

RECORD OF ANNUAL GENERAL MEETING MINUTES FROM THE HUGHENDEN VILLAGE HALL HELD ON 4th DECEMBER 2015 AT 2000HRS

Present	Michael Sole Bob Hawkins Dylan Jones Al Bowyer Andrew Flint Angus Idle Christine Powell Diana Gibbons Joan Steele John Beveridge Judy Biggs Tony Konieczny Jill Thompson Louise Jones Derek Ransom John Moorby Jenny Martin Dr Gallagher Janet Idle Neil Bellamy Ian Stearn David Johnson Christine Bowyer Simon Kearey Julie Harding Vicky Bellamy David Sharp Susan Sharp Andrew Capey	Chairman Treasurer Secretary Auditor HAGA Residents Association Bookings Secretary Preschool/Fund Raising Valley Friends Projects Manager MS Society Trustee Village Shop Village Shop Trustee Conservation Group Conservation Group Hughenden Surgery Residents Association Football Club Trustee Village Shop Resident Village Shop Chair Resident Fund raiser/Resident Resident Resident Resident
Apologies	Roger Bryan Jill Graves Roger Thyer-Jones	Assistant Treasurer Art Group Karate

	ACTION
<p>Item 1 – Chairman’s Welcome and Introduction</p> <p>The Chair welcomed all in attendance to the 2015 Hughenden Valley Village Hall Annual General Meeting (AGM) with a special introduction to Dr Gallagher who is the guest speaker.</p>	
<p>Item 2 – Apologies</p> <p>Apologies were declared, acknowledged and recorded.</p>	
<p>Item 3 - Record of Minutes from the last Annual General Meeting</p> <p>The minutes from the AGM dated 1st December 2014 were discussed.</p> <p>Proposed – Christine Powell Seconded – Tony Konieczny</p>	Dylan Jones

Item 4 – Actions Arising from the last meeting

The legacy from Mrs Sloane was used to purchase stage lighting. Michael reminded those present that Mrs Sloane had been a member of the group 'Three in Harmony' and that this would be a fitting gesture.

Dylan updated the meeting on a question raised last year by Roger Thyer-Jones, who asked if a financial contingency fund needed to be kept in case the charity failed.

Dylan advised that advice from the underwriters was that no contingency would be required but the trustees were legally obliged to ensure the charity didn't trade whilst insolvent and that the trustees were also legally obliged not to make decisions that would place the charity at financial risk.

Item 5 – Chairman's Report

Please see attached Chairman's report.

Item 6 – Treasurers Report

Please see attached statement. The income and expenditure account for year ending September 2015 was accepted as an accurate statement of accounts.

Proposed – Andrew Flint
Seconded – Derek Ransom

Bob highlighted the following from the end of year accounts.

- There is an increase in takings from lettings during the year and thanks go to Christine for her efforts in managing the diary. The increase is mainly due to the private party bookings.
- A new energy contract will save the hall approx..25%
- Incomes from Hiring's is still less than the running costs of the hall. Fundraising still remains the main reason we are showing a surplus.
- The Hall supported the shop to the sum of £2500 this year.
- There has been a £300 saving by switching to a mobile phone for Christine

Bob updated the AGM on the business rates. After 18 months we are still not clear on our position with WDC. David Carrol has intervened and helped us secure a large reduction in costs but that does not seem to have been applied this year. Bob continues to investigate.

Bob thanked Al Bowyer for auditing the accounts this year.

Tony K asked why the maintenance charges were so high this year. Bob advised that several pieces of work were undertaken on the car park and these costs were considerable.

The Chair thanked Bob for help and support during the year.

Item 7 – Secretary's update

Dylan gave the following update to the AGM:

Constitution

Due to work being carried out that required input from the Hopkins Estate, we became aware that the 2014 constitution was not in line with the 1948 covenant under which the land on which the Hall was situated had been donated.

As a result, the Hopkins estate requested that the constitution be amended to better reflect the 1948 constitution. While amending the constitution, the Trustees had also taken the opportunity to define the amount of money the Officers of the committee could spend without referring the full committee to remove any ambiguity.

The constitution was changed in line with a legal request by the Hopkins Estate reviewed and agreed by the Trustees and notified to the committee during the monthly committee meetings and was presented to the AGM to ratify and adopt.

Proposed by – Derek Ransom
Seconded by – Tony Konieczny

New Website

Dylan advised that the new website was ready to launch in January 2016 once the diary was up to date. There was also a Facebook page that would link back to the website

Trustee meeting

Dylan advised that there had been a Trustees meeting this year. The main aim of the meeting was to highlight the Trustee's legal responsibilities, discuss Health and Safety and the plans for the King George V field in trust. The changes to the constitution were also discussed and amendments put forward which had been included in the final draft.

King George V Field

Dylan advised that there were a couple of projects that may utilise the field but were still in their infancy stages. These projects (MUGA and cycle path) would require a large amount of management time and therefore the current committee and Trustees would not be able to run both charities.

As a result, the current Trustees had agreed to stand down from the Field charity as and when the projects was confirmed as viable so that a new management committee and Trustees could be appointed. The structure of the Hall management team and Trustees would remain unchanged.

Closure by the Chair

Michael thanked everyone for their support throughout the year. Michael advised that due to the current surplus in the accounts the hire charges would remain at the 2014 prices. However, we envisaged that there would be a requirement to raise the hire charges next year.

Bob thanks Michael and Dylan for their energy and direction during the year. It has been a pleasure working with two people who vision and passion for the Hall.

Tony Konieczny thanked Michael for his hard work.

Michael informed those present that it was within the constitution that the Officers and Trustees of the committee would now resign and the elections for the vacant positions would take place.

Item 7 – Elections

The new Village Hall Officers and Trustees were duly elected by the members as follows:

Michael Sole

Dylan Jones

Position	Elected	Proposed	Seconded
Chairman	Michael Sole	Dylan Jones	Diana Gibbons
Treasurer	Bob Hawkins	Tony Konieczny	Andrew Flint
Assistant Treasurer	Roger Bryan	Derek Ransom	Ian Stearn
Secretary	Dylan Jones	Derek Ransom	Al Bowyer
Booking Secretary	Christine Powell	Neil Bellamy	Judy Biggs
Auditor	Al Bowyer	Diane Gibbons	Andrew Flint
Charity Commission Trustees	Michael Sole Bob Hawkins Dylan Jones Ian Stearn Derek Ransom Tony Konieczny Christine Powell Diana Gibbons	John Beveridge	Al Bowyer

An election took place for the trustees who hold legal representatives for the Land Registry. Three Trustees remained. John Veysey was not present to be nominated. The three trustees acting as titleholders are as follows:

Derek Ransom
Bob Hawkins
Tony Konieczny

Proposed – John Beveridge
Seconded – Al Bowyer

Al Bowyer

Appointment of Society Representatives were elected by the meeting as follows:

Art Group	Jill Graves
MS Society	Judy Biggs
HAGA	Andrew Flint
Football Club	Neil Bellamy
Valley Friends	Joan Steel
Community Shop	Jill Thompson
Residents' Association	Angus Idle

Dylan Jones

Fund Raising Committee Al Bowyer

Conservation Group John Moorby
Angus Idle

Item 8 – Village Shop Update

Simon Kearey gave an update on how the shop has developed during 2015.

2015 had been a positive one for the Shop. The Cabin had raised the Shops profile and income. It has also become a meeting place and working location for many residents and community groups. The additional income has created a small surplus this year.

This surplus has enabled the shop to employ two additional part time employees to support Louise in the running and managing of the shop. The tasks being undertaken are, building management, stock control, supplier management, marketing and staff rotas. These new staff appointments were going well.

With support from the Hall committee, planning application had been submitted to extend the shops tenancy on the hall carpark for a further 3 years. The current plan is to replace the porta cabin with a wooden building which would be larger and a better place to work and shop.

Simon thanked the Hall committee for their continued support, as well as the 50 volunteers that now work in the shop.

Item 8 – Future Fund Raising

Al reminded the committee that the accounting year ran from September 2014 and so the recent event such as the Bazaar and Quiz night would not be reflected in this year's accounts. However, the Bazaar raised £1200 and thanks must go to Diana for her hard work.

This year had seen several event take place. Cricket came to the field for the first time for a very long time. Although sparsely attended the event went well and set the foundations for similar event in the future. The Hall has also hosted cinema and bingo nights with varying success.

Al reminded everyone that Village day is in July 2016 and planning must start ASAP and a Chair needs to be appointed.

Michael then advised the AGM that he was intending to stand as the Chair of the Village Day committee as he felt it was important that the event was managed from within the village.

David Johnson requested more village hall events aimed at children. The committee agreed to look more closely at that suggestion.

Michael thanked Al for his continued support throughout 2015.

Item 10 – Any Other Business (AOB)

Dylan advised the AGM that as a result of organising the Panto this year, he had persuaded the Director to form an amateur dramatics society at the Hall. The details will be circulated for a meeting in January 2016

Neil Bellamy praised the Potter Quiz this year but highlighted that the audio system needed replacement. Dylan advised that this was well underway and a proposal would be with the committee in January.

Janet Idle requested a copy of the Child protection and Vulnerable adult policy for inclusion in a Sports England grant request. Dylan to provide.

Dylan

John Beveridge suggested amendments to the Hiring Agreement to include the ban on using tape or blue tack in the hall.

Dylan

Al Bowyer commented on the new stage lighting and how it had improved the Hall.

Guest Speaker

Michael introduced Dr Gallagher from the Hughenden Surgery who gave an amusing talk on not remembering patients when meeting them outside of the surgery.

Dr Gallagher then went on to inform the AGM of the many new initiatives that the surgery is running in order to support the community and the differing needs of their patients. The aim is always to make visiting the doctor's surgery more

efficient and patient friendly. Some of these new initiatives are:

- A new website which allows you to book appointments on line
- A cancer patient service
- Under 19 Clinic Known as DINO

Item 12 – Date of Next Meeting

All present agreed that the meeting was held in an open manner and all present had an opportunity to contribute.

The next AGM will be held on the 5th December 2016. The next committee meeting will be held on the 4th January 2016.

The Chairman thanked all those that attended and the AGM was closed at 21:15hrs.