

**MINUTES OF THE ANNUAL GENERAL MEETING OF
UPTON VILLAGE HALL – 12th July 2016**

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	Mr. I. Hughes	Trustee
Mrs. S. Fearnall	Trustee	Mr. G. Newton	Trustee
Mrs. J. Smith	Trustee		

Mr. H. Halliwell, Mrs. M. Norris, Mr. P. Carman, Mrs. W. Carman, Mrs. J. Draper, Mr. C. Jones, Mrs. G. Snell, Mrs. J. Hall

1. Apologies Mr. T. Doogan, Mr. J. Bennett, Mrs. S. Melvin, Mrs. B. Smith, Mr. I Mayne

2. Minutes of the AGM held on 14th July 2015

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

3. Matters arising from the minutes

At the last AGM, Mrs. Draper enquired as to when our Union Jack was flown. After some discussion it was agreed that we design and procure our own Upton Village Hall flag that would be flown throughout the year. Before the meeting attendees went outside to raise the recently acquired flag for the first time.

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 2016 in line with our financial year.

Mr. Pearn reported that the fullest use was being made of the Hall despite competition from the recently renamed Community Centre, the new Pavilion and other local venues. However, while most user groups are thriving, dwindling numbers forced the Monday afterschool karate to cease in April, but in the event the Travis Academy expanded to fill the slot, to meet the increasing demand for dance-based activities, with an undertaking to try and attract more boys.

Mr. Pearn informed the meeting of the very sad death of our art class tutor Diana Wellerman, but he was delighted to say that the class had been able to restart thanks to one of its members, Meryl Jones.

Mrs. Norris asked how we promote user groups. Mr. Pearn said that the activities poster by the front door was also reproduced monthly in "Inside Upton", new and existing activities are promoted on the website and space is available on the internal and external noticeboard for user groups' posters.

Mr. O'Neill said that the accounts for the year ended 30th April 2016 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 deficit of -£10,014. Income from hiring out the main hall was £25,004, 5% down on the previous year, which was in fact very satisfactory considering we had been shutdown for the whole of August. Income from the meeting room at £2,322 was down by £264. Fund raising totalled £1,787 from seven village hall staged events and was £437 over target. Grant funding consisted of £14,912 from WREN towards the cost of the Hall insulation project and a donation of £2,871 from Sanctuary Housing for the LED lighting and destratification fans. We are extremely grateful to both organisations for their support.

Caretaking, Cleaning and Maintenance at £10,236 were 5% up on the previous year, largely due to additional caretaker wages. Utilities at £4,206 were 12% down on the previous year due to the August shutdown and energy savings from the new insulation and LED lighting. Administration and Insurance were in line with last year.

Expenditure on Projects totalled £38,278, of which £22,344 was on the internal energy saving work and £15,934 was on the car park resurfacing and drainage. Purchases totalled £1,622, the main item being the reconditioned upholstery cleaning machine (£1,080).

Free Reserves at year end were £22,399, comfortably above our target minimum reserve level of £20,000.

Mrs. Clarke reported that there had been three incidents of minor cuts or bruises during the year, but with no common cause or learning points. In addition, there had been five falls, again with no identified common cause. We have increased the frequency of buffing in order to keep the hall floor in the best possible condition and the recent painting of the badminton lines and associated resealing has further improved the surface. A recent visit by the Cheshire Fire and Rescue Service resulted in no actions to be taken. Mrs. Clarke has held one Basic First Aid and use of the Defibrillator course with another planned for August.

Mrs. Carman said that the Horticultural Society had had to give up using the headset microphone as it kept dropping out and losing words. This is proving difficult to resolve and the problem is still being worked on.

Consideration is being given to installing wifi, but information is needed on why user groups need it and what they would do with it.

Mr. Pearn reported that the new insulation appeared to have been beneficial over the winter but we have not yet tested how well it helps to reduce solar gain in the summer.

Mr. Draper reported on the main hall maintenance issues during the year. He made a plea for people to only use the minimum functions on the blinds remote controllers and not explore other functions as this easily messes up the standard settings. He also encouraged people to use the Log-It-2-Fix-It book to record any maintenance or operational problems or defects.

Mr Pearn reported on the energy efficiency work and the car park resurfacing and drainage work that had been carried out in the major shutdown in August 2015. Unfortunately, following the installation of the new insulation we suffered water ingress through the ceiling during cold weather, most probably caused by condensation in the roof void. Inspection hatches have been cut so that the situation can be monitored. Improvements to the venting and the extraction of internal moist air are under active consideration and an independent surveyor has been engaged to advise on implementation priorities. It is likely that the most beneficial improvements can be implemented before next winter.

Mr. Pearn informed the meeting that the new external notice board had been delivered and would be installed in the near future.

Finally, Mr. Pearn introduced to the meeting the two new prospective trustees, Mrs. S. Fearnall and Mr. I. Hughes.

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

5. Election of Trustees for the year 2016-2017

Proposed by Mr. Jones and seconded by Mr. Carman, 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

The election of Mr. I. Hughes to the Board, proposed by Mr. Pearn and seconded by Mr. Draper, was carried unanimously.

The election of Mrs. S. Fearnall to the Board, proposed by Mrs. Clarke and seconded by Mr. O'Neill, was carried unanimously.

6. Any Other Business

We have some hot plate stands cut out in the shape of our UVH logo. These were produced many years ago by the late Frank Whaley. They will be refurbished as a memorial to him.

It was proposed that we have a sign for the Meeting Room outside, because people are apt to walk through the main hall to get to the Meeting Room. After some discussion it was agreed that there should be a sign in the foyer directing users of the Meeting Room to use the side door.

There being no other business the meeting closed at 8.56pm