

Gilston and Eastwick Village Hall (GEVH) Management Committee

Annual General Meeting– Thursday 5th August 2021

Meeting notes below approved at 10th November 2021 GEVH Committee meeting

1. Present: Sarah Bagnall SB (Residents representative), Trevor Brown TB (Treasurer), Janine Bryant JB (Parish Council representative), Yolande Clarke YC (Residents representative), Christine Law CL (Churches representative), Claire Reilly CR (Residents representative), Katie Spencer KS (Holding Trustee and Chair)

2. Apologies: Keith Harvey KH (Holding Trustee and Vice-Chair)

Members of the public: Amy Abblitt, Keith Masek, Mayer Nissim

3. Minutes of the previous AGM held 2nd March 2020 were agreed to be an accurate record

4. Matters arising. None not covered in the agenda.

5. Reports

5a. Chair's Review of 2020. 2020 and first half of 2021 had been a difficult year for all due to the Coronavirus pandemic. It was necessary to close the Village Hall for a significant period of the last 18 months hence the lateness of the 2021 Annual General Meeting. Fortunately, the Hall funds were boosted by the receipt of a Community Support Grant from East Herts Council.

Following the loosening of Covid-19 restrictions the Village Hall was reopened mid May 2021, when our regular Church Group booking restarted and a new venture applied to use the hall.

Although the hall was closed the Committee continued to pursue its long term Improvement Project, exploring the feasibility of extending the hall and refurbishing the kitchen, to improve the hall to encourage more usage by the community. It is hoped Section 106 monies (from the Terlings Park development & New Homes Bonus) will be available to fund the kitchen refurbishment, at least.

KS thanked all members of the Management Committee for their efforts and support during the last 18 months.

5b. Treasurer's annual statement – see below

Balance as at 31st January 2021 - £43,495

6. Elect Committee members (all current members required to stand down – Parish Council, JB, & Parochial Church Council, CL, already nominated)

The key responsibilities and tasks of the Management Committee; Chair, Treasurer and Bookings Officer; were explained by KS, TB & JB. In addition to the Holding Trustees (KH, KS & MJ) all committee members are Management Trustees.

All 2020 Management Committee members and members of the public who had not previously been Committee members, were invited to stand for the Village Hall Management Committee. The following agreed to join the Committee:

Trevor Brown TB (Residents representative), Janine Bryant JB (Parish Council representative), Yolande Clarke YC (Residents representative), Christine Law CL (Parochial Church representative), Claire Reilly CR (Residents representative), Katie Spencer KS (Holding Trustee & Residents representative) plus Mayer Nissim, Keith Masek and Amy Abblitt.

In his absence, Keith Harvey KH (Holding Trustee) continues on the Committee:

The following resigned their position as a member of the Village Hall Management Committee: Sarah Bagnall SB (Residents representative),

7. Elect Officers: Chairperson, Treasurer and Vice-Chairperson

Chairperson: Keith Masek appointed: proposer CL, seconded YC

Treasurer: TB informed committee he is prepared to continue fulfilling this role but would prefer to hand over to another committee member.

Action: KM to approach contact who may be willing to take on Treasurer role.

Vice-Chairperson: vacant

8. Future roles & responsibilities

The **Bookings Officer** tasks include:

- monitoring the Village Hall email account
- taking bookings and ensuring paperwork (in triplicate) completed correctly,
- enabling access for hirers,
- assisting with Bank Reconciliation,
- cheques – counter signature

Action: **Amy Abblitt agreed to take on the role of Bookings Officer**
Claire Reilly to support with unlocking & checking / locking up

AA to submit invoices for time spent on duties (opening & closing the hall, managing email account and bookings, marketing initiatives, etc.) to TB / treasurer

9. Ongoing & Future tasks for the Committee:

a) Replacement door lock for main entrance

Action: TB discussing with locksmith

b) Improve hall's presence on social media, etc. to generate new business and identify new opportunities; eg mum & toddler mornings, "office" facilities for residents, meeting room, etc.

Action: Mayer, MN, (with AA's support) to prepare costed proposal for new website

c) Refurbish the kitchen – dependant on Section 106 monies from East Herts Council

Action: JB sourcing 3 quotes for comparison purposes

d) Promote hall's availability and benefits to all residents of Gilston & Eastwick

Action: MN & AA + all committee members

e) Assess what hall improvements would offer best value for the community and drive forward.

f) Determine how the hall can be made more sustainable (for example, solar panels, air heat source pump and similar improvements)

g) Refurbish toilets, need baby changing facilities

10. Hire conditions.

Following email received prior to AGM from a near neighbour

We would like to request that it is noted in the meeting that any future bookings will follow the current bookings policy of no under 18 years of age parties please, also " The person taking the letting shall ensure that at least one responsible adult over 30 years of age shall be present throughout the period of the letting to secure safety, prevent unauthorised entry and see that the event is conducted in an orderly manner with no activity being performed which shall be contrary to decency, good manners and the law"

Item 8 (or 9?) of Hall Letting Conditions states:

8. The person taking the letting shall ensure that at least one **responsible adult over 30 years** of age shall be present throughout the period of the letting to secure safety, prevent unauthorized entry and see that the event is conducted in an orderly manner with no activity being performed which shall be contrary to decency, good manners and the law.

Action: The Committee agreed the requirement for someone over 30 years old to be present for all hirings is unreasonable when we are trying to encourage Mum & Toddler groups, etc. Following modification proposed:

8. For evening hires the person taking the letting shall ensure that at least one responsible adult over 30 years of age shall be present throughout the period of the letting to secure safety, prevent unauthorized entry and see that the event is conducted in an orderly manner with no activity being performed which shall be contrary to decency, good manners and the law.

11. Carried forward to Business Meeting, Wednesday 13th October 2021

11a. Hire fees review (hall & car parking)

11b. Hire Conditions

11c. Land Registry progress

All relevant documentation (copies for the Holding Trustee Deeds of Appointment and 1951 Conveyance document) with the solicitors, Mr Jamie Huard, Bates Wells, London.

11d. Ongoing & Future tasks – see item 9 above

11e. Review Holding / Custodian Trustee status – held until Village Hall property entered into the Land Registry

12. Next Annual General Meeting

early March 2022, start time 7:00pm

Meeting finished 8:30pm

Cerlinton + Eastwick Village Hall
Statement of Income/Expenditure for year ending 31st January 2021

INCOME		EXPENDITURE	
Hirings		Overheads	
Misc. Hall Hire	1269.50	Electricity	1162.47
Parish Council	240.00	Water + sewage	174.50
FHDC Elections	235.00	Fire equipment	46.36
	<u>1734.50</u>	Insurance	802.57
			<u>2240.90</u>
Sales		Maintenance	
Car Park	420.00	Wages - cleaner	832.00
		- - windows	85.00
		- - grounds	560.00
			<u>1480.00</u>
FHDC	10000.00	Admin/post/sundries	72.01
Interest		Salt/Fire	49.49
COIF Deposit			<u>121.50</u>
		Buildings	
		Plans/surveys	1950.00
		Electrical repl. + costs.	1787.60
			<u>3737.60</u>
		TOTAL	<u>7610.00</u>
Bank Balances @		Balance @ 31/01/2020	38940.57
Community a/c @ 31/1/20	£ 38940.57	Excess income/expenditure	4354.50
Business Remuneration a/c @ 31/1/20	£ 466.44	Balance @ 31/01/2021	<u>43495.07</u>