

**Draft Minutes
Of the
Linton Village Hall Charity
Annual General Meeting
Saturday, 26th January 2019
10 a.m.**

Present: Carol Wood, Clair Hodgson, Jane Reeves, Ernst Zillekens, Liz Davies,
Ken Downham, Irene Tuttiett
7 members of the Linton Village Community

Apologies: Sally Boyland, Claire Gardner, Denise Pegrum

1. Welcoming Remarks and Apologies

In her capacity as Chairman Carol Wood opened the meeting by welcoming all those attending. She introduced Jane Reeves as the new Treasurer and Ernst Zillekens as the new Secretary and herself as the new Chairman of the Village Hall Committee. She noted the apologies that had been received from Committee Members.

2. Minutes of the 2018 AGM

Carol turned to the minutes of 2018 AGM and invited comments. As none were made she asked the meeting whether they were happy to pass the minutes of the 2018 meeting as an accurate record. As no objections were raised they were passed unanimously.

3. Matters Arising from the 2018 AGM minutes

No matters were raised.

4. Chairman's report

I have been Chairman of Linton Village Hall Committee since August of last year and have been a committee member since 2014. But I first became aware of the village hall when we moved to Linton in 2004 together with my mum and dad. We were so warmly welcomed to events and activities held in the hall. My parents, in particular, benefitted so much from the opportunities to meet new friends and I was so grateful for the ease in which they settled into village life. So although a relative newcomer to the village, I am personally aware of how important the village hall is and the role it plays in keeping us a close and caring community.

It may seem obvious but I thought it might be helpful to remind ourselves of the main purpose of our village hall – our governing document states:

For the use of the inhabitants of Linton and the neighbourhood and in particular for use for meetings, lectures, classes and other forms of recreational and leisure time occupations with the object of improving the conditions of life for the said inhabitants.

In this respect the hall is providing a venue for: a weekly Pilates class, a walking group, a yoga class and a T'ai Chi class. A weekly art class meets here, as do a group of Weavers. It is the meeting place for the Brownies, the Linton & District History Society and the WI.

It provides a venue for private family celebrations – birthday parties, christenings, weddings and funeral gatherings.

We also provide a venue for the Community Lunches. It has taken the combined effort of all three village charities, Volt, St Mary's and the Village Hall, to keep the lunches running and we are so very pleased to be part of the team that, for the immediate future at least, ensures the continuation of this service. It is however only possible to offer this due to the support and commitment of a few individuals and in particular we thank Carole Smallwood for her hard work and huge contribution.

We have, this year, in response to a request, started to offer monthly Coffee Mornings to give the community a further opportunity to come together, to keep in touch and share news and thoughts.

The hall provides a venue for fundraising activities, not only our own but for our fellow village charities, including Volt's Race Night, St Mary's Quiz night, our fancy dress Music Quiz (which became the 'travelling music quiz' when it was invited to Kempey Village Hall) the jumble sale and our fashion shows. The Christmas Tea Party raised funds for MacMillan Cancer and this year the village hall was the venue for the centenary commemoration of the WW1 Armistice with the incredibly evocative Pack Up Your Troubles evening presented by the Linton Singalongs which raised funds for the Royal British Legion and saw the community come together to Remember. It was a very special evening.

We continue to be a Polling Station for the area and this year we hosted a Crime Prevention Presentation, given by West Mercia Police, which may be repeated in the event of there being sufficient interest shown. If you missed this and would like to have another opportunity to gain some useful tips then please let us know and we will see what we can arrange.

We will shortly be planning our programme of events for the coming year so please keep an eye on the website for further details and keep an eye out for our 'programme of events' flyer. This will certainly include details of future music nights – past ones have seen some incredibly talented acts performing in the hall – in fact so successful have these evenings been that musicians are now approaching us with requests to play here!

The village hall is therefore helping to provide our community with access to a range of health and fitness classes, craft classes, and local interest groups, as well as a place to be entertained, to socialise, be informed of local issues and celebrate national events.

In respect of management and administration of the hall - This year has seen us take on board the changes to Data Protection legislation – we have reviewed our use and storage of personal data, and have ensured that we now meet the requirements of the Data Protection Act. And as a result of this exercise we find we now make much better use of our website and have set up an e-mailing list which enables us to better advertise our events and other hall activities.

The premises has become licenced for Village Hall Committee events which means that we no longer have to obtain 'temporary licences', thereby increasing the number of opportunities for other groups or individuals to apply for a licence should they wish. In order to meet licencing laws we needed to undertake the training of individuals in bar management skills, and this has been successfully completed. We were assisted in achieving this goal by Kempley Village Hall who were undertaking the same process - it was helpful to work with another village hall and we hope to have other opportunities to do so again.

The chair upholstery project was successfully completed and this resulted in us deciding not to replace the curtains as they now coordinate quite tastefully with the chairs!

Looking ahead - We are in the process of reviewing and updating our maintenance program, and would like to thank Iain Houston for his valued input. We have identified a problem with damp in the original front porch and will soon be taking steps to see what remedial action should be taken. This is an area providing essential storage space and we need to ensure that it is fit for use.

We intend to consider taking some measures to make the hall more attractive as a venue for business meetings in order to fill some of the daytime spaces in the bookings diary – one idea for consideration is the possible advantages of installing wi-fi. Our close proximity to the M50 and the wider motorway network would seem to place us in a favourable position which we may be able to use to our advantage.

We are in need of someone who is able to take on the role of Health & Safety adviser for the hall. The committee would welcome anyone who feels that they could take on this task but this could also be handled by a co-opted committee member, who could act in an advisory role and who would not be required to attend each committee meeting. If you feel you are able to help in any way with this area please do let us know.

All of the achievements of the past year are the result of a team of volunteers giving their personal time to ensure that the village hall continues to be a safe and sound building, compliant with new guidelines and legislation, available for use and of true value to the community. This team does not comprise only of committee members – we are constantly supported by a loyal and enthusiastic band of helpers and we would not be able to attempt or achieve nearly as much without the commitment of our friends and helpers - we do thank you all for your endless support. We are, however, constantly looking out for more helping hands so if you would like to add your name to our list of 'occasional helpers' then a warm welcome awaits you - please do let one of us have your contact details and we will be in touch!

5. Secretary's Report

Changes to the Committee Offices

The AGM in March 2018 saw significant departures from the Village Hall Committee including the resignation of both the Chairman and the Treasurer:

Carol has taken on the role of chairman and we thank Jane for switching roles from Secretary to Treasurer. I joined in September as the new Secretary.

Current composition of the remainder of the Village Hall Committee:

Bookings Officer: Carol Wood

Media, Communications and Event Officer : Clair Hodgson

100 Club: Denise Pegrum

Parochial Parish Council Representative: Ernst Zillekens

Weavers Group: Liz Davies

Brownies: Claire Gardner

WI : Irene Tuttiett

History Society: Ken Downham

Coopted Member: Sally Boyland

Meetings

Regular meetings were held following the last AGM on 10th March 2018, at which a quorum of members was present on the following dates:

24th April

12th June

14th August

18th September

9th October

11th December

Charitable Status

We remain a registered charity and an annual report is submitted to the Charity Commissioners.

6. Treasurer's Report (Full Accounts and explanatory Notes to the 2017-18 LVH Accounts are shown separately on the Linton Village Hall website)

The accounts for the financial year November 2017 to end October 2018 have been produced, agreed by the management committee at our December meeting and independently examined by an accountant. This information is on the village hall website. I will update the annual return on the charity commission website with the final accounts following this AGM.

I have taken on board concerns raised at last year's AGM about how the accounts are presented and shown them slightly differently this year. This has involved renaming the Property Maintenance Fund, the Property Refurbishment Fund and confining transfers to and from it to the notes to the balance sheet; taking donations direct to income and not referring to them as liabilities and introducing a record of stock of alcohol for insurance and stock control purposes.

As you can see from the balance sheet, we have a healthy set of reserves of around £38,500. £25,000 of these have been allocated to a fund to be set aside for future refurbishment projects for the hall (of which you have heard about from Carol).

In terms of income and expenditure, our income exceeded expenditure this year by around £6000 due to hall hire and fundraising events thanks to excellent work by the committee and a wonderful group of many volunteers. As in previous, positive years the committee have agreed a figure of around £3000 to being transferred from profits to the property refurbishment fund. This is explained in note 1 to the accounts. The remainder of the profit is retained in the general reserves as per note 2. A detailed analysis of the fundraising over the year is set out in note 4 to the accounts.

As treasurer, it is my aim this year to simplify the existing different bank accounts to better reflect the refurbishment fund and general reserves, to produce a list of fixed assets, mainly for insurance purposes, and to implement a budgeting process so we may keep a closer eye on the planning and control of the finances for the village hall.

7. Election of the Committee 2019

After all Members of the Village Hall Committee present declared they were willing to serve in their various capacities Carol proposed that the Committee should be re-elected, which was seconded by Ernst. This proposal was endorsed by the meeting.

8. AOB

Carol invited Clair to make any comments she would like to make about events and Clair reminded those present of the Quiz Evening coming up to raise money for Muscular Dystrophy and of the 'Birth of Virtuosity' Concert.

Carol asked if anyone wanted to raise any other points:

Julie Houston raised a point about charitable donations made by the village hall not being shown in the accounts. Jane Reeves replied that she would look into this and see how best this information could be recorded.

Ken Downham commented on the great progress the hall had made under different management committees since he had arrived in the village over thirty years ago.

Carol then handed over to Clair for her visual display of past events to conclude the meeting.