

COLTON VILLAGE HALL MANAGEMENT COMMITTEE

Annual General Meeting 2019

Minutes of the meeting held at the Village Hall on Tuesday 13th August 2019 at 7.30 pm

1. Members present

Richard Monbiot (RM) (chairman); Matt Crompton (MC); Sonia Jenkinson (SJ); John Macmillan (JM) (Secretary); and Craig Staples (CS) Treasurer. In attendance Ann Nunn (AN) (bookings officer). There were five parishioners present.

2. Minutes of previous AGM

No parishioner having asked for a copy of the minutes which had been made available on the village hall's website, they were taken as read and signed by the chairman as a true record.

3. Matters arising

None

4. Trustees annual report of activities and accounts

RM and **CS** gave a Powerpoint presentation. **RM** thanked all trustees for their hard work. He also thanks **AN** and Polly Macmillan the two booking officers during the year in question for their hard work which had resulted in record earnings. A major feature of the year had been the completion and opening of the new playground and all of the fundraising that had accompanied it. He said that as two trustees, Ben and Anna Ridgeway, had resigned during the year because of the pressures of family and business and because **SJ** (History Society rep) and Polly Macmillan (WI rep) were standing down, we were now reduced to 5 trustees but that would last only until such time as **MC** moved from the parish as he would then have to resign from the Parish Council which he represented on the VHMC. The trustees felt that the minimum viable number of trustees was 5. Fortunately, we now had help on the maintenance side and **RM** thanked Peter Knowles who was leading the maintenance team and Peter Magee and Alan Freeman who had also offered their services. **RM** emphasised the time-consuming nature of the booking officer's role which **JM** had taken on in respect of one off hirings in addition to his responsibilities as secretary, largely because no-one else was prepared to do it. It was essential that a new booking officer be found as soon as possible. The VHMC was very fortunate in having had **CS** as treasurer since the last AGM after two non-trustee treasurers. **RM** thanks the Parish Council for its continued support in the form of contributions towards the cost of the hall's insurance, the annual playground safety inspection, mowing of the playing field and car park verges and towards the cost of maintaining the playground. He thanked the Parish Lands Trust for its support and Gloria and Andrew Marshall and BIFFA for their donations and grants. He also thanked trustee Kate Staples in her absence for all her work in connection with the playground. From the floor David Bradbury proposed a vote of thanks to the trustees.

JM pointed out the near impossibility of complying with the requirements of our governing instrument to hold the AGM within 3 months of the year end or as soon as practicable thereafter. Given the need for the accounts to be passed by an external verifier, unless we were prepared to pay very

significantly more than the fee paid to the long term verifier Alan Toplis, and given his commitments – he was verifier for all Staffordshire Parish Councils whose financial years also ended on March 30th – and given the need to publicise the accounts to the parish prior to the AGM, the earliest that an AGM could sensibly be held was September. The meeting agreed that that was reasonable.

CS took the meeting through the accounts. The percentage of bookings from or open to parish residents had gone down from 89% to 77% but the total number of bookings was only three lower than last years record at 404. Ignoring the fundraising for the playground, income from hire fees was slightly up on the previous year at £17,865. Outgoings were in line with previous years and the year-end surplus was £929. A factor in the low surplus was that some £3000 more had been spent on the playground than had been received during the year, the balance having been received in the previous year. At the end of the financial year there was some £29,598.81 in the bank of which £4,000 was the contingency reserve and £6,344 the playground reserve which would either go towards phase 2 of the playground or replacing the existing equipment in due course.

5. **Village Hall governance and open forum**

These items were taken together. **JM** said that the management committee as envisaged in our governing instrument no longer seemed attainable. The governing instrument assumes that all village organisations would supply a trustee to represent their interests. Currently only two did so and his recent letter to all VO's inviting them to nominate a trustee had in some cases not even produced a response. This was a shame as the idea was clearly that the VOs would influence the way the hall was managed and representative trustees would feed back information about the hall to their groups. **JM** said that he was not advocating a change to the governing instrument as he was hoping that in time the pendulum would swing back. He was satisfied that provided there was a minimum of 5 trustees acting as the business committee supported by task specific groups the hall could be made viable. Those groups were maintenance and playground, both of which existed, Christmas Fair which currently did not and, if possible, entertainments to think up and organise fund raising and community events. The meeting accepted that this was the best way forward. **RM** asked whether anyone present was prepared to become a trustee but no-one was. **MC** Suggested that VO's who did not appoint a trustee should lose the right to favourable hire rates, but **JM** said that he did not think that was appropriate. The hall was intended to be for the benefit of the parish and many organisations were having difficulty finding volunteers to run themselves. Increasing hire rates might be the end of some groups. Malcolm Godfrey asked from the floor whether the status of the committee could be changed so that its members were not trustees but **JM** said this was not legally possible as the land and buildings were vested in the Official Custodian of Charities and the trustees managed it on his behalf. The hall was a registered charity. Dorothy Bradbury asked about the dishwasher and whether it was indeed to be removed and not replaced. This was confirmed the reason being that because it was so rarely used it was a hygiene hazard. **AN** thanked the trustees for reducing the cost of hiring the hall on Sundays which she thought was an excellent idea.

6. **Election of members**

Kate and Craig Staples were unanimously elected as trustees with many thanks.

7. Representative members

RM announced that the following were to be representative members of the VHMC having been nominated by village organisations in accordance with the constitution: John Macmillan - Colton Local Nature Reserve; Richard Monbiot - Garden Guild.

8. The meeting closed at 9.20 p.m.

.....

Signed

Dated