

Minutes of the Greysouthen Village Hall AGM Tuesday 2 April 2019 7.30pm

1. Welcome

Jen McCulloch took the chair and welcomed 10 people to the meeting, although it was noted that it was the usual group attending; we need to address how to widen the reach of this AGM for the future.

2. Present: Jen McCulloch (chair), Adrian Sims (Vice Chair and Bookings), Jonathan McMeekin (treasurer), Jane Inman (secretary), Roger James, Gwyn Lloyd, Jan Johnson, Colin & Ann Donaldson, Howard McCulloch, Ben Davies-McChesney

Apologies: Margaret Wiltshire, Margaret James

Note the secretary confirmed, with respect to our privacy policy, that all were happy to have their names recorded in the minutes

3. Approval of the minutes of the last AGM of 9 April 2018

Minutes were approved and accepted as a true record.

4. Matters Arising

- The constitution/ Governing Document was reviewed, and representative members were appointed to the committee from; W.I, Carpet Bowls, Parish Council, Virtual pub and Greysouthen Senior Citizens Social Club.
- An application to pay a facilities manager was agreed by the committee and fully endorsed by the Charity Commission.

5. Chair's report – Jen McCulloch

Firstly, I would like to record a personal thanks to all the committee members for their help and support to me throughout the year as we have undertaken a significant amount of work and challenges.

The Village Hall not only requires management but a considerable amount of maintenance and this has been achieved by the committee members who willingly volunteer their services. I think we all agree that for a building of its age it is kept to a very high standard and I would like to place on record my thanks to our facilities manager for the time and effort put in to ensure users enjoy a safe, clean and attractive facility.

The achievements of the committee in the past year have been astounding.

My thanks go to the Secretary for putting together an Induction Pack for all Committee Members/Trustees. This has taken many hours of work. Alongside this documentation for general use and hirers of the hall to include details on Data protection have been completed.

We were also very lucky to receive considerable outside expertise in producing the Risk Assessments for the hall in line with Health and Safety Executive guidelines and for this we are very grateful.

Together this work has assured us that the hall is a safe environment for all user groups.

A successful grant application (via Cumbria Community Foundation) to increase kitchen storage and upgrade the facilities was made to United Utilities and awarded to us in September. We have also applied and just been awarded a grant from Sellafield to replace the cooker and install a new commercial style cooker and hood. Together this money will lead to a significant improvement in the kitchen's facilities.

My thanks must go to the huge efforts made by a handful of residents to increase the usage and fundraise for the upkeep of the Hall. To this end a very successful Christmas Events programme was held and a Spring programme is well underway championed by last week's greatly supported Daffodil day.

A real sense of community cohesion comes together at these events and its fundamental that we keep these going.

Finally, as we move forward in 2019 it is important that the management, maintenance and promotion of the hall continues, and any help and support to do this is always appreciated.

There were no questions or comments on the report.

6. Treasurer' report – Jonathan McMeekin

2017-2018 Accounts

Breakdown of the debits 2018 fiscal year.

Income/Debits	Total
Parish Council	£1000.00
Grants	£3500.00
Hire of Hall	£1939.00
Fund Raising (village show)	£604.00
Interest	

Breakdown of credits 2018 fiscal year.

Payments/Credits	Total
Water Charges	£142.91
Energy	£1419.86
Insurance	£388.77
Building Maintenance/Safety	£1358.74

Simple numbers...

Income £2939.00

Expenses... £3310.27

Loss of £371.27 to date

An update on our current financial state.

At present we are £6680.28 to the black with very few outgoings in Mar except for utilities. Be aware that our balance is being artificially bolstered by the following...

£3500.00 grant money and £1000.00 village show funds for a total of £4500.00 leaving an actual balance of £2180.28. At our present rate of expense we are in the red within four years with any and all reserves depleted.

There were a number of questions and discussions relating to the treasurer's report as follows:

- Grant money can only be used for the stated list of purchases as agreed by the granting authority, and that whilst we can be 'canny shoppers' we will need receipts for audit purposes.
- The largest cost to the hall is the energy cost. Jonathan is reviewing these and expects to make some savings.

ACTION: Jonathan

- Even with the above savings we are still financially vulnerable as we do not have any reserves for emergency work, such as boiler failure etc. This is a priority – we need to address housekeeping, keep an eye on expenditure and continue to encourage the village to join us, or lead, fundraising events for the hall.
- It was agreed that where an event is specifically to raise funds for the hall, no hire charge will be levied on the individual leading the event.
- Bookings have increased. Adrian now records these on a spreadsheet. Agreed that it would be helpful to share the bookings spreadsheet at each committee meeting in the future.

ACTION: Adrian

- The recent fundraising Christmas events (Afternoon tea dance, Wreath making workshop) are not shown on the accounts as a separate line but are included in the bookings figures. Agreed it would be helpful to separate these out as some grant applications require evidence of matched fundraising.

ACTION: Jonathan in discussion with Adrian

- The payment of £70 finally agreed as damages for the teenage party has been paid, although this also is in with the booking figures.
- Concern was expressed about avoiding similar issues in the future. It was felt that the new booking form was useful in making the hirer's responsibility clearer and that a realistic rate for weekend /evening/party hire might also reduce the possibility of recurrence. The issue of taking a damage payment is not being pursued – we would need to hold such a payment in a third party account and to recognise that we may find ourselves in a financial dispute if we do not return the deposit.
- Room hire rates – these will be addressed in the near future by a working group

ACTION: Jen, Adrian, Margaret

- Jen confirmed that the Daffodil Day had raised £200 for hall funds. Agreed we need to publicise this via our Facebook, Noticeboards and Gossip

ACTION: Jen/Jane

- Howard advised us of emerging plans for future fundraising event, a 'Greysouthen Film Festival' to be held in the Village Hall using the 'Cine North' set up, advertising and equipment, supported (hopefully) by an Allerdale Community Grant specifically for new festivals which would cover the set up costs and the requirement for a special licence (£20 per event).
- Jonathan mentioned that he is keen to use his barn to host community film nights as a private function, but in support of village hall funds if donations are received. The above licencing, publicity and our public liability insurance arrangements do not cover events held in private premises.

7. Appointment and Election of New Committee

All existing committee members agreed to continue for a further year.

Jane qualified this by saying she would need someone to step in and take minutes as she is expecting to be away next Winter/Spring

The following were proposed by: Gwyn Lloyd, seconded by Jan Johnson and elected unopposed:

Chair:	Jen McCulloch
Vice Chair	
& Bookings secretary:	Adrian Sims
Treasurer:	Jonathan McMeekin
Secretary:	Jane Inman

Jen welcomed the 'new committee'

Gwyn advised that he would be standing down as the representative from the Parish Council and would advise of a replacement. He will however stay on the committee as the Bowls representative as Colin stands down.

Jen asked all other user groups to advise whether their existing reps remain. It will be taken as so, until advised otherwise, for continuity.

8. Date of next meeting

Jane will circulate a couple of dates by email for the next meeting in late May/early June

The AGM closed at 8.10pm

Following the AGM, Ben led a discussion about setting up a Greysouthen Village Website. He explained that he has a website design company and outlined ways in which a website, linking with our social media (currently Village Facebook page – but could also include Instagram and Youtube) could expand the boundaries of what we currently do.

Ben offered to set up the website as he is keen to put something back into the village, and to update it each week with an hour of time. The committee thanked Ben for this very generous amount of time and expertise.

Gwyn confirmed that the Parish Council would cover the annual running costs which are estimated to be £4 pa for domain name registration and around £20 pa for hosting costs.

There was much enthusiastic discussion and lots of ideas, and those present committed to help take this forward.

In conclusion it was agreed that:

- Ben would lead us in developing a website for the Village
- He would search for a suitable domain name and circulate this for immediate agreement to allow him to begin to develop the website architecture
- Content would need to be provided by ALL and Jonathan suggested we kick this off with some input from each of the committee to be provided to Ben as soon as possible
- Ben would join us at the next meeting (or two!) to help us develop this project

ACTION: Ben and ALL!

The meeting ended 8.45pm