

Gilston and Eastwick Village Hall (GEVH) Management Committee

Annual General Meeting– Monday 2nd March 2020

Minutes APPROVED by Management Committee at start of 2021 AGM (4th August 2021)

1. Present: Trevor Brown TB (Treasurer), Janine Bryant JB (Parish Council representative), Yolande Clarke YC (Residents representative), Maxine Evetts ME (Holding Trustee & Bookings Officer), Katie Spencer KS (Holding Trustee and Chair)

2. Apologies: Sarah Bagnall SB (Residents representative), Keith Harvey KH (Holding Trustee and Vice-Chair), Mary Jackson MJ (Holding Trustee), Christine Law CL (Churches representative)

Members of the public, Neale Biscoe (NB), Claire Reilly (CR)

3. Minutes of the previous AGM held 4th February 2019 were agreed to be an accurate record

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

5. Minutes signed as accurate record

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

All present, including members of the public who had not previously been Committee members, were invited to stand for the 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),

The following, in their absence, continue on the Committee: Sarah Bagnall SB (Residents representative), Keith Harvey KH (Holding Trustee)

The following resigned their position as members of the Village Hall Management Committee: Maxine Evetts ME (Holding Trustee), Mary Jackson MJ (Holding Trustee).

Vote of Thanks - The new Committee recorded their sincere thanks for all the hard work and support Maxine Evetts & Mary Jackson have given to the GEVH Management Committee over the years.

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

Treasurer: TB informed committee he is prepared to continue fulfilling this role. TB duly appointed as treasurer; proposer JB, seconded KS

Vice-Chairperson: KH, in his absence, proposer JB, seconded ME

Chairperson: KS appointed: proposer ME, seconded YC

8. Reports

8a. Chair's report – during 2019 there has been good progress in developing plans for the improvement of the Village Hall and with the sourcing of external funding for potential improvements (Parish Council New Homes Bonus, Section 106 from the Terlings Park development, etc.). Hall bookings have slowly increased throughout 2019, in particular children's parties have proved popular.

During 2020 the Committee needs to focus on driving up the hall bookings; whilst being aware of the disruption which will be caused when the Improvements Project starts; and making the hall more sustainable (for example, solar panels, air heat source pump and similar improvements).

8b. Treasurer's annual statement

See below

TB wished to record his concern at the resignation of the Bookings Officer, ME, and the need to replace as a matter of urgency. Critical tasks undertaken by the Bookings Officer include:

- taking bookings and ensuring paperwork (in triplicate) completed correctly,
- assisting with Bank Reconciliation,
- cheques – counter signature

Finalised Statement of Accounts, 2019 / 20, to be discussed in the May Business meeting.

9. Hire fees review

9a. Hall fees - Fees to remain as is Proposer TB. Seconder YC

9b. Car park - Fees to remain as is Proposer TB. Seconder KS
Some car park fees outstanding

Action: JB to write letter and include SAE

10. 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.

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

12. Next Annual General Meeting

Monday 15th March 2021, start time 8:00pm

Gibston + Eastwick Village Hall
Statement of Income/Expenditure for year ended 31/01/2020

INCOME		EXPENDITURE	
Lettings		Overheads	
Misc hall hire	3869-50	Electricity	754-42
Parish Council	240-00	Water + sewage	220-56
EHDC	117-00	Fire equipment	62-28
	<u>4226-50</u>	Insurance	<u>786-12</u>
			1823-38
Sales		Maintenance	
Car parking	790-00	Wages - cleaner	787-99
		- windows	132-00
		Grounds	<u>758-00</u>
			1677-99
Interest		Admin/post/sundries	57-85
CDIF Deposit	20-36	Social events	<u>47-31</u>
			105-16
TOTAL	<u>5036-86</u>	Buildings/equipment	
		Plans/surveys etc.	1932-00
Business Premium A/c		Electrical works	434-45
@ 27/3/2020 £466-24		Plumbing	160-00
		Refrigerator	210-90
		Tree surgery	246-00
		Robbish bin etc.	<u>277-90</u>
			3261-30
		TOTAL	<u>6867-83</u>
		Balance @ 31/01/2019	40235-3
		Excess income/expenditure	- 1830-0
		Balance @ 31/01/2020	<u>38404-</u>

9:15pm