

## MINUTES OF THE ANNUAL GENERAL MEETING OF UPTON VILLAGE HALL – 15<sup>th</sup> July 2014

### 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. J. Jones	Trustee/Caretaker

Mrs. D. Wellerman, Mr. T. Wellerman, Mr. H. Halliwell, Mrs. M. Norris, Mr. P. Carman, Mrs. W. Carman, Mrs. J. Draper, Mrs. K. Travis, Mrs. A Bennion, Mrs. P. Lott, Mrs. J. Hall, Mrs. C. Clark, Mr. N. Haslock,

1. **Apologies** Mr. T. Doogan, Mrs. N. Turton, Mr. I. Mayne, Mr. K. Roberts, Mrs S. Edwards, Mrs. O. Dodd

2. **Minutes of the AGM held on 9<sup>th</sup> July 2013**

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

3. **Matters arising from the minutes**

There were no matters arising.

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, Mr. Draper 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 30<sup>th</sup> April 2014 in line with our financial year.

Mr. Pearn said that we have now achieved all three of the Hallmark quality standards. Hallmark 3 challenged whether we were doing enough for the current needs of the community. In response to this a new community Dance Club has been started, meeting one Sunday a month. In addition, following consultation and a taster session held in June, a Friday Luncheon Club for over 65's in the community will start up in September, with the help of a large group of volunteers. There has also been a recent success story with the start up of Rugby Tots on Sunday mornings.

Mr. O'Neill said that the accounts for the year ended 30<sup>th</sup> April 2014 have been independently examined and signed off, and would shortly be sent to the Charity Commission. Over the course of the year we made a surplus of £5,515. Hiring income was £27,224, 2% down on the previous year. Utilities were 23% lower than the previous year largely due to a £1,326 saving on gas having used just 70% of the previous year due to the exceptionally warm winter. The main item of project expenditure was the mirrors and barres, financed by the fund raising over the last eighteen months. Reserves carried forward at year end totaled £21,718, achieving our objective of reaching our target minimum reserve level of £20,000.

Hallmarks 2 & 3 led to further improvements in our administrative procedures and the production of a Values & Roles statement to replace the Vision statement of 2003 which had focused on the refurbishment project. A recent follow up visit by the CWaC access officer has resulted in a list of further improvements which are currently being prioritised.

Mrs. Clarke presented the H&S report. There were four reported accidents during the year one of which, a trip and fall in the car park, resulted in a course of medical treatment. This necessitated the installation of new LED floodlights and stricter car park maintenance and the firm commitment to resurface the area in 2015.

Mr. Draper reported that both the dishwasher and water boiler were replaced during the year following component failures that it would have been uneconomic to repair. A new radio controlled clock has also been obtained for the main hall that fits neatly into the existing traditional housing. Finally Mr. Draper urged the meeting to make good use of "Log It 2 Fix It" which is proving to be a successful aid in the operation and maintenance of the Hall and also to ensure that the loop system is left on at all times.

Mr. Pearn reported that the main projects completed in the year were the installation of the mirrors and barres and a further upgrade to the sound system. He then paid tribute to our caretaker Jane Jones and her husband Carl for their work on maintaining the Monica garden to such a high standard, resulting in the award of a "Little Gem" award in the 2013 Community Pride Competition.

The reports were accepted, proposed by Mrs. Carman and seconded by Mrs. Wellerman.

#### **5. Election of Trustees for the year 2014-2015**

Proposed by Mrs. Norris and seconded by Mr. Carman, the current trustees were re-elected unanimously:

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

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

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

#### **6. Any Other Business**

It was reported that Bob Parker (past Chairman) was back in hospital with the recurrence of an infection. The meeting wished him all the best for a speedy recovery.

There being no other business the meeting closed at 8.21pm