

EARDISLAND VILLAGE HALL MANAGEMENT COMMITTEE

ANNUAL GENERAL MEETING

Wednesday 19 August 2015

EARDISLAND VILLAGE HALL

Present -

Village Hall Committee: Ruth Brinton-Bivand (Chair), Kate Thompson (Vice Chair), Steph Griffiths (Treasurer/Bookings), Caroline Marsden (Secretary), Bob Aldred, Richard Bartholemew, Jo Edwards

Parish Council: Maryan Hanson (Chair), Richard Kirby (Village Hall Liaison Councillor), Edwin Thompson, Alison Sutton (Clerk to the Parish Council).

Also Present: Barry Freeman, Jo Watson

Apologies: Chris Watson.

AGENDA

- 1. Formal Approval of Governance Documents*
- 2. Chair's Report – Review of Progress*
- 3. Financial Update to 31st July 2015 (Prepared by George Alderson)*
- 4. Standing-down of Current Committee/Election of New Committee*
- 5. First Meeting of New Committee/Election of Officers*

1. Formal Approval of Governance Documents

The committee agreed unanimously to formally approve the existing Governance Documents. This approval is to be reviewed annually to ensure the Documents are fit for purpose.

- 2. Chair's Report** – Adapted from the Powerpoint presentation compiled for the meeting by Ruth Brinton-Bivand.

Hand-over to current committee

First meeting of current committee on 15th October 2014, further to:

- last year's Annual General Meeting of EVHMC on 21st July 2014
- the articles on pages 12-13 of the September 2014 edition of the Parish Magazine
- the Open Parish Meeting on the future of Eardisland Village Hall on 9th October 2014

Meetings

- monthly, normally on the 3rd Wednesday
- agenda published in advance on Parish Website and in Dovecote
- first item at each meeting = “Open Forum”
- approved minutes of each meeting published in Dovecote
- draft minutes available on Parish Website as soon as possible after each meeting

Committee members 2014 -15

Bob Aldred – representing the Village Band

Richard Bartholemew - representing the Art Group

Ruth Brinton-Bivand - Chair

Jo Edwards - representing the W.I.

Steph Griffiths – Treasurer and Bookings Co-ordinator

Caroline Marsden - Secretary

Anne Mitchell - representing the Pilates classes

Tracie Preece

Julie-Ann Richards

Albert Sheffield – Original Vice-Chair/ Parish Council Liaison

Kate Thompson – representing the Village Show Committee/ Co-opted as Vice-Chair

Chris Watson - representing the E-Team

PLUS

Richard Kirby – current Parish Council Liaison

George Alderson – External Book-keeper.

The H-Team (Hall Team)

- works alongside the Management Committee
- fantastic help
- helps out with events and jobs in the Hall
- over a dozen individuals, couples and families
- new H-Team members always welcome!

Structure and responsibilities of EVHMC

further to advice from Richard Timney of Community First:

- all members of the Management Committee to be Managing Trustees
- the Charity Commission to be the Holding Custodian Trustee
- the Parish Council to remain owner of the Village Hall on behalf of the community.

Administration and Procedures

Work has included:

- updating the Charity Commission website
- transferring the Management Committee's insurance for the Hall to a new company which gives better and cheaper cover
- reviewing the key-collection/key-return procedures and paperwork in line with the advice of the new insurance company
- setting up a new section on the website/new email address/new booking calendar
- submitting the completed paperwork to obtain a 7-day premises licence to enable the same use of the Hall on Sundays as on the other days of the week
- updating the fire appliances and, with the Parish Council, organising training for the weekly testing of the fire alarms and emergency lighting
- agreeing that all VH noticeboards should be for Hall business only, with no advertising except by user groups
- putting up a new post box and organising a definitive post code for the Hall⁽¹⁾
- arranging a switch to a new energy supplier which should save up to 50% in costs
- pursuing, with the support of the Clerk to the Parish Council, the complaint concerning the electricity supplies to the Hall with the Ombudsman; compensation has just been granted of £150

Cleaning, Maintenance, Housekeeping

- Cath Dyer stood down as the cleaner of the hall after a long period of service – many thanks are owed
- a professional deep clean took place in January
- the carpet and upholstered seat pads were “carpet cleaned” in February as a separate job
- since the deep clean, the same company has done the weekly cleaning; after a trial period, this was reduced to one and a half hours, twice a week, with additional one-off cleans as necessary after big events
- a wheeled general waste black bin was delivered in mid-February (and is being emptied on a chargeable basis as the Hall is not a private residence)
- paper hand towel dispensers have been installed in all toilet areas and in the kitchen
- a new first aid kit and 20 new catering-quality tea towels have been bought
- all portable electrical appliances have been tested by a professional electrician and plugs changed as necessary
- DIY and tidying sessions (Committee and H-Team members) have resulted in:
- checking all light bulbs and replacing as needed
- renewing the fan in the Gents and removing the old blind
- repairing the external notice board lock
- sorting and tidying cupboards (the 12 small folding tables, purchased with a grant from the Community Shop Fund, are now stored for use by hirers in the Hall)
- fitting a new seat in the Ladies toilets
- painting the edges of the steps in both the Ladies and the Gents in a bright colour to minimise the risk of tripping
- constructing protective housing for the staging
- to maximise space available in the Hall new large folding tables are due to be delivered on 14th September – many thanks to the PC for a grant to cover 50%

of the cost

- new entrance and kitchen mats are due to be purchased for the autumn
- many thanks to the E-Team for all their on- going work in tidying up outside

Hall Hire

Considerable research into the structure of hiring costs and the rates charged at a number of local halls led to a detailed review of our own hire fees with a new fee structure introduced from 1st April 2015. A major aim of the Management Committee is to increase the usage of the hall for the benefit of all.

- two new regular hirers and a number of new one-off private hires
- the interim accounts are promising

Social and Fund Raising Events

- 17th September 2014 – Family Quiz - £30.00
- 19th November 2014 – Bingo - £200.00
- *13th June 2015 - OG Catering - £80.00 + £20.00 PCC donation
- *11th July 2015 - 60s and 70s Night - £300.00
- *15th August 2015 - Puddings Evening - £280.00
- * funds raised for upgrading the toilets
- 23rd September 2015 – Quiz
- 24th October 2015 - Craft and Apple Event (with the E-Team)
- 3rd November 2015 – “Pampered Chef”
- 31st December 2015 – New Year’s Eve Party

Review of the Future of the Hall

A joint meeting is to be held between representatives of the new Parish Council and of the new Village Hall Management Committee

Two pleas:

Our Village Hall is a vital community building which is here for us all – please come along to a meeting and give your views or contact any committee members

Please consider using our Village Hall if you are thinking of organising a function yourself

3. Accounts

Accounts to 31st January 2015 (published in the Parish Magazine of March 2015)

Interim accounts for the sixth months to 31st July 2015 prepared by George Alderson in liaison with Steph Griffiths and Ruth Brinton-Bivand (attached).

4. Standing-down of Current Committee and Election of New Committee

Ruth Brinton-Bivand stood down as Chair and member of the committee. Kate Thompson, Steph Griffiths, Bob Aldred, Caroline Marsden, Jo Edwards and Chris Watson (via the Chair) agreed to stand again.

5. First Meeting of New Committee/ Election of Officers

See minutes of the meeting 19 August 2015.

At the end of the meeting Ruth Brinton-Bivand was thanked by all those present for the invaluable and unforeseeably large amount of work she had undertaken during the year to put the Hall on its current footing.

Notes

(1) Alison awaiting response from Herefordshire Council re Post Code