

## **Minutes of 28th Annual General Meeting held on Wednesday 28th March 2018 at 7.00pm.**

**Present:** Sally Amery (SA); **Treasurer** - Steve Garlick (SG)

**Bookings Sec.** - Jane Peters (JP); **Secretary** – Helen Gairn (HG); **Committee members:** Café group - Jan Clements (JC); Drop In Club - Eileen Hayes (EH); Qi Gong and Cinema group - Steve Garlick (SG); Wine club and WEA – Bernard Orme; WI Rep - Carol Hudson-Jary (CHJ); WPG rep - Lyn Gedny LG; Zumba - Christine Buttle (CB).

**Village representative members:** - Richard Atkins (RA); Becky Canham (BC).

100 Club - Trish Gower (TrG).

Other residents; see attendance list.

**1a. Apologies** – Jill Daines, Michael Gasper, Liz Cunningham, Jenny Jefferies.

**b. Welcome** - Alison Alder as parish council rep.

**2. Minutes of AGM 24th May 2017.** Proposed by Nick Amery and seconded, Christine Buttle, that the minutes be accepted as a true and accurate record. All in favour.

**b. Matters Rising** - SA reported that a new accounting package Ace Money has been purchased and accounts now set up and will be presented in a new format for 2018.

**3. Chairman's report** - Full copy available on request.

Sally outlined the events of the last year, thanking everyone for all the support she had received. She thanked Robin for all his achievements as chair, acknowledging all his initiatives which have left the hall in a strong financial position. Clive was also thanked for his time as Chair and progressing these plans and overseeing a successful Christmas bazaar.

SA thanked committee members who have stood down this year, Gus & Ann Jones, Tony Gow, Viv Kemp, Daphne Jordan, Donna Squires and Sarah Robbins.

She welcomed Becky Canham as a village rep. & Lyn Gedny rep. for the photographic group and fire officer..

Sally thanked all the committee, the 100 club team and the maintenance team. Special thanks also to Jane the bookings secretary, Roger Claxton, for all his behind the scenes help, Sue Thurston for all her hard work as cleaner. Thanks also to the cafe team, cinema team, kurling and craft market, for all their brilliant events.

A fire risk assessment has been done, and a full Health & Safety Assessment carried out. There are now new policy documents with new booking forms and conditions of hire.

All of the Policy documents will be in the kitchen along with a Maintenance file and Fire alarm and emergency light test schedule. The Policy documents are also on [www.wenhaston.onesuffolk.net](http://www.wenhaston.onesuffolk.net)

We have a new Entertainments team, lead by Carol and the group are coming up with some exciting ideas for 2018. There has been a very generous donations received in 2017. Combined with a further donation this year, plus gift aid, we will be holding £13,000 which is ring fenced for our car park repairs. Thanks also go to The Broadside Boys who generously donated £350 from their concert at the hall in January last year for the purchase of benches outside the main doors. The Committee have been considering café and kitchen alterations to help in the running of the café. These initial plans will be on display in the cafe. Finally, SA thanked all who support the hall in so many ways and join in so many activities.

#### **4. Treasurer's Report - Steve Garlick**

a. The café bar team took the prize generating over £5,000 in income. Their takings were boosted by the the craft markets which earnt £1,500 in its own right. The cinema team over £2,000, generating just under £10,000 net income between them!

The hall also benefited from very generous donations from a benefactor amounting to £3,000 last year plus a further £3,000 this year. In addition the book written by Janice Claxton called The Story of my life and family in Wenhashton about Heather's mother, Jessie Ellis raised £1,800 and have also been donated to the hall. These funds are specifically ring-fenced for the car park resurfacing and by the time we have claimed all gift aid we will hold £13,000 towards our costs. Steve thanked Margaret Hill for checking accounts and drawing up the end of year accounts. Steve announced he will be standing down as Treasurer.

b. SA thanked Steve for looking after the accounts for the last 2 years and also thanked MH. Questions from Sue Gow 1.clarification of cinema expenses, SG thought these would be for ice cream, drinks and films.

2. Enquiry into contingency for cleaners pay. SA said that this is to be addressed.

Ann Edwards asked about the quotes for the car park work, SA explained the 3 quotes that had been sort and the company chosen had been recommended and had responded promptly and professionally.

**Accounts prosed by Sue Gow and 2nd by Tony Gow, all in favour.**

#### **5. Booking Secretary's Report - Jane Peters**

Jane reported a busy year , with a variety of bookings and the hall in use most days. The craft fair, film nights, kurling, the cafe and the blood donor sessions generate the biggest income. Jane thanked all those who work to keep the hall running. Special thanks to SA for her tireless work over the last few months.

#### **6. Village Activity reports**

a. 100 Club - Trish Gower. Thanked everyone who supports the club. Thanks to Sue Norris who audits the accounts and Jane Peters for collecting mail. To date they have donated approx. £4200 to the VHMC and given a similar total amount in prize money to 37 winners each year. There was a balance of £463.44 at 31 August 2017 plus £1752 in fully paid-up subscriptions to cover prizes until the end of the year (August 2018) with a small surplus to fund the licence fee for next year and any small expenses. This year the money has been spent on buying new tables and a trolley to transport them on. Trish Gower and Kirsten West are promoters, and Margaret Hill is a third signatory but otherwise a 'sleeping partner'.

b. Cafe report- by Richard Atkins & Jan Clements, the cafe continues to be a success. Ann and Gus Jones stepped down on the 1st March and Richard thanked them for their dedication and commitment. He thanked the band of volunteers and cake makers, they are the secret to the cafes success. New volunteers always welcome. Net takings for 2017 £5,144.79

c. Cinema Andy & Sue Norris - Thanked all the volunteers and all those who attend the cinema and donate so generously. Cinema continues to be a success showing a films monthly on a Saturday and a Thursday.

d. Craft Market - Christine Buttle - Our Produce, Craft and Flea Market has been held on the last Saturday in the month for over a year. In 2017 our Markets raised £1414 from table money for Village Hall funds. In addition, takings at the Café have trebled on Market mornings, so achieving the original goal. CB thanked all the helpers involved in the running of the market. Special thanks to Becky for raising the online profile.

e. Kurling - Eileen Hayes - Kurling evenings are held on the last Friday of each month where on average 32 people attend. This last year the income from Kurling after expenses was the grand sum of £1,170.06.

## 7. Voting for members of the Management Committee for 2018

- a. Explain MC set up – Committee members consist of:- 3 elected members, 12 members from local groups and 3 co-opted village reps who are co-opted by the MC. Existing members stay on the Committee until the end of the AGM. The Management Committee run the hall for the Charity and the Parish Council are the Trustees.
- b. The Chair, who is always eligible for re-election, is voted for at a Committee meeting after the AGM.

**Elected members:-** (all parishioners 18+ years are eligible to vote).

- i. Treasurer – **Mrs Margaret Hill** has come forward. Margaret has checked the hall accounts at year end for several years now. She has set up the new Ace Money package and re input all the data from the old system.
  - ii. **Vote proposer, Richard Atkins seconder Sue Gow and all in favour**
  - iii. Vice Chair – **Peter Wildish** has offered to stand for this role. Peter was co-opted by the Committee at the last meeting as a village rep and has since spent a lot of time helping SA proof reading all the Policy documents. The position of Vice Chair has been vacant for a year.
  - iv. **Vote, Proposer, Viv Kemp, seconder, Jane Peters, all in favour.**
  - v. We have three elected members and **Ian Bigwood** has come forward as the third elected member. **Vote, proposal, Jan Clement, s seconder, Tony Gow, all in favour.**
- c. **Committee members** who represent local village groups. They are appointed by the group in question either at a meeting before or after the AGM and the Committee and public do not vote.
  - d. **All current members** have confirmed they are willing to stand again . Current list read out.
  - e. **Other village groups** list read out. Have been asked if they would like to send a representative to the Committee and none have been forthcoming. The MC voted at their last meeting that local village groups do not have to be affiliated to ask for a member to join the Committee. If any of the other local village groups wish to have a Committee member please ask me prior to our next meeting which is on 9<sup>th</sup> May to check the Committee have a vacant position.

## 8. Co-opting village representatives for the Committee for 2018

- f. The current co-opted village representatives are willing to stand again and are:-
  - i. Becky Canham
  - ii. Richard Atkins
  - iii. No additional nominees have been put forward to date – there were no further nominations.

9. **Any other business** – Heather Philips thanked SA and the whole committee.

DRAFT