

SALHOUSE 2000
Registered Charity No 1061044

MINUTES OF ANNUAL GENERAL MEETING – Friday 19th January 2018, 8pm.

Present:

Martin Carney (Chair), Sarah Oldfield (Secretary), Pat Barnes (Bookings+WI), Shirley Blow, Susan Potter (Treasurer), Ann Prestwood.

1 Apologies: Shirley Shorten (Brownies)

2 Review of previous AGM minutes, 20th January 2017. The previous AGM minutes were reviewed by the Chairman and agreed correct. There were no matters arising.

3 Chairman's Report

Martin Carney presented his Chairman's report (attached). This was accepted by the Committee.
Action: Sue Potter to confirm when funds from Britvic relating to the 2017 Christmas Fayre have been received.

4 Finance/Treasurer's Report

The Treasurer's report was presented by the Secretary. It was noted income for 2017 was slightly increased from 2016 and remains stable. Expenditure for 2017 had increased, as a result of internal decorating costs (£4,500), replacing the fence and other repairs and maintenance (£2,313.93). Health & safety expenditure (£1019.26) had also increased due to new smoke detectors and a CO2 alarm being installed to remain compliant with regulations. The cost savings in gas & electricity (£331) from 2016 were noted. It was noted that expenditure in 2016 was less than in previous years and no major works were expected in 2018.

5 Resignations and Election of new officers

Martin Carney confirmed he is willing to remain as Chairman for a further year. The other members of the committee were also willing to remain in their posts.

6 Allocation of roles

The Vice-Chairman role remains vacant. The Chair and remaining officers were re-elected for a further year in their existing roles.

7 AOB: No other matters were raised.

8 AGM meeting closed: 8.20 pm. Open Committee Meeting commenced.

CHAIRMAN'S REPORT

Building on last year's successes we have accomplished much this year.

Firstly, I would like to thank all the members of the committee for the work you have put in over the last year, what started as a quiet year for the committee soon became very busy with the planning application for the equestrian centre and a lot of people have put a lot of time in behind the scenes working on this taking advice and attending various meetings to make sure we were fairly represented, and our voice was heard.

To follow is a summary of the key subjects discussed and dealt with over the past year, but too many to list all:

- **Resignation from Maria and Gordon**

Following the sale of their house Maria and Gordon decided to leave the village and start on a renovation project to create a new home. Because of this Maria and Gordon felt they could not maintain an active role on the committee and therefore stepped down. However Maria remains a 'sleeping' member of the committee and trustee'. I spoke to Maria just before Christmas and she and Gordon are well and the good news is they finally managed to get heating turned on in their new house the week before Christmas.

- **Cleaner**

This year saw the resignation of Francesca as cleaner, a loss for the village hall, but good news for Francesca as she moves into a full-time career. However, the position remained with the family as Francesca's mum, Susan, filled the role and continues to keep the hall looking great for the village

- **Planning Application**

As mentioned above an application was submitted to Broadland District council for the construction of 16 homes on the equestrian centre behind the village hall, which would mean the construction of two private roads, one running to the side of the village hall and through the car park. Whilst the committee feel more dwellings would be a good thing for the village hall with more prospective users we are very concerned for the safety of the hall users with the increased traffic to the side of the hall which is already very tight. Working with the Parish Council we raised our objections and Sarah attended the planning meeting to put forward our case. The planning decision has been deferred and we will continue to review and future amends as we move into 2018

- **Hall Maintenance**

The hall continues to look good, offering the village great facilities for a wide range of activities, from regular users to adhoc bookings. We continue to get really positive feedback on how good the hall looks. This year we had the exterior of the windows repaired and repainted as they were starting to look worn. Following a successful application to '*Norfolk Community Foundation-Norfolk Village Halls Fund*', we secured a grant that allowed us to fit remote-control blinds to the high windows in the small hall

allowing users to keep the sun out when using and to help darken the hall when needed. Thank you to Geordie also who keeps the outside of the hall looking nice with mowing the lawn and keeping the weeds and shrubs down

- **Christmas Fayre**

The final event of the year was the Christmas Fayre. Once again, we took record amount this year, which Britvic has agreed to match to the sum of £250. **Action:** Martin to follow this up with Britvic. We had slightly fewer stalls this year as, following feedback, we kept all stalls to the main hall to keep it fair. We had a mix of things to see and do. The stall holders seemed to do well, and we had positive feedback from most that they would like to come again. Thank you to Sarah for pulling the event together and to everyone who helped on the day. Finally thank you to all members of the village who attended and made it a success.

Although there are some things we need to focus over the coming year the hall is looking good and we continue to get good feedback on how nice the hall is. Once again, thank you to everyone for your hard work and support and I look forward to the village hall becoming even more of a success in 2018

Martin Carney

Chairman

Salhouse Village Hall Management committee

OPEN COMMITTEE: Friday 19th January, 2018.

REVIEW OF PREVIOUS MINUTES, 23rd October 2016: The previous minutes were reviewed and agreed correct.

1 Matters Arising:

| Item: | Action: | Assigned |
|--|---|------------------|
| Leaflets | Rachael has produced a leaflet. Action: Martin to arrange printing of leaflets and liaise with committee members regarding leaflet drop of Wherry Gardens and new development in Rackheath | Martin |
| Website | Action: Martin to re-circulate website draft and ask for photos of activities taking place at the village hall | Martin |
| Equestrian Centre Planning Application | Sarah & Martin to meet with Land Agent (David Futter) on 26.1.18 Action: Committee to be updated with outcome of meeting | Martin/ Sarah |
| Stage | Shirley Shorten is new contact for the stage. It was noted the stage belongs to Brownies, not village hall. Action: Martin to make a new notice | Martin |
| Clock | The clock in the kitchen is missing. Action: Martin to buy a replacement | Martin |

2 Keys:

The key list was reviewed and will be updated by Sarah and Pat. **Action:** Pat to send details of new contact for 2nd Salhouse Brownies, Scouts and Bee-Bop. Pat holds remaining casual hire keys, with two keys kept in key safe at village hall front door. Martin has created key codes for 2018 and will continue to update each Monday.

3 Finance & Outstanding Payments.

The Treasurer issued her report. Money Manager account continues to have a good balance. The current account has sufficient funds required for 2018 running costs. It was noted there were two unpaid fees outstanding and a key to be returned. **Action:** Pat to contact again and ask for funds and key to be returned. Martin will follow up if this is not forthcoming.

4 Maintenance

Heating: Wroxham Heating are due to attend to repair leak, heater valve and will also be asked to look at Memorial Hall heaters, which can blow cold air on occasions. It was noted that the office was cold when the Doctor's Surgery was held recently, which may have been due to heaters being switched off. **Action:** Martin to get plastic covers for heater switches.

Fire Exit Ironmongery: It was noted that the fixers have broken from the main doors in the large hall. **Action:** Martin to get a replacement fixer.

Rear Flood Light: It was noted this does not work. **Action:** Martin to replace bulb and check sensors. If problems continue, he will contact Critten Electrical to visit and fix/replace.

Car Park/External: **Action:** Martin to arrange for Geordie to carry out tidy up of car park and clean out gutters.

Carpets: These will be cleaned over the Easter holidays. **Action:** Sarah to arrange.

5 Cleaner Items

COSHH Cupboard: The lock is broken and can not be repaired. **Action:** Martin to arrange new cupboard.

Toilet Seats: Fixing pins have come out and need replacing. **Action:** Martin to repair/replace toilet seats as required.

Kitchen bin: A new bin is required. **Action:** Sarah/Martin to check old bin and replace if necessary.

6 AOB:

None noted.

Date of Next Committee Meeting:

Next Meeting: Monday 16th April, 2018, 7.30. Village Hall Office