

## MINUTES OF THE ANNUAL GENERAL MEETING OF UPTON VILLAGE HALL – 9<sup>th</sup> July 2013

### Present:

Mr. P. Pearn	Chairman	Mr. P. O'Neill	Secretary/Treasurer
Mr. N. Draper	Maintenance Mgr	Mrs. S. Clarke	H&S Officer
Mrs. E. Case	Trustee	Mr. G. Newton	Trustee
Mrs. J. Smith	Trustee	Mrs. N. Turton	Trustee
Mrs. J. Jones	Trustee/Caretaker		

Mrs. D. Wellerman, Mr. T. Wellerman, Mrs. M. Whaley, Mr. H. Halliwell, Mrs. O. Dodd, Mrs. M. Norris, Mrs. S. Melvin, Mrs. F. Bailey, Mr. P. Carman, Mrs. W. Carman, Mrs. J. Draper, Mrs. D. Cliff, Mrs. S. Kendrew, Mrs. G. Snell, Mrs. L. Ivison, Mrs. K. Travis, Mr. C. Jones

**1. Apologies** Mrs. B. Smith, Mrs. T. Simon, Mr. T. Navas

**2. Minutes of the AGM held on 10<sup>th</sup> July 2012**

The minutes were accepted as a true record, proposed by Mr. Jones and seconded by Mrs. Norris. They were then duly signed by the Chairman.

**3. Matters arising from the minutes**

There were no matters arising.

**4. Reports**

This year's 4 page Annual Report was distributed. The report once again covered our User Base, Activities & Special Events, Finances, Operations, Maintenance & Enhancements, Trustees and Employees and can be viewed on the Upton Village Hall website. Mr. Pearn, Mr. O'Neill, Mr. Draper and Mrs. Clarke took the meeting through each section of the report, and these minutes should be read in conjunction with the Annual Report.

Mr Pearn briefly explained the purpose of the report, with a general introductory paragraph in bold type followed by specific sections on the past year's activities. The bulk of the report relates to the year ended 30<sup>th</sup> April 2013 in line with our financial year.

Mr. Pearn used two pie charts to summarise the usage of the main hall and meeting room which ably illustrated the broad range of activities taking place in the Hall.

Mr. O'Neill said that the accounts for the year ended 30<sup>th</sup> April 2013 have been independently examined and signed off, and would shortly be sent to the Charity Commission. Over the course of the year we made a surplus of £452, notwithstanding significant expenditure on the new gutters and downpipes (£2,460) and the major purchase of new chairs at a cost of £12,876 of which we contributed 50%, the other half being funded by a grant from WREN. We finished the year with a balance carried forward of £16,203, of which £2,079 is designated for the new mirrors & barres. We are budgeted to reach our target minimum reserve level of £20,000 by the end of the current financial year.

Mrs. Clarke presented the H&S report. The PAT testing trial, whereby users brought in the electrical equipment they use to be tested along with UVH equipment, was a success and will be repeated every year. There were four reported accidents during the year which were discussed in the annual report.

Mr. Draper reported on the pump failure in the dishwasher which resulted in the decision to purchase a more recent reconditioned model and retain the old model for spares. A new controller was fitted to the central heating system but a new "smart" controller is being investigated which should give us improved control over hall temperatures. The problem of stale air in the toilet corridor has been solved with a movement detector that switches on the extractor fans in both toilets as soon as someone enters the corridor. A general plea was made not to experiment with the Velux window controllers as more often than not this causes the standard programme to be corrupted. Finally Mr. Draper urged the meeting to make good use of "Log It 2 Fix It" which is proving to be a successful aid in the operation and maintenance of the Hall.

Mr. Pearn appraised the meeting of plans for forthcoming projects. The sound system is in the process of being upgraded. Electrical testing and certification will be carried out at the end of July. The mirrors & barres will be installed in August, covering up the much admired temporary mural painted by Diana Wellerman's art class and the Stroke Art group. The strategy for the car park is to repair the surface where necessary for the next two years with a view to resurfacing the whole area in the summer of 2015. This will also entail enhanced drainage. Finally we are aiming to achieve the Hallmark 2 and 3 quality standards by the end of the year.

The reports were accepted, proposed by Mr. Carman and seconded by Mrs. Travis.

#### **5. Election of Trustees for the year 2013-2014**

Proposed by Mrs. Carman and seconded by Mr. Halliwell, the current trustees were re-elected unanimously:

Mr. P. Pearn	Mr. P. O'Neill	Mrs. J. Jones
Mr. G. Newton	Mrs. E. Case	Mr. N. Draper
Mrs. N. Turton	Mrs. J. Smith	Mrs. S. Clarke

The election of Mrs. Travis to the Board, proposed by Mr. Pearn and seconded by Mr. O'Neill, was carried unanimously.

#### **6. Any Other Business**

Representatives of the Bowls club were concerned about the number of Fridays they had had to give up for other events. It was stressed that this is kept to a minimum, but it was acknowledged that December is difficult with the drama production and carol concert both taking place.

Mrs. Ivison said that with Chris Hewitt's illness Chester P's & Q's no longer had anyone to put out the chairs for their meetings. It was agreed that they should join forces with the Flower Club to source someone to take over this task.

There being no other business the meeting closed at 8.43pm