

MINUTES OF ANNUAL GENERAL MEETING – 1st March 2016

Present:

Martin Carney (Chair), Sarah Oldfield (Secretary), Pat Barnes (Bookings + WI) Maria & Gordon Withington (Key Holder), Shirley Blow (Parish Council), Susan Potter (Treasurer), Shirley Shorten (Brownies), Ann Prestwood.

1 Apologies: Tobi Baker (Trustee)

2 Review of previous AGM minutes, 29 January 2015: 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 and those present.

4 Finance/Treasurer's Report

Sue Potter presented the Treasurer's report. It was noted the decrease in receipts in 2015 was due to loss of playgroup fees. This was accepted by the Committee and those present. However, a smaller amount of payments were made in 2015 and it was noted that the current account has returned to its previous healthy balance.

5 Resignations and Election of new officers

Tobi Baker offered his resignation as a Trustee and Committee Member, as he has moved away from Salhouse and has increased family commitments. **ACTION:** Martin to update the List of Trustees. There are now three Trustees, (Martin Carney, Maria Withington & Shirley Blow) with a vacancy for another trustee. **ACTION:** Martin will advertise this in the regular SAGA update. 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: 7.50pm. Open Committee Meeting commenced.

REVIEW OF PREVIOUS MINUTES, 29th SEPTEMBER 2015: The previous minutes were reviewed and agreed correct.

1 Matters Arising:

Item:	Action:	Assigned
Energy Use	Sue has received quotes suggesting changing to OPUS on a 36 month fixed term contract as this would be cheaper. Currently the Village Hall is in credit to EoN and energy usage has reduced, as a result of the new boilers and heaters. ACTION: Martin to contact EoN to reduce monthly direct debit and ask them if they will match the OPUS quote	Martin
External	Youth Club Shed – This is now empty	

Storage	Brick Shed – formerly used by Surestart, who no longer use the village hall. A request from the new Mother & Toddler Group has been received, asking for storage for their equipment. The internal storage cupboard formerly used by Surestart could be used by the Mother & Toddler group. ACTION: Sarah to check what is in large internal store cupboard and inform Pat Barnes. Sarah to check what is in brick shed and let Martin & Pat know.	Sarah
Vodafone update:	The Vodafone installation has been carried out and is now working. Coverage across the village is variable but there is a good signal at the village hall.	
Heating	The annual boiler service & Gas Check was carried out in early December 2015. It has been noted that the tap in the small kitchen sink may be leaking. ACTION: Sarah to contact a plumber to fix leaky tap. Boiler pressure will continue to be monitored	Sarah
Fire Alarm/Extinguishers	These are now being serviced by Interserve, with an inspection carried out in December 2015. It was noted that the smoke detectors should be replaced as they are more than 15 years old.	Martin
Lost Property	Previous lost property had been disposed of. It was noted that a new collection of lost property has accumulated. Action: Martin to put items left behind in the office for two weeks. If these have not been enquired about, they will be taken to a suitable charity shop at the end of March.	Martin
Keys	It was noted that Boxercise are no longer continuing with their classes. Maria requested that any additional spare keys are returned to her. ACTION: Pat to return former Boxercise key to Maria. Sarah to return former Vintage Vigour key to Martin	Pat Sarah
Hall maintenance	It was noted that the Autumn tidy up has been carried out	
New Kitchen	Sarah reported on her findings from HSE.gov and Food Standards Agency websites. These both had details about what was required for village halls providing food. The current village hall kitchen complies with the existing requirements for people to use the kitchen to prepare food for their own consumption or for occasional use for a fund raising event. There is no requirement for a catering standard kitchen to be provided. If further use of kitchen was requested, such as a regular lunch club, this would require registration, however, no need had been expressed for this at present.	

2 Hall Usage:

A street party to celebrate the Queen's 90th Birthday will be held on 12 June at the Village Hall. This is being arranged by Chris Dady and Sue Simpson. This will be a free community event for the village and no charge to hire the hall will be made. The Village Hall will have a tombola stall at the street party. **ACTION:** Committee to collect prizes for the tombola – **ALL**. Further planning will be discussed at the next committee meeting in May.

3 Land Registry

A request had been received from the stables adjacent to the Village Hall, concerning a small strip of land, which had been identified as not having an owner, during a recent property sale. It was formerly considered part of the stables property and as there was no impact on the village hall, this has now been registered with Land Registry as part of the stables property.

4 Cleaner's Pension.

New Pension legislation for the cleaner position was discussed. **ACTION:** Martin to review the guidance relating to the cleaner position.

5 Fence at rear of Village Hall.

It was noted that the fence at the rear of the village hall has been damaged, most likely from a car reversing into it. This will need replacing and options to prevent future damage were discussed. **ACTION:** Maria to contact two local fencing contractors for quotes to replace broken panels and ask them to suggest preventative measures for future.

6 Internal Decorating

In view of the increase revenue and healthy current account, it was agreed that internal redecoration of the village hall should be carried out in summer 2016. This will require scaffolding to paint the ceilings. This will also allow the smoke detectors to be replaced at the same time. **ACTION:** Maria to ask for re-quotes for decorating the village hall during the summer months (July/August) when hall is most underused.

7 AOB:

SAGA: **ACTION:** Martin to write the Spring update for SAGA.

Emergency Exit Signs: Martin to check if these are working

External Windowsill: It was noted that a piece of masonry has come away from the stone windowsills at the front of the hall. **ACTION:** Martin to contact a stonemason to arrange repair.

Kitchen:

Tea Towels: It has been noted that the existing tea towels are worn. **ACTION:** Shirley Shorten offered to donate some new tea towels. Martin will ask the cleaner to wash the new tea towels on a regular basis.

China: It was felt that mugs would be a useful addition to the existing cups and saucers, together with some bowls. **ACTION:** Martin to buy some new mugs and bowls, together with plastic storage boxes to keep china clean whilst not in use.

Fire Door: It was noted that the kitchen door is being wedged open, which should not be happening, as this is a fire door. **ACTION:** Martin to do a sign for the kitchen door.

HSBC: It was noted that the village hall's bank, HSBC has closed its Wroxham branch. Cash now has to be paid into the Norwich Branch. **ACTION:** Sarah offered to pay any cash into the Norwich branch if needed.

Date of Next Committee Meeting: Tuesday 24th May, 2016 7.30. Village Hall Office

SALHOUSE VILLAGE HALL
ANNUAL GENERAL MEETING - TUESDAY 1ST MARCH 2016

CHAIRMANS REPORT

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.

As we were able to put to bed a lot of the big issues the previous year (Car Park Lease, appointment of new trustees) it has meant it has been easier to keep on top of things this year. To follow is a summary of the key subjects discussed and dealt with over the last year, but too many to list all:

Wi-Fi

The hall now has wifi working in the hall, free of charge for regular users and £5 for adhoc users. Since the installation we have had requests from a number of regular users for access to the wifi to use with their groups

Vodaphone Aerial

After a long period of waiting and umpteen failed appointments by BT we finally have the Vodaphone booster installed so that the village have access to mobile phone signals (at least those with Vodaphone)
Change of custodian Trustee

The name of the custodian trustee was updated to that of the Parish Clerk (Daphne) as it was still on the name of an old trustee

Key ad-hoc purchases

Oven

Safe

Safety glass internal door

Autumn tidy of the grounds - thanks to Geordie

Fire alarm

We switched the maintenance contract for fire alarm maintenance and cover. As well as saving money we are also now using a local office, in line with our policy of using local businesses where possible.

Village Hall Fund raising events

We held two fund raising events this year

We ran our first Spring Fayre back in May where we showcased a number of local craft stalls. Feedback was very positive from both stall holders and visitors. The hall was full through the time we were open. We were able to raise a significant amount for the running of the hall. Thank you Sarah for organising the event

The final event of the year was the Christmas Fayre. We had a great turn out with numbers up on last year. 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.

Thank you also to Britvic who supported us at both events, by not only supplying free drinks, but also matched out fundraising £ for £.

Landmark events

It was great that two of our regular users celebrated landmark anniversaries in the past year:

WI - celebrated 50 years

1ST Salhouse Brownies - celebrated 60 years

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 2016.

Martin Carney

Chairman

Salhouse Village Hall Management committee