

MINUTES OF ANNUAL GENERAL MEETING – 29 January 2014

Present:

Martin Carney (Chair), Sarah Oldfield (Secretary), Pat Barnes (Bookings + WI) Maria & Gordon Withington (Key Holder), Shirley Blow (Parish Council), Tim Nelson (Cleaner), Shirley Shorten (Brownies), Tobi Baker (Youth Club), Juliette Bendy (Mardle), Stephen Piper (Local resident), Daphne Wyatt (Parish Council), Colin McCormick (Parish Council), Pat Gallanders (Local resident), Ann Prestwood (Trustee), Ann Shorten (Trustee).

1 Apologies: Kerry Radley, (Masterkey holder), Susan Potter (Treasurer)

2 Review of previous AGM minutes, 29 January 2013: The previous AGM minutes were reviewed by the Chairman and agreed correct.

Matters Arising from AGM, 29 January 2013

Post Office: To be discussed as a separate agenda matter

Telephone: The problem with ringing in remains, but is less of a problem now that playgroup has left. No further action to be taken

Boilers: New boilers have been fitted, but heating is still an issue to be discussed as a separate agenda matter.

3 Chairman's Report

Martin Carney presented his report for his first year as Chairman. This was accepted by the Committee and those present.

4 Finance/Treasurer's Report

Due to illness the Treasurer was unable to present her report in person and had sent explanatory notes. 2013 income and expenditure were examined with one query regarding the PRS & PPL music licence advert. **ACTION:** Post AGM the Treasurer confirmed the £305 advert fee was a one-off payment. Treasurers report accepted by the Committee and those present.

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 remaining officers were re-elected for a further year in their existing roles.

7 AGM meeting closed: 8.20 pm. Open Committee meeting commenced.

8 Review of last committee meeting – 22 October 2013.

Matters Arising:

Car Park: All paperwork has been signed and is currently with the Land Registry. Once this has been finalised, the old Trustees will be able to stand down. **ACTION:** Martin to contact Village Hall solicitors to finalise details and report back to Trustees.

Break-In: Case has now been closed on this matter.

Fire Extinguisher and Fire Alarm Check: These were carried out in November.

Carpet: The wrinkles had been straightened, but have returned. The carpet fitters will be contacted again. **ACTION:** Martin.

Autumn Tidy up: Has been completed by Geordie.

Damp Patch: Concern was raised about an area of peeling paint in the Memorial Hall. This has been reviewed by C&N Decorators, who could find no evidence of damp and reported the damp course is sound. **ACTION:** Martin will spray outside bricks with silicone spray in the Spring.

Shed Security Light: **ACTION:** Sarah to arrange for light to be fitted.

Car Park Fence: Some damage has been noted but it is not necessary to replace the fence. The damage is likely to be caused by vehicles being backed into it. Until a permanent obstruction can be put in place to prevent this, replacing the fence is not cost efficient. Funding will need to be raised for a permanent obstruction and then the fence can be replaced.

Playgroup sandpit lid: This will be taken by the playgroup when they move venue. No further action required.

Lights being left on: This has been resolved.

Rainbows: A reduction in room hire was agreed at the last meeting. However, it was noted that Rainbows will now close in February due to falling numbers.

Keys: The list of current keyholders will be updated. It was suggested having a refundable charge of £20 for new key holders. **ACTION:** Sarah to update keyholder list.

Defibrillator: This has been fitted. Instructions and code to be given to Parish Clerk. **ACTION:** Parish Council to facilitate First Aid Training and advertise the defibrillator.

Christmas Fayre: The first Christmas Fayre organised by the new committee raised £282 with £250 being donated by Britvic. Further fundraising events may be held.

9 The Future Usage of Salhouse Village Hall

Trusteeship of Village Hall:

The Parish Council have agreed to take on trusteeship of Village Hall once Land Registry return the Car Park Lease documents. Some discussion about how this would affect the Village Hall Constitution and how the Parish Council can act as Trustee and Custodian Trustee. **ACTION:** Martin Carney to contact Charity Commission for clarification about changes proposed for new Trustees and when existing Trustees can stand down. Village Hall requires three Trustees. Ann Prestwood and Ann Shorten agreed to remain as Trustees until Land Registry paperwork returned and Village Hall Constitution amended.

(a) **Salhouse School Planning Application:** It has been noted that the planning application for a new building at the school includes it being 'available to the rest of the village', with no indication as to how this is going to be offered to the community. This potentially could create difficulties for the Village Hall. The consultation period has been extended and objections have been raised by the Parish Council and local residents. Following discussion it was decided the Village Hall should also lodge an objection and ask for clarification on the use of the new school building. **ACTION:** Martin to lodge objection based on the location and a conflict of interests on behalf of Village Hall by 1 February. The deadline for objections is 10 February 2014.

(b) **Future Uses of the Village Hall:** With departure of playgroup, several sessions are now available for hire at the Village Hall. The Timetable has been amended to allow morning, lunchtime and afternoon sessions to be booked. A number of new uses for the village hall have been initiated as follows:

Surestart Babies/Toddlers Group: Wednesday mornings until April (apart from 5th Wednesdays) have been booked by this group. **ACTION:** Pat to check if they will want the hall from April onwards and also clarify which Wednesdays are not needed.

Over 50s Yoga: Kerry Radley has booked Tuesday mornings for a yoga course starting from 29th April.

Table Tennis: Broadland Council is interested in holding taster sessions in table tennis, with a group being set up if there is sufficient local response. **ACTION:** Sarah to liaise with

Broadland Council Activities Co-Ordinator to set up a demonstration. There is also some interest in holding Carpet Bowls sessions.

Luncheon Club: Some interest in holding lunches for the older members of the village.

ACTION: Shirley to discuss with Chris Dady on behalf of the Parish Council.

Suggestions for other uses of the hall were discussed as follows:

Films: Village Screenings could be arranged.

Cards/Bridge/Bingo, Book Fairs, Quiz Nights.

Art Exhibitions/Conference Facilities. Broadland Council are often looking for venues for public consultations. Adult Education might also be interested in the hall as a venue for education classes.

Parish Council Meetings: **ACTION:** Daphne to discuss with Parish Council whether meetings can move back to the Village Hall.

Health: The hall may be a useful venue for health activities. Marketing and advertising material could be sent to local hospital and primary care organisations.

WI-FI/Coffee Mornings: Some interest in getting Wi-Fi at the Village Hall and holding coffee mornings for fundraising. **ACTION:** Tobi to investigate costs with WiSpire.

ACTION: Martin and Sarah to review list of potential uses and explore most likely options.

(c) Village Hall Advertising and Marketing:

Martin has written an advert for local publications including The Village Book, The Bridge and SAGA. Salhouse Village Website could be used to promote the Village Hall.

ACTION: Martin to contact Malcolm Prestwood about updating the Village Hall page on the Village website. Promotion material to be circulated to other potential users, including Broadland Council, Adult Education and Health organisations.

10 Post Office: Martin has received details of a Pop-up Post Office, with equipment supplied by an existing Postmaster, who would run a post office service for short periods each week from the village hall. There would be minimal income for the village hall, although the community benefit would make this a viable proposal and additional income might be made by holding refreshments or sales whilst the pop-up Post Office was open. Further information on how this might work is required. **ACTION:** Martin to contact John Dalymore for further details and report back.

11 Heating: Continuing issues with heaters, particularly in main hall. **ACTION:** Maria to amend heater settings so heaters will run longer during the day and to contact John Middleton to check and fix heaters. Costings for new heaters has been received and there is insufficient funds for new heaters. **ACTION:** Sarah to investigate what grants are available for new heaters.

12 Maintenance:

Carpet: Problem with wrinkles in the carpet may be related to the piano being moved in and out of the hall. **ACTION:** Martin to discuss with Carole Tims, Broadland Youth Choir. Some stains on both hall carpets were also noted. **ACTION:** Maria to contact Connoisseur Carpets for cleaning quotes.

Storage: Playgroup wish to keep some items in storage at the Village Hall, however new and existing users also have storage requirements. **ACTION:** Martin to contact playgroup leaders to see when they will be able to vacate their storage.

13 AOB:

Garden: Some concern raised about the small flower bed that used to be tended by playgroup. **ACTION:** Tobi to arrange for this to be tended by the Youth Club.

Notice Board: The plastic cover has yellowed. **ACTION:** Ann Prestwood to find out about cost of new plastic covers, and if this will be covered by original donor.

Date of Next Committee Meeting: Tuesday 6th May, 2014, 7.30. Village Hall Office

Actions Arising From AGM/Committee Meeting – 29 January 2014

Item	Action	Assigned To	Deadline
Car Park	Contact Village Hall solicitors to finalise details and report back to Trustees.	Martin	ASAP
Damp Patch	Spray outside bricks with silicone spray	Martin	In Spring
Shed Security Light:	Light to be fitted	Sarah	Next Meeting
Keys	Update keyholder list	Sarah	By Next Meeting
Defibrillator	Parish Council to facilitate First Aid Training and advertise the defibrillator.	Daphne/Shirley	By Next Meeting
Village Hall Trustees	Contact Charity Commission for clarification about changes proposed for new Trustees and when existing Trustees can stand down.	Martin/Daphne	By Next Meeting
Salhouse School Application	Lodge objection based on the location and a conflict of interests on behalf of Village Hall.	Martin	By 1 February. Final deadline: 10 February 2014
Uses of hall	Review list of proposals for future use of hall	Martin & Sarah	ASAP
Promoting Village Hall	Contact Malcolm Prestwood to update the Village website. Circulate promotion material to Broadland Council, Adult Ed and Health organisations.	Martin	ASAP
Post Office	Contact John Dalymore for further details of pop up post office.	Martin	ASAP
Heating	Amend heater settings so heaters will run longer during the day. Contact John Middleton to check and fix existing heaters. Investigate grants for new heaters.	Maria Sarah	Immediately ASAP
Carpet	Discuss with Carole Tims, Broadland Youth Choir how moving piano is affecting carpet. Contact Connoisseur Carpets for cleaning quotes	Martin Maria	ASAP ASAP
Storage	Contact playgroup leaders to see when they will be able to vacate their storage.	Martin	By next meeting
Garden	Small flower bed now to be tended by the Youth Club.	Tobi Baker	In Spring.
Notice Board	Cost of new plastic covers.	Ann Prestwood	By next meeting