to improve the kitchen and create a formal entrance to the hall. A grant of £20,000 has already been secured for this, but a great deal more is required before this work can be undertaken. Funding is also being sought, in conjunction with the Parish Council, to install a defibrillator at the Village Hall.

Residents were encouraged to use the Village Hall and to suggest events they would like to see happening. Keeping the hall open costs a considerable amount and the trustees would rather see it being used.

Marie thanked Tracey and her family for the cleaning and maintenance work on the hall which kept it looking clean, bright and welcoming for users. She also thanked the rest of the committee for their endless hours of support and the time spent in making the hall such an asset. Finally, thanks were given to Patti Nicholson, who is retiring from the committee after many years as an enthusiastic advocate and hardworking trustee for the hall.

6. TREASURER'S FINANCIAL REPORT:

Debbie Smith presented the figures and reported a total income for 2017 of £59065.35 This was broken down into:

- Income from hall hire/bar/events £24,565,35
- Grants £22,500
- Transfer from savings account £10,000
- Overpayment of loan from FPC £2,000

There had been an increase in income in 2017 of +£3,024.25 over 2016. This was mainly due to an increase in the hiring of the hall which was down to Elaine Tunnard's efforts. In addition, the opening of the bar in September 2017 had raised £1039.15 from several events.

The sum received from events was less than in 2016 but this was due to the works being undertaken resulting in being unable to hire out the hall for a considerable amount of time. Income from the 100 club had increased over 2016.

Total expenditure for the year to 31st December 2017 was £61,083.97 which equated to more than the income but the account balance as at 31st December 2017 was £11,683. The accounts were offered for inspection and a full report and breakdown are attached.

Elaine Tunnard gave a short report on bookings and reported that private party bookings, a new ballet class and a youth football team had accounted for an increase in income. There had also been two more enquiries about using the bottom pitch for football.

7. TO CONSIDER ANY RESOLUTIONS AND/OR RECOMMENDATIONS:

I. Adoption of Resolution of Amendments of 12th March 2018.

The resolution had been signed at the previous meeting of trustees and was presented for adoption. It was proposed by Marie Apperley and seconded by Elaine Tunnard. This will now be lodged with the Charity Commission.

8. APPOINTMENT AND ELECTION OF THE MANAGEMENT COMMITTEE OF TRUSTEES AND REPRESENTATIVES:

I. P Nicholson had resigned from the committee and Marie Apperley confirmed that the other elected trustees (M Apperley, D Smith, E Tunnard, D Spanton, P Ovel, A Jackson) and the trustees who were representatives of organisations (I Hadley FPC, M Ellis PCC and W Henshaw WI) were prepared to stand for a further year. The elected members were proposed by Penny Ovel and seconded by Mary Ellis and the representatives of organisations were re-appointed. There were 2 vacancies for elected members and one vacancy for a representative for WD50+.

II. There was one nomination for an elected vacancy from Martin Baxter who was nominated by Wendy Henshaw and seconded by Marion Alcock. The nomination was accepted. Howard Nicholson was appointed as the new representative for WD50+

With the exception of the new members, trustee declaration forms were completed. New members will be sent the Roles and Responsibilities of Trustees documentation before signing their declarations.

9. ANY OTHER BUSINESS:

Marie Apperley reported that there was one vacancy for an elected member.

The meeting closed at 7.55pm

Signed _____ Dated _____