

SALHOUSE 2000
Registered Charity No 1061044

MINUTES OF ANNUAL GENERAL MEETING – 20th January 2017, 8pm.

Present:

Martin Carney (Chair), Sarah Oldfield (Secretary), Pat Barnes (Bookings+WI) Gordon Withington, Shirley Blow, Shirley Shorten (Brownies), Rachel Constantine.

1 Apologies: Maria Withington, (Key Holder), Susan Potter (Treasurer), Ann Prestwood.

2 Review of previous AGM minutes, 5th February 2016. 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 funds from Britvic relating to the 2016 Christmas Fayre have been received.

4 Finance/Treasurer's Report

The Treasurer's report was presented by the Secretary. It was noted the decrease in receipts in 2016 was due to loss of fees from Vintage Vigour, Youth Club and reduction by Stalham Children's Group. There was increased income from other users, particularly more bookings for parties. Outgoing payments were similar to 2016. The Money Manager and Current Accounts are both showing health balances with sufficient funds to cover running costs and any emergencies. The Report was accepted by the Committee. **Action:** Sarah Oldfield to look at the waste disposal and telephone costs to see if cost savings in these areas are possible.

Options to promote the hall were considered. It was decided to develop a promotional flyer and a website for the village hall.

Action: Martin to take photos of hall. Rachel to produce a flyer and also supply contact details of party organisers. **Action** Rachel to produce a website for the hall, using information supplied by Martin & Committee members.

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: 8.35 pm. Open Committee Meeting commenced.

CHAIRMAN'S REPORT

Friday 20th January 2017

Building on last year's successes we have accomplished much this year. I would like to thank all the members of the committee for the work you have put in over the last year.

Last year was a much more manageable year with no big issues arising, meaning we were able to spend the time and money on keeping the hall in good order and looking good (something that we lots of good feedback on).

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

- **Resignation form Tobi Baker**

At the AGM last year Tobi tendered his resignation as both Trustee and committee member, as he was moving away from the village. Tobi also had an addition to his family at the start of February

- **Vodaphone Installation**

The Vodaphone booster mast was fitted to the roof of the village hall to provide an improved coverage around the village (also at the village shop and school). Since installation coverage has proven sketchy, but this now sits with the Parish Council.

- **Cleaners Pension**

We were contacted by the Pensions department with regards to providing a work place Pension for all staff. We conducted the required checks and confirmed that Francesca was not eligible for a works Pension

- **Cost reduction and change in Energy supplier**

We have been able to make significant savings from our energy costs this year. Firstly, with the new boilers and heaters fitted the previous year we have made considerable energy savings and were able to reduce our standing order. Later in the year we switched providers where we could reduce our energy costs further

- **Queens Anniversary celebrations**

It was good to see that the Village Hall was at the centre of the village celebrations for the Queens Anniversary celebrations on the 12th June. Whilst the weather was not at its best people were still able to enjoy themselves and the hall gave them a place to shelter when needed, apart from a few diehards that remained outside throughout the day!

- **Hall Maintenance**

We spent a considerable sum on money this year on the upkeep of the hall, which included:

- Replacement of the rear fence as a result of damage from cars using the car park. As well as replacing the fence we erected bollards to help minimise future damage
- Complete redecoration of all interior spaces which means the hall looks clean and fresh again.
- Replacement of all smoke and heat detectors as the old ones were out-dated and prone to alarming. Fingers crossed this has solved this issue

- **Christmas Fayre**

The final event of the year was the Christmas Fayre. Once again we took record amount this year. We increased the number of craft stalls so there was a real mix of things to see and do. Again we had a lot of positive feedback from visitors and stall holders so thank you to everyone who came and supported us.

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 2017

Martin Carney

Chairman

Salhouse Village Hall Management committee

OPEN COMMITTEE: Friday 20th January, 2017.

REVIEW OF PREVIOUS MINUTES, 8th November 2016: The previous minutes were reviewed and agreed correct.

1 Matters Arising:

Item:	Action:	Assigned
Window Blinds	Sarah is preparing an application to Norfolk Village Hall Funds for a £500 grant. If successful this will be used to purchase window blinds.	Sarah
Carpet Cleaning	It was decided to get the carpets cleaned in first week of April, during Easter Holidays. Action: Sarah to get quote and arrange date for carpets to be cleaned. Martin to arrange to let contractors into hall.	Sarah/ Martin
Pensions Update	Martin will check latest position with Pensions Regulator in February.	Martin
Heating Settings	The heaters are now operating for winter temperatures. Action: Maria to email Martin with details of settings in case of emergencies.	Maria.
Car Park Tidy Up	Geordie will carry out tidy up of car park. Action: Sue to contact Geordie to arrange a date.	Sue

2 External Window Repairs:

Some paint flaking has been noted on some of the exterior windows. **Action:** Martin to investigate extent of deterioration and contact CNN for repairs to be carried out. The pillar in the front wall is considered stable with no further action required.

3 AOB:

Sleep Over: It was agreed that the office could be used as part of forthcoming sleep over by Rainbows.

Hire fee: The Church wishes to hold a youth event for two hours in Village Hall. It was agreed to charge 2/3 of reduced rate.

Date of Next Committee Meeting:

Following a request from the Secretary, meeting will move to Mondays.

Next Meeting: Monday 24th April, 2017, 7.30. Village Hall Office