

Winsford Village Hall

Minutes of the WVH AGM & committee meeting held on Tuesday 28th April 2015 at 7.00pm

Present

Sue Hayes (SH) Chairman and Booking Secretary
Steve Hunt (SAH)
Robin Lockwood (RL)
John Titcombe (JT)
Dave Williams (DW)

1. **Apologies**

These were received from Helen Richardson (HR) and Ian Whybrow (IW). In receiving HR's apologies (due to very recently giving birth to a baby boy), the committee gave its warm congratulations to Helen and her husband on the new arrival. IW and HR had provided written input to the meeting, which SAH would raise at the appropriate juncture.

2. **Report and Financial Statements**

In his absence, IW had given SAH a copy of the accounts for the year ending 31st March 2015, including a summary of changes to WVH trustees. The financial position was described as "satisfactory" with net current assets of £xxxx and a surplus (before depreciation) of £xxxx. Hiring fees were similar to the prior year at £xxxx reflecting the continuing range of activities at the hall since its refurbishment.

Trustee resignations had been received from Sara Hooley (22/04/14) and Lisa Harding (24/06/14) and Helen Richardson was appointed as a trustee on 25/11/14.

The accounts for the year ending 31/03/15 were approved and IW was thanked for the work in their preparation. SAH was asked to provide the Charity Commission with requested financial details.

Action SAH

At 7.30pm the meeting was opened to the public – but there were no attendees and no welcome was necessary. Apologies were received from Mel Mileham.

3. **Summary of WVH 2014/15**

SH gave a summary of all the major users of WVH – craft club, garden club, Moors movies, bowls, art classes and bridge. Regrettably a few groups had stopped using our facilities due to lack of support – pilates (gone to Exford), yoga, toddlers, keep fit and badminton. SH also advised of various ad hoc events – coffee mornings, craft fairs, birthday parties, bingo, bring & buy etc. The local Hunt had held a cinema evening and fashion show. It was clear that we had to attract and support more users to the hall.

The annual village fete was very successful – thanks to all who helped. 2015's fete is on August 8th.

4. **Approval of Minutes.**

The minutes of the meeting held on 27th January 2015 were approved and were duly signed by SH.

5. Matters arising

Signing of Minutes - see item 4 above.

Item closed

Windows update. SAH reported that our application to replace the six windows in the main hall had now been formally registered as a valid application and we could expect a decision by 26/05/15. The meeting agreed that, if approval was forthcoming before the date of the next meeting, SAH was authorised to ask Exmoor Windows to undertake the work in accordance with its quotation 12381- dated 06/06/14. The specification would be as "Proposed 1" i.e. the top, outward opening version (above head height). This was also as agreed in the WVH Extraordinary Meeting dated 08/07/14. It was further agreed that the specification of the windows would not include the extra toughened glass option. SAH had reasonable latitude in agreeing a new price (the existing quote of £xxxx is nearly one year old).

Action SAH

Archive update. SAH has attended a meeting with David Godsal, Mel Mileham and Jan Faulkner to discuss the issue of potentially storing and displaying archive material in the hall. No specific proposals were made at the meeting by Mel or Jan. It was agreed we would await their requests, before taking any further action.

Item closed

Winsford Woodbees(WW) A new drama group had been formed in the village and it was agreed that the WW props and costumes would be offered to them.

Action RL

Note that HR had provided a written input stating that she had contacted the Roadwater Players regarding these items, but had not received a written response.

New committee members – still needed.

Action All

Grant money – purchase of new equipment. – an update was not available.

Action IW

Payment of PRS invoice.

Item closed

Activity Schedule and update - see item 9 below.

New terms of hire – these are in place and being used.

Item closed

"Redundant" amateur dramatic funds – an update was not available.

Action IW

WiFi in the WVH. SAH has advised WPC of our decision not to proceed. This was poorly received and we were asked to reconsider. Note HR has emailed IW in this regard, asking for a beginners guide on the hall's income and she would then undertake a study regarding likely costs and potential further income.

Action IW & HR

WVH field fencing posts – job done and paid for.

Item closed

Update Charity Commission with HR's details. – SAH has completed.

Item closed

Website update – see item 8 below.

Stoggymen update – see item 10 below.

Music evening update – see item 10 below

6. Treasurer's Report - IW provided a written financial update as follows:-

- Cash Balances at 31/03/15 were:-

Current Account	£xxxx
Reserve Account	£xxxx
CCLA Account	£xxxx
Total	£xxxx

The cash position therefore remains satisfactory representing an increase of £xxxx from the previous year.

- Income and Expenditure - Income in the year to date before fundraising was £xxxx against general expenditure of £xxxx giving a shortfall of £xxxx. This shortfall however represents a prudent valuation of the remaining stock of oil, which will therefore benefit the result for the year to come.
Income was nearly 10% lower than in the previous year, reflecting a decline in usage by a number of groups. Expenditure was generally similar with insurance, cleaning and repairs once again making up the majority of costs. The insurance cost for the coming year is slightly reduced and electricity charges have been fixed for a further two years and this will help to maintain an adequate control over expenditure.
Fundraising from the fete was £xxxx after expenses, which resulted in a further significant improvement in the overall financial position of the hall, with net current assets of £xxxx.

7. **Secretary's Report**

SAH advised that most items had been covered in item 5 above. He added that the Council Tax demand for WVH had remained at zero for 2015/16.

8. **Website update & Marketing**

HR had provided an input suggesting that we need to advertise "one off" events on our website. Would SH please notify HR of these when they are booked please? **Action SH**

9. **Activity Schedule review**

In accordance with our risk management procedure this was updated: actions agreed and will be circulated with the minutes. **Action SAH**

Note there are some outstanding actions for our previous review. **Action Actionees**

10. **Future events**

- Christian Aid coffee morning – 16/05/15
- Winn club sale – 06/06/15
- Music evening – Gerry Flanagan is trying to arrange music (and food/drink) on the village green on 28/06/15. The WVH may be approached regarding the hiring of a marquee.
- Stoggy men – check availability for 2nd or 23rd Oct '15 **Action DW**
- Exmoor Garland Usher Music – booked for 17/10/15

11. **2015 Show & Fete (08/08/15).**

The next planning meeting will be in the WVH on 05/05/15 at 7.30pm.

12. **AOB**

None

13. **Retirement of WVH Committee members and appointments.**

All the members of the committee resigned and were all duly re-elected to their previous positions.

14. **Date of next meeting**

23/06/14 at 7.30pm.

The meeting closed at 8.55 pm.

Steve Hunt - Secretary