

Hardington Mandeville Village Hall
Registered Charity No: - 304551

Minutes of the Annual General Meeting held on 15th May, 2019

1. **Present:** - Mrs. D. Creed, Mrs. C. Delaney, Mrs. E. Gilmore, Mr. J. Gilmore, Mrs. V. Marden, Mr. A. Middleton, Mr. P. Riddell, Mr. M. Southwell, Mr. A. Webb, Mr. T. Cherry, Mrs. V. Cherry, Mrs. K. Dodge, Mrs. R. Richards.
2. **Apologies received from:** - Mrs. S. Jinks.
3. **Minutes of the Annual General Meeting held on 6th June, 2018** were approved.
4. **Matters arising from those minutes** – none.
5. **The Annual Report and Accounts** were presented by Mr. A. Middleton and Mr. J. Gilmore.

The Committee met 11 times during the year and, in planning our activities, we kept in mind the Charity Commission’s guidance on public benefits at these meetings. The focus of our activities was to continue to maintain and enhance the physical fabric of the building, so that it could be a community base and resource for the users.

A great contribution is made to the Hall by volunteers. We would not have been able to have achieved so much without their valuable contribution of time, energy and expertise.

The Committee’s focus remains the maintenance of the condition of the Hall. We have been pleased to receive favourable comments on the condition of the main hall following replacement of the heating system and internal decoration.

Key activities this year included:

The stage curtains have been replaced – funded by Hardington Players and the Parish Council.

The old night-storage heaters in the rear storerooms have been replaced with new heaters. It is hoped this will significantly reduce the heating costs, whilst retaining the necessary level of heating.

An asbestos survey of the Hall was commissioned. This revealed only two potential areas of asbestos – night storage heaters and tiles in the rear lobby. The heaters have been replaced. We are advised that the tiles require only regular monitoring for any deterioration. In due course these may be replaced, but this is not a priority item.

The wall to the car parking area has been repainted and solar powered lights installed. Thanks to a generous donation, we have been able to furnish the hall with three paintings of the village and two large collages of photographs of village life.

Due to extended discussions involving the Parish Council on scope of the works, repointing of the front wall has not been achieved. This work is now planned for the first half of 2019.

The Village Hall Committee has also been working to bring the Fire Risk assessment and fire procedures up to date.

The SSDC Food Hygiene Officer has been consulted to ascertain the need for a registration for food hygiene. We have been advised that registration is not required for the activities we currently run – for example one-off events such as the Turkey Supper or Village Breakfast. Registration could be needed for a more complex food preparation event or provision to vulnerable consumers – this would be a responsibility of the organisers of such an event.

In addition to the Fire Risk Assessment, we have also arranged an Accessibility Survey. Actions are being taken based on the findings of these reports.

The following policies were adopted in 2018/19:

- Acquisitions Policy (financial approvals)
- Safeguarding Policy
- Asbestos Management Plan

The following policies are currently under review:

- Health and Safety Risk Assessment
- Disability Discrimination
- Conflict of Interest Policy
- GDPR Policy
- Volunteer Policy
- Fire Risk Assessment

The Committee is working on new Conditions of Hire.

We have arranged for regular reports of our activities to be included in the Messenger; the Parish Council has a standing agenda item for village hall matters and we aim to keep the village website up to date.

Financial Review

As in previous years, our main sources of income were hire charges and donations, with further useful income from fund raising and our Feed-In Tariff.

Our main areas of expenditure were repairs and maintenance and utility costs.

In 2018, the Committee undertook a review of hire rates, considering the charges at similar halls in the area. It was decided that the basic rates should remain unchanged in 2019, but the following would be amended from January, 2019:

- Any additional preparation time over the free period of 30 minutes will be charged at the standard hire rate (compared to a previous discounted rate of £2).
- An additional charge would be levied where the kitchen is to be used to prepare a full meal service.
- Parties/Weddings to be charged on a flat fee to be agreed with the Treasurer on a case-by-case basis.

We aim to hold at least £5,000 in reserves at the year end.

We would like to thank all those who have raised funds for the hall – the Street Fayre team; Firework night team; the Women’s Institute; the Hardington Players; the Horse and Dog Show; the Turkey Supper team and, of course, the Parish Council.

The Committee and a number of volunteers has continued to organise regular events throughout the year, including

- Moviola film screenings
- Teas and Toes

- Coffee Mornings

These have provided a useful regular income.

In addition, we have continued the operation of the 100 Club

Future Plans

Repointing – the repointing of the entrance side and the front of the Hall will take place this year, and we thank the Parish Council for taking on and funding this project.

The Village Hall Committee is considering whether it might be advisable to fit mains (rather than battery) powered smoke/fire detectors in the Hall in future.

We are also pursuing a number of improvements in accessibility, including upgrades to the Accessible Toilet, hall entrance improvements and the possibility of installing a hearing loop. We will be seeking grant funding for these works.

Quotations are being sought for the replacement of soffit boards and guttering at the rear of the hall.

Thanks

We remain indebted to the many volunteers without whom the hall could not be run. The Committee would also like to express its thanks to the Parish Council for their continued financial support.

Declaration

The trustees declare they have approved the trustees' report above.

6. **Election of five members to the Village Hall Committee**

The following were elected to the Committee: -

Mrs. E. Gilmore, Mr. J. Gilmore, Mrs. S. Jinks, Mr. P. Riddell, Mr. M. Southwell.

7. **Representatives**

The following representatives have been appointed to the Committee: -

Garden Club	Mrs. V. Marden
Parish Council	Mr. A. Webb
Parochial Church Council	Mrs. D. Creed
W.I.	Mrs. C. Delaney

The Hardington Players are not represented.

8. **Any other business**

(i) Mrs. S. Phillips had asked (via e-mail) why we did not take part in the Christmas Rotary Raffle in 2018. Mr. J. Gilmore explained that it had been decided to start a 100 Club and if fully subscribed would bring in an income of £600 after prizes were awarded and no-one had come forward to organise the Rotary Raffle. The Rotary Club income was typically £200 - £250. Mrs. K. Dodge showed an interest in taking this project on this year. It was explained that it involved collecting tickets and returning stubs and money to a location in Yeovil as well as selling the tickets during the busy run-up to Christmas. A decision will be made whether we partake in the 2019 raffle in October when we receive information from the Rotary Club.

- (ii) Mrs. K. Dodge asked for progress on the Village Hall Works Schedule. Progress of works as in Annual Report above.
- (iii) Mr. T. Cherry asked for confirmation that the profits from the monthly Coffee mornings were going towards refurbishments and not general running costs. This was confirmed.
- (iv) Mr. T. Cherry asked about progress on priority jobs from last year. It was confirmed that the Committee are working hard to progress works as reported in the Annual Report above.
- (v) Mrs. V. Cherry asked why we are paying out so much on electricity when we have solar panels and why didn't we have battery back-up to store electricity generated by the panels? Mr. J. Gilmore explained the history of obtaining the solar panels and the advantages over the old oil heating system. The current cost of a battery storage system is £10K and will be considered in future.
- (vi) Mrs. V. Cherry asked why the heating is kept on all the time rather than addressing the damp problem? The heating is kept on low to help preserve the fabric of the hall and provide a pleasant ambience. The damp problem is being addressed as reported in the Annual Report above.
- (vii) Mrs. V. Cherry requested that the village be informed of improvements in hand/completed via the Messenger. The Village Hall Committee aim to provide a monthly report in the Messenger and the monthly Parish Council meetings now have a standing agenda item for Village Hall matters. And we also aim to keep the village website up to date.

