

**RECORD OF ANNUAL GENERAL MEETING MINUTES FROM THE HUGHENDEN VILLAGE HALL HELD ON 5<sup>th</sup> DECEMBER 2016 AT 19:30**

<b>Present</b>	Michael Sole Bob Hawkins Dylan Jones Al Bowyer Andrew Flint Angus Idle Christine Powell Diana Gibbons Joan Steele Judy Biggs Tony Konieczny Jill Thompson Louise Jones Derek Ransom John Moorby Janet Idle Neil Bellamy Vicky Bellamy Ian Stearn Don Brunton Linda Brunton Sharon Rita Pulley Hilda Stearn	Chairman Treasurer Secretary Auditor HAGA Residents Association Bookings Secretary Preschool/Fund Raising Valley Friends MS Society Trustee Village Shop Village Shop Trustee Conservation Group Residents Association Football Club Raiser Resident/fund Trustee Resident Resident Resident Resident Resident
<b>Apologies</b>	John Beveridge Peter Gieler	Projects Manager Parish Council

	<b>ACTION</b>
<p><b>Item 1 – Chairman’s Welcome and Introduction</b></p> <p>The Chair welcomed all in attendance to the 2016 Hughenden Valley Village Hall Annual General Meeting (AGM) with a special introduction to Rev. Keith Johnson who is the guest speaker.</p>	
<p><b>Item 2 – Apologies</b></p> <p>Apologies were declared, acknowledged and recorded.</p>	
<p><b>Item 3 - Record of Minutes from the last Annual General Meeting</b></p> <p>The minutes from the AGM dated 4<sup>th</sup> December 2015 were discussed.</p> <p>Proposed – Christine Powell Seconded – Judy Biggs</p>	

#### **Item 4 – Actions Arising from the last meeting**

Michael highlighted that our aspiration of having a Drama Group at the Hall were now a reality and the first production would be Dick Whittington on the 20<sup>th</sup> 21<sup>st</sup> and 22<sup>nd</sup> December. Tickets on sale now.

The website went live in January 2016 at the same time as the new Facebook pages for the Hall.

The plan for the trustees of the King George V Field to stand down if the MUGA went ahead to make way for a new management team has not happened as the project is still in the planning stage. However, the renewal of the Football club lease has highlighted an issue with the Field and Hall being on two Land Registry submissions. Therefore, the current management Committee and Trustees are planning on merging the two charities and land registry documents. This would to ease the management of the estate and comply with the Charity Commission's requirement to close inactive Charities such as the King George V Field.

#### **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 2016 was accepted as an accurate statement of accounts.

Proposed – Diana Gibbons

Seconded – Al Bowyer

Bob highlighted the following from the end of year accounts.

- For another year the 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.
- Village day was a success and although our outgoings were higher this year the profits made resembled previous years.
- The Hall funded several projects such as the Youth bus visit to Hughenden Valley, a Panto and a climbing wall.

Bob informed the Committee that the hiring charges would be increased for 2017 and most of the regular users had been informed. A sub Committee had been formed to look at how the pricing is structured in order that we can be totally transparent in our pricing model and be able to discount local groups and put on community events free of charge.

Bob explained the fixed assets listed on the accounts and how he had attempted to write off some of the historic assets. However, the Charity Commission discouraged this.

Don Brunton asked if the decoration costs listed in the accounts were an annual cost. If not then the accounts would demonstrate the hiring's would cover the running costs.

Bob advised that the decorating costs were not an annual expenditure but that each year something would be spent on a big item. Last year it was emergency repairs to the car park.

The Chair thanked Bob for help and support during the year and also expressed his appreciation of the help and support of Roger Bryan who acts as Deputy Treasurer.

### **Item 7 – Secretary's update**

Dylan gave a quick update on some of the tasks that had been undertaken this year such as the website, lease agreements and continued dialogue with the Hopkins Estate on activities on the Hall and King George V estate.

Dylan reminded those present that last year he had spent some time informing the Trustees of the responsibilities and liabilities placed on them by the Charities Commission. There was also a focus on Health and Safety and an update of the constitution in order to ensure the management of the Hall was being brought up to date and in line with current legislation.

During 2016 the trend of modernising the management of the Committee and Trustees continued. The Hopkins Estate had been approached to approve a modification to the covenant to allow 8 Trustees who were already in place rather than the 6 allowed under the current covenant. This request was rejected, so only 6 Trustees will be appointed for 2017.

This prompted a closer look at the covenant and it was noted that the appointment of Trustees is a task carried out by the Committee at the committee meeting following the AGM. Therefore, this year the AGM would not be appointing Trustees. The executive members would also be appointed at the next committee meeting in January.

The elections at today's AGM would be for the members of the Committee, nine of which would be community groups that regularly use the Hall and 5 resident members from Hughenden Valley.

### **Item 7 – Elections**

The nine groups who had nominated Committee members are:

Angus Idle – Residents association  
Andrew Flint – HAGA  
Diana Gibbons – Valley Players  
Judy Biggs – MS Society  
Joan Steel – Valley Friends  
Peter Gieler – Parish Council  
Louise Jones – Valley Shop  
Neil Bellamy – Football Club  
Jill Graves – Art Club

Michael requested a show of hands in favour of those nominated: 17 in favour and no objections.

The following candidates put themselves forward to be considered as members of the Committee from the local residents.

Bob Hawkins  
Dylan Jones  
Tony Konieczny  
Christine Powell  
Michael Sole  
Ian Stearn

Dylan highlighted that 6 candidates had come forward and so a voting slip would be handed out for those present to vote.

Tony informed those present that he would stand down and apply for Trusteeship in order that a vote was not necessary.

As a result, the following 5 Candidates were accepted as Members:

Dylan Jones  
Bob Hawkins  
Christine Powell  
Michael Sole  
Ian Stearn

Questions from the floor:

Rita Pulley asked why the shop had a place on the Committee. Dylan advised that the Hopkins Estate had amended the covenant in 2009 to include the shop.

Hilda Stearn asked how residents were made aware that they were able to put themselves forward for membership of the Hall committee and why was more time not available for interested parties to consider the opportunity.

Michael advised that the AGM is an annual event and that it is common for Committee members to be voted in. Notice is given on the date of the AGM in plenty of time. Michael acknowledged that historically it was the same people being voted in and that the current Committee were attempting to modernise the process as there is now more interest in the Village Hall Committee.

Hilda asked about how Trustees were chosen. Dylan acknowledged that this was the first year the Committee had chosen the Trustees and that much of January's meeting will be concentrating on understanding to process of choosing Trustees, but that the emphasis is on spreading the responsibilities and ensuring less Committee members are also Trustees as the Trustees are there to oversee the Committee .

#### **Item 10 – Any Other Business (AOB)**

Ian Stearn raised his concern that the location of the new bin store was unsightly and not achieving the desired results at the front of the Hall. Michael advised that the project was still unfinished and the correct screening was still to be erected and the correct number of bins were still not in place.

Roger Thyer-Jones thanked the Committee executives for their hard work and dedication to the Hall. He expressed his appreciation for the amount of work that was involved and that was not understood by those who had not run a community hall or similar environment.

#### **Item 11 – Guest Speaker**

Michael introduced Rev. Keith Johnson from St Michael's and All Angels Parish Church, Hughenden.

Rev. Johnson gave an interesting presentation on his pilgrimage to the Holy Land, explaining the diverse religions that reside together and that hold the area in high religious importance for their faith.

Rev. Johnson shared his memories and personal photos of the historic religious buildings and locations and explained the impact the pilgrimage had on him personally.

Michael thanked the Reverend for sharing his presentation with those present.

**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 4<sup>th</sup> December 2017. The next committee meeting will be held on the 9<sup>th</sup> January 2017.

The Chairman thanked all those that attended and the AGM was closed.

## **Chairperson's Report 2016**

This is now the 4th AGM of the Village Hall Committee that I have conducted, and I would like to record my sincere thanks to all the committee members for their support during the past year. We certainly do not agree with each other all of the time, but just like partners in a marriage, we compromise and concede in order to reach a decision with the interests of the hall and community as our prime objective.

Firstly, I am pleased to report your village hall continues to be in a very healthy position both structurally and financially, and these are the two key responsibilities of the committee. You will be pleased to learn that demand for the hall continues to be buoyant from both within the village and beyond, and we intend to continue with our investment programme to upgrade the facilities in the hall to ensure we have a venue that ranks among the best in the area.

Tonight is the occasion when I can give my public thanks to a number of key individuals without whom the hall would certainly not be as successful as it is. So, to Christine Powell our Bookings Secretary, Bev Beveridge our Projects Manager, Bob Hawkins our Treasurer and Gabriele McCarthy our cleaner- housekeeper, thank you all very much for your involvement and we all appreciate the considerable time and effort you give to ensure our hall users experience a high-quality service and facility. I would also like to mention and thank a long-standing committee member who has decided to resign and that is Roger Thyer-Jones. Roger, thank you for your wise counsel and advice during the time we have worked together and our very best wishes to you in the future.

This is also the occasion when I would like to record my sincere gratitude to Dylan Jones in his role as Committee Secretary. We have had a particularly challenging year and his attention to detail, his creative ideas, his enormous drive and his great discipline, have been major features both at our monthly committee meetings and in the numerous other meetings and communications that happen almost on a daily basis. Dylan, thank you very much. And, whilst on the subject of Dylan, He told us at last year's AGM, that he and I were going to undertake further consultations with the Hopkins estate, to seek clarification on certain aspects of the covenant which accompanied the Hopkins gift of the land to the village. As a result, we will be proposing some modifications to the constitution of the committee in order to more accurately reflect the spirit of the covenant. Dylan will explain more later on.

We will also hear later on from Bob Hawkins, our treasurer, but, whilst talking about money, I would like to take this opportunity to thank Al Bowyer, our fundraiser extraordinaire, and express our sincere thanks to Al and his team for their unstinting work to devise and put on some great events during the year, that not only have benefited the halls finances, but also are a major contributor towards our village social scene. Thank you Al and team.

Our main event this year was the Village Day in July, and its success was in no small way attributable to Al Bowyer and Victoria Bellamy together with a very enthusiastic organising committee that I had the privilege to chair. Thank you to all those involved, we had a fantastic day. The Christmas Bazaar, which was organised by Diana Gibbons, was held on Saturday 26<sup>th</sup> November and once again, was very successful, both in the numbers attending the event, and the funds it generated. Thank you, Diana Gibbons.

Most of you are aware that in addition to the village hall, the committee also oversees the King George V playing field and the land that surrounds it. Maintenance of the field is managed by Hughenden Valley Football Club and I would like to thank them through their chair, Neil Bellamy, for ensuring the field is maintained to a high standard for all users to enjoy. The surrounding land including the banks up and down to the houses, is tended and maintained by our very own Conservation Group who meet regularly during the year to undertake the necessary cutting and pruning of nature's growth, and tonight I want to publicly convey the committees' appreciation for the fantastic work undertaken by this small and dedicated team of volunteers, so thank you to John Moorby and the conservation team.

As with most organisations, we have to be careful about spending money and we devote a considerable amount of time in committee, discussing and debating proposed expenditure projects, which I believe is both a healthy and necessary part of the decision-making process. Expenditure during this year was almost £20k, the most we have spent for some time. During this year, we have replaced all of the external gutters, drainpipes, bargeboards and soffits and that has considerably enhanced the appearance of the hall, and will also ease the maintenance burden for some years to come. Another major item of expenditure was the installation of a new audio system in the large hall. We have replaced the 40-year old speakers, the old amplification system and microphones, and now have a state-of-the-art system that has already met with some very positive comments from several users. A partial set of modern stage lights was installed earlier in the year and we are currently awaiting the installation of the remainder of this stage lighting, which will enable our own drama group, the Valley Players (tickets for their Christmas panto are now on sale – oh no they're not), plus visiting groups, to enjoy a spacious and well-lit venue for their productions. We will shortly be installing some acoustic panels on the ceiling and walls, which will reduce the harsh echo effect in the large hall as well as making it more aesthetically pleasing. We are currently investigating the possibility of installing CCTV cameras around the hall as, like many other halls and remote recreation areas, we are suffering from undesirables using the grounds for questionable activities. We continue to ensure there is a contingency fund of £20k available for use in the event of the hall suffering a major incident that requires the immediate availability of cash to resolve, and this amount is reviewed on an annual basis. Overall, as we will be hearing later from, Bob Hawkins, our financial position is healthy.

Most of you will already be aware that, after a couple of false starts, the community shop should be up and running early in the New Year and I am sure this will be a welcome return for many people in the village. We wish Louise Jones and the shop team a successful re-opening.

So, in conclusion, our hall is still the envy of many of the surrounding villages, and this has only been achieved by the tremendous efforts of the numerous volunteers that give their time and resource, so thank you to each and every one of those individuals. I look forward to joining you for the refreshments at the end of the meeting.