

Minutes of the Annual General Meeting Village Hall Management Committee

Thursday 27th May 2017 at 7.0pm

Item	Action
<p>1. Apologies for absence Francesca Scoones, Fay Trussler, Arthur & Jan Jamieson, Debra Davis, Carole Donnison, Sue Lickford</p> <p>Present Miranda Elgar, Jane Escot, Michael Warner, Vivian Warner; Stuart & Wendy Barr</p>	
<p>2. Minutes of last meeting The minutes were approved and signed</p>	
<p>3. Matters arising from those minute. Defibrillator; may be returned to when we have built up maintenance funds more, a special event would be needed.</p> <p>Quiz: - the Spring one had to be cancelled due to various factors.</p> <p>Decorations had been completed; all were admired, and has led to more bookings, very worthwhile therefore.</p> <p>Feedback from Debbie is that people are prepared to pay £40 hire charge for a children's party, rather than the £25 for the half day as advertised, given the numbers and added usage.</p> <p>Kitchen now looks great with the new cupboard.</p> <p>Minor items to be attended to are:- the Main Hall light bulbs; extra curtains; and sheds; the latter Michael has the paint and will attend to; Arthurs help to be requested for the lights, and hanging the curtains. Quote for the external PIR lights (install in the Autumn).</p>	<p>Michael will ask Keith Purvis for a quote for the external PIR lights (install in the Autumn).</p>

4. Treasurers Report/Update

Michael distributed copies of the draft accounts for the year ended 31st March 2017, together with a sheet showing details of payments and receipts for the year; regrettably he had been unable to complete them entirely as Barclays Bank had not yet sent the statement for the savings account, allowing confirmation of the final interest, and balance to the end of March; in addition there was a very minor error in the overall balances which had as yet to be resolved. The accounts would be completed asap and then David Hopkins would be asked to inspect them, as usual, and presented to a future meeting.

Overall, the receipts for the year were less than the previous year only by the amount of the insurance claim received that year; however, as a result of the considerable extra expenditure on the refurbishment of the halls, both inside and out, our 'general fund' had reduced from £6,314 to £976, which is the minimum level to which it should drop.

An extra payment for the Brent Eleigh Parish Council had assisted towards the event held to celebrate H M The Queen's 90th Birthday; and £1000 had been granted under the Locality Scheme (Jenny Antill), towards the hall works. Of some concern was the expenditure on electricity in the year, which had more than doubled, and another invoice has just been received. After one hire, the heaters had been left on for several days; it does not help that there are no thermostats, and that they become invisible when hot. It was decided (1) that someone (?Debbie) should pop in within 24 hours to check for damage, heaters on etc. (2) Michael will ask Keith Purvis for a quote to adapt the heater switches so that they have neon lights showing activation. (3) Miranda will write to E.ON to ask for a better charitable rate for energy used (or we will go elsewhere!).

Michael advised the meeting that our Insurance Brokers, Norris and Fisher, had offered a free rebuilding valuation in December last year; the current rebuilding costs covered are

<p>£280,648; the new valuation by a firm in Norwich, it transpired using purely 'Google', were then advised as £601,000; this would entail a rise from just on £700 to £947.70. Given our income, and that if rebuilt we were unlikely to have a 'double hall' etc., this was felt to be excessive; in addition, using a figure just on looking at Google Earth' seemed unreliable, and not in accordance with our duties as Trustees on behalf of the Village. It was agreed to obtain a survey for this purpose from an independent firm, James Aldridge, in Ipswich, who had quoted £300 (plus VAT). Michael will arrange this.</p> <p>It was agreed that there should be a period of consolidation, i.e. very limited expenditures, and maximising receipts from hires and events, with enthusiasm for the event on 1st July, the 'Hoedown'. Miranda offered to write to the Parish Council asking for a donation to our funds, noting the usage for Council Meetings etc.</p>	<p>Miranda to write to the Parish Council</p>
<p>5.Chair's report</p> <p>Miranda then thanked Wendy & Stuart for their past considerable input into the Committee, marked by presenting a bottle of whisky and a floral arrangement. And great thanks due also to Arthur & Jan for the gardening and other works.</p> <p>Miranda presented a draft of 'House Rules' which with minor amendments are to be displayed prominently in the Halls and the Kitchen. Also a bold notice saying 'Fire Hazard - are the heaters turned off?' or equal.</p>	
<p>6. Election of Officers</p> <p>Chairman - Miranda Elgar; proposed by Michael Warner</p> <p>Secretary - Fay Trussler; proposed Miranda Elgar</p> <p>Treasurer - Michael Warner; proposed by Miranda Elgar</p>	

<p>7. Forthcoming Functions</p> <p>Hoedown 1st July</p> <p>A meeting is to be held on 11th May at 7pm to discuss ideas and details for this important event. Everyone please to enlist helpers and stalls</p> <p>The band will play 2-4 with cd music by them both sides, providing cover 1-5.</p> <p>Face painting by the Barr daughter</p> <p>Strawberry stall; strawberries and meringue desserts; ice-cream by Miranda's boys</p> <p>Carole with quilts; Kate with jewellery; Jim with painted tableau; Plants Stall; Hedgerows?</p> <p>Information at Pub, and Cafe; flyers printing; Banner by Village entrance, like for F on the F. Slow Children sign; Children's Trail;</p>	
<p>8. Any Other Business</p> <p>Concern about sellotape, so blu tac to be supplied for Childrens Parties.</p> <p>A Rota to be made up for the Monthly Social, asking for volunteers for this (possible extras - Brian & Clare, Norma & Jim)</p>	
<p>7. Date of next meeting</p> <p>Thursday 11th May 7.00 Village Hall Hoedown</p> <p>Meeting ended at 8.50pm</p>	