

**MINUTES OF THE ANNUAL GENERAL MEETING OF
UPTON VILLAGE HALL – 10th July 2012**

Present:

Mr. P. Pearn	Chairman	Mr. P. O'Neill	Secretary/Treasurer
Mr. N. Draper	Maintenance Mgr	Mrs. S. Clarke	H&S Officer
Mrs. E. Case	Trustee	Mr. G. Newton	Trustee
Mrs. J. Smith	Trustee	Mrs. N. Turton	Trustee
Mrs. J. Jones	Trustee/Caretaker		

Mr. I. Hughes, Mrs. B. Smith, Mr. C Smith, Mrs. J. Draper, Mrs. K. Travis, Mr. T. Travis, Mrs. M. Norris, Mr. C. Jones, Mrs. J. O'Neill

1. Apologies

Mrs. K. Chilton, Mr. T. Doogan, Mr. H. Halliwell, Mrs. W. Carman, Mr. P. Carman, Mrs. T. Simon, Mrs. D. Wellerman, Mrs. E. Grinter

2. Minutes of the AGM held on 19th July 2011

The minutes were accepted as a true record, proposed by Mr. Jones and seconded by Mrs. Travis. They were then duly signed by the Chairman.

3. Matters arising from the minutes

The Chairman said that an update to the User Guide will be published in the near future.

Following a brief discussion, a definite decision was made to buy a new vacuum cleaner for use by user groups.

4. Reports

This year's 4 page Annual Report was distributed. The report once again covered our User Base, Activities & Special Events, Finances, Operations, Maintenance & Enhancements, Trustees and Employees and can be viewed on the Upton Village Hall website. Mr. Pearn, Mr. O'Neill and Mrs. Clarke took the meeting through each section of the report, and these minutes should be read in conjunction with the Annual Report.

Mr Pearn briefly explained the purpose of the report, with a general introductory paragraph in bold type followed by specific sections on the past year's activities. The bulk of the report relates to the year ended 30th April 2012 in line with our financial year.

Mr. O'Neill said that the accounts for the year ended 30th April 2012 have been independently examined and signed off, and would shortly be sent to the Charity Commission. Mr. Pearn paid tribute to the work done by the Treasurer in obtaining two attractively priced three year contracts for electricity and gas supply. Mr. Norman pointed out that the £9,487 expenditure on the stage refurbishment also included the new foyer and fire exit corridor doors. The Hall contribution to the cost of the new chairs will be coming out of the following year's expenditure and would not unduly affect progress towards achieving our target minimum reserves level.

Mrs. Clarke presented the H&S report. The incident involving the tablecloth scorched by a tealight candle was highlighted and the circumstances discussed. The use of such candles has now been banned. The decision to keep a first aid box was taken 2 years ago on the understanding that it is always kept replenished. In the event, only the occasional plasters and wipes have been used.

Mrs. Travis drew attention to the high temperature of the hot water supply to the ladies toilet. Subsequent to the meeting this has been adjusted down.

Mrs. Clarke drew the meeting's attention to the new "Log it to Fix it" initiative, encouraging users to enter any maintenance, operations or H&S issue in the log file so that these can be tackled in a timely manner.

Mr. Pearn briefly described the trial with a new type of metalised polish on the hall floor which so far was proving to be a success. The plan is to strip back the floor, reseal and polish it in the summer of 2013. He also discussed how the increasing sophistication of hall facilities such as the sound system, electrical trips, movement detectors and the automatic skylights put extra demands on maintenance and support. The remote controllers for the skylights continue to give problems and Mr. Draper would like to see two people from each user group familiar with their use. To this end training sessions will be arranged after the summer.

Mrs. Turton commented on the weeds under the hedge along the boundary with Headstart. It was pointed out that these are normally kept well under control, but the exceptional amount of rain and humidity had significantly increased their rate of growth, as it has done in all our gardens.

Mr. Pearn paid a warm tribute to Bob Parker who sadly had to resign from the Board to care for his wife Pat. There was a unanimous vote of thanks for his long service.

The reports were accepted, proposed by Mr. Hughes and seconded by Mrs. Smith.

5. Election of Trustees for the year 2012-2013

Proposed by Mrs. O'Neill and seconded by Mr. Smith, the current trustees were re-elected unanimously:

Mr. P. Pearn
Mr. G. Newton
Mrs. N. Turton

Mr. P. O'Neill
Mrs. E. Case
Mrs. J. Smith

Mrs. J. Jones
Mr. N. Draper
Mrs. S. Clarke

6. Any Other Business

Mrs. O'Neill asked about the status of the dishwasher leak. It was explained that the source of the leak has still not been identified and that we were currently living with the situation, catching any leaks with the tray placed under the machine. Only when we are confident that we know when the machine leaks (ie. during which operation) will we call in the suppliers again.

Mrs. Travis requested a larger waste bin in the unisex toilet. It was agreed that this would be procured.

Mrs. O'Neill asked if more mugs could be obtained. It was explained that other groups had requested this, £100 had been included in the budget and they would be acquired over the summer.

Mr. Pearn briefly described the scope of the summer maintenance programme. This will involve new (larger) gutters and downpipes, redecorated meeting room and the installation of protective sheets on the walls, redecorated foyer and the installation of two user controlled floodlights to illuminate the stage front. The new chairs will also be delivered in August.

In addition, potholes in the car park will be patched and the thickness of the current base layer checked in order to get a firm quote for the whole car park to be relaid in 2014.

There being no other business the meeting closed at 8.48pm