

MINUTES OF THE ANNUAL GENERAL MEETING OF UPTON VILLAGE HALL – 14th July 2015

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	Mrs. J. Jones	Trustee/Caretaker
Mrs. K. Navas	Trustee		

Mrs. D. Wellerman, Mr. T. Wellerman, Mr. H. Halliwell, Mrs. M. Norris, Mr. P. Carman, Mrs. W. Carman, Mrs. J. Draper, Mr. T. Navas, Mr. D. Whaley, Mr. C. Jones, Mr. S. Booth, Mr. R. Hale, Mrs. G. Snell

1. **Apologies** Mr. T. Doogan, Mr. I. Mayne, Mr. K. Roberts, Mrs S. Edwards, Mrs. J. Hall, Mr. J. Bennett, Mr. W. Gardner, Mrs. S. Melvin, Mrs. P. Wade, Mrs. B. Smith, Mrs. L. Iverson, Mr. & Mrs. Atkinson, Mrs. J. Smith, Mr. G. Newton
2. **Minutes of the AGM held on 15th July 2014**
The minutes were accepted as a true record, proposed by Mr. Carman and seconded by Mr. Hale. 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 30th April 2015 in line with our financial year.

Mr. Pearn welcomed the success of our two most recent business run activities, Rugby Tots and Yoga, who are both thriving and seem set to continue. The two recent community groups, Dance Club and the Friday Luncheon Club are also thriving and our long established groups go from strength to strength. We have witnessed a growth in the number of charities wanting to hire the Hall, particularly at weekends. It was recently decided that charities would be charged the commercial rate, except for those benefitting the Upton area. Our CRTA productions have now been staged for over 10 years and have provided a wide range of quality professional entertainment. Thanks were given to Phil O'Neill, Liz Case and Jane Jones for organising these.

Mrs. Clarke informed the meeting about the recently acquired defibrillator and the associated CPR training equipment. Several courses have been run and more are on offer if there is a demand. The British Heart Foundation, through whom we purchased the kit, are keen to spread the knowledge and practice of CPR, a life saving technique. Mrs. Clarke was thanked for her efforts in organising and running the training. Over the year there have been several accidents, two recent ones involving a visit to A&E. However, no specific remedial action was required and no underlying common causes were identified.

Mr. O'Neill said that the accounts for the year ended 30th April 2015 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 £10,695. Income from hiring out the main hall was a record £26,342, 9% up on the previous year. Income from the meeting room at £2,586 was down by £412 due to the two art groups joining forces and moving to the main hall. Fund raising totaled £3,148 from ten village hall staged events. Utilities were slightly down on the previous year largely due to lower gas usage following another warm winter. Project expenditure was restricted ahead of the major work next summer. The main item was the start up costs for the Friday Luncheon Club, £2,094. Reserves carried forward at year end totaled £32,413, £9,400 of which was designated for the car park resurfacing project. Our 2015/16 budget predicts that, notwithstanding the summer shutdown work, we will again finish the year above our minimum reserve level. Mr. O'Neill was thanked for his work on the Hall finances throughout the year.

Mr. Draper reported on hall maintenance. Our established regime of changing fluorescent tubes every two years will cease once the LED lighting is installed, which should be maintenance free. A service contract for the dishwasher has been taken out with the manufacturer, involving two services a year and provision of a 24hr breakdown call-out. No resealing work was required on the hall floor due to Jane Jones' diligent regime of regular polishing. Chairs are being cleaned on a regular basis once a batch of 30 or so has built up. Users should put any soiled chairs in the Utility Room. Users are asked to follow the instructions when using the blinds' remote controller. This is currently responsible for more call outs than anything else. The external notice board will be replaced over the next twelve months.

Mr. Pearn paid tribute to Bob Parker, chairman from 2002 to 2008, who sadly died recently. He also marked the retirement from the Board of Nancy Turton, who herself was chairman from 1979 – 1987 and has contributed much to the hall and several societies over five decades.

Finally, Mr. Pearn thanked Inside Upton for their support throughout the year running our various posters and advertisements.

The reports were accepted, proposed by Mr. Hale and seconded by Mrs. Norris.

5. Election of Trustees for the year 2015-2016

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

Mr. P. Pearn
Mr. G. Newton
Mrs. J. Smith

Mr. P. O'Neill
Mrs. E. Case
Mrs. S. Clarke

Mrs. J. Jones
Mr. N. Draper
Mrs. K. Navas

6. Any Other Business

Mrs. Draper enquired as to when our union jack is flown. After some discussion it was proposed that we produce our own UVH flag that can be flown permanently.

Mr. Pearn gave a brief presentation on the upcoming summer shutdown. The work will start on the evening of Wednesday 29th July. The inside of the hall will be completely scaffolded out and so not accessible. The car park will be resurfaced at a convenient time during the shutdown period. All the work will be carried out by our "house" contractors who are committed to completing it by the August bank holiday when the hall floor will be polished following a thorough clean.

There being no other business the meeting closed at 8.15pm