

Catbrook and District Memorial Hall AGM

Minutes of Annual General Meeting held on Monday 13th November 2017

Present:

Trustees: Simon Westwood (Chair), Stuart Chapman, Marcus Watkins, Keith Bolton.

Committee: Andy Pullan (Chair), Jill Westwood, John Clarke, Rose Stevens, Ruth Routh, Steve Vass, Diana Watkins, Betty Maloney, Marion Andrews, Mark Loveday.

Local residents: Dawn Cater, Martin Routh, Justine Pullan, Janet Clare, Dermot Cooper (Mac), Sarah Bowden, Guy Bowden,.

Simon welcomed and thanked those present for coming and expressing an interest in the Hall. The Trustees are required to keep a record of the affairs and finances of the Hall, and the AGM, together with Trustees and Committee meetings, provides a means of recording this information. It also provides an opportunity for an open discussion about the administration and use of the Hall. As a registered charity we are required to submit an annual return to the Charity Commissioners but they do not require financial information when income is below £10,000.00.

1. Apologies

Richard Cobourne, John Gooding, Pat Gooding, Diana Light.

2. Minutes of the AGM held on Monday 26th September 2016

The minutes were proposed as a true record by John Clarke and seconded by Guy Bowden. All agreed.

Matters Arising:

Sarah Bowden is now running the website and any information requiring posting should be emailed to Sarah at: sjbwdn@aol.com. This can include a wide range of information such as initiatives, items to sell or news. There is also a Facebook page which can be linked to advertising posters.

3. Report of the trustees.

Copies of the Trustees Report together with the minutes of the previous AGM, a letter dated 11th July 2017 from TUCC regarding grants, the accounts for the year end 30th June 2017 and a donations form were distributed before the meeting.

The Report only deals with the financial year ending 30th June 2017 but additional comment may be made during the meeting regarding subsequent events.

Review of Activities:

TUCC have agreed to pay the 20% shortfall arising from the 80% MCC council tax rebate already received so the council tax is now effectively nil. TUCC also provide an annual grant of up to £500 towards legitimate running costs. Both these grants are currently being applied for by the Treasurer Rose Stevens.

A further grant of up to £1000.00 is available for capital expenditure as detailed in the TUCC letter. Any suggestions for this would be welcome.

The provision of Broadband was discussed again but although the Trustees were in favour, the general opinion was that there was no demand or need for this. Richard Cobourne attended a combined village halls meeting to see if there was momentum for a joint approach and combined grant application to install broadband but there did not appear to be sufficient interest for this to be pursued.

We have now arranged for a contractor, Dave Harris to undertake regular gutter clearing and leaf removal around the hall premises. If this proves successful this can be extended to other general works such as gardening and some non specialised building maintenance. To reduce cost he is not clearing leaves from the parking lay by. This is actually the responsibility of MCC as it is part of the highway. However as they rarely do this, a volunteer working party is to be arranged for this task.

The Hall has adequate employers and public liability insurance cover in place.

Unfortunately there has been a recent infestation of mice in the Hall and P & P Pest Control are dealing with this. The Trustees will consider appointing them on a retained basis to try and prevent further problems arising. This does however emphasise the need to remove leftover and waste food products immediately after events.

The meeting was reminded that users of the Hall need to have in mind health and safety requirements and with particular regard to fire. Emergency exits and fire extinguishers must remain unobstructed at all times and brief directions should be announced at the commencement of events. Organisers must be aware of the requirements which are displayed in the Hall and in the hire conditions.

Comment was made regarding the stacking of chairs to ensure that they do not become unstable. Storage is limited and chairs have to be stacked around the Hall walls. It is suggested that stacks should not exceed 6 chairs high and the Trustees will review this at their next meeting. Stacked chairs should not obstruct fire exits or fire extinguishers and preferably should not be in front of radiators. The stage can be used if necessary but this may not always be convenient.

The death of Trustee Bill Butler occurred in January. Bill made a significant contribution as noted in the report.

One other Trustee, Peter Ayling has left the area and resigned from his position.

The Trustees have yet to consider if replacements are to be appointed.

Financial review;

Thanks once again to Dawn Cater for generously auditing the accounts without charge. A presentation of a bouquet of flowers was made to Dawn in recognition of this.

The Hall has had another successful year financially with the bank balance increasing by some £1200.00 despite a reduction in overall income. Events are primarily for pleasure and entertainment but we also need to raise funds to keep the hall financially viable.

Donations are reduced probably due to one or two larger donations being made last year. Hall hire income has increased but this could be improved if there was greater usage by clubs .

The smaller regular events such as coffee mornings, pub night and cinema are all very popular and together make a significant contribution to finances.

Overall expenditure is decreased partly due to lower production costs of events. It might be possible to make some saving in the Insurance premium by checking comparative websites and Keith will liase with Rose in this respect.

Fortunately maintenance costs have been very low with no major problems arising. This will however increase for next year with the appointment of contractors where volunteers previously helped.

The Trustees thank all committee members and respective officers and other volunteers for their part in events and behind the scenes in organising, arranging and clearing up afterwards. Without this considerable contribution we would not have a viable Hall which provides an essential centre for the community.

4.Approval of Accounts for 12 months to 30th June 2017

This item was omitted in error and the accounts will be approved by the Trustees at their next meeting.

5. Memorial Hall Committee

Report for the year:

This report was presented by the Chair of the Committee Andy Pullan.

Andy thanked all of the Committee who have helped make all of the events held at the Hall such a success. The efforts that go on behind the scenes to make all the events run so smoothly are often overlooked but were much appreciated.

We are only allowed four Night Out events per year but they provide a talented and much varied programme. Although we do not always get large attendances they are

run on a subsidised basis through the Welsh Arts Council and so we do not lose money if not fully attended. As such it is considered very worthwhile to continue with these events. The four this year were:

Big Fat Cowpat Wedding
Dirty Business
Summer Ceilidh
A Fine Romance

During the coming year the New Years Eve Ceilidh will be the first Night Out event followed by others yet to be arranged.

There were 11 film nights with attendances of 20 plus at most evenings returning a small profit. There has been a wide and varied subject matter and mention was made of The Cherry Orchard which was also attended by the producer of that film who took questions afterwards. Thank you to Richard for running the films and contributing the advertising material.

The two pub nights were very popular as usual and an annual liquor licence has now been obtained by John Clarke from September 2017. There are no conditions requiring the presence of a committee member when a bar is held.

The Race Night was held in November and was well received.

Remembrance and Carol Services are held annually and well attended.

Peter Ayling arranged the Wine Dinner which was as popular as ever and Keith and Jan Bolton organised their teasing quiz which again was well attended.

Two charity events were arranged this year. Carole Ayling organised a soup kitchen in aid of Centre Point, a charity for homeless people, which was well supported and raised approximately £800.00. Richard Cobourne organised a Children In Need Quiz which was run by Alan Dediccoat a well known BBC voiceover man which was very well supported and raised £2385.90 for Children In Need. Alan Dediccoat has said that he would like to run another quiz at the Hall next year.

A variety of sporting events have been shown on TV. Thanks to Steve Vass for arranging this.

Andy prepared and delivered a questionnaire about the use of the Hall to about 200 houses in the area this summer. 26 replies were received and the general feedback was that events at the Hall were of a good variety, well run and enjoyed. It was also said that the website, Facebook and advertising were all done very professionally. Suggestions for future events were submitted and the full results may be seen on the website. The committee will carefully consider the results to see what additional events may be held.

Election of Committee Members:

The existing committee were re-elected with the exception of Teresa Treasure who has resigned . New members elected were:

Sarah Bowden
Pat Gooding
Gretchen Mattison
Mac Cooper
Emma Peacey

Welcome to them all!

Andy enquired if there might be any younger person(s) who may be interested in suggesting new ideas for events. New residents in the area would also be very welcome to become involved in the Hall.

Finally tickets for the New Years Eve Ceilidh, starring Cats Claw, are already selling at £12 each so early purchase is recommended.

6. Any Other Business

1. John Clarke enquired if there was any possibility of extending the changing area to the side of the stage as this is a very limited facility. This has previously been considered by the Trustees but was believed to be impractical due to the proximity to the road and expense. It was suggested that the existing area could be more permanently partitioned off to provide a more private area. Although this might further limit storage space it is a possible idea and it was agreed that the Trustees would reconsider this and other ideas as an improvement here would be beneficial.

2. Ruth Routh reminded us that Alan Watkins was seriously ill in hospital. Alan has given much service and financial assistance to the Hall and the community at large . The community awards given to Alan and his MBE demonstrate his generosity which has always been made with the humility and modesty of his character.

It was also mentioned that elderly local resident John Bingle had died recently.

3. Sarah Bowden suggested that the proposed leaf clearance volunteer working party was advertised on the website. Andy and Simon will liase with Sarah regarding this when a date has been arranged.

4. Mark Loveday advised that the next pub night was Saturday 25th November and would start early at 5.00 pm to accommodate those watching the Wales v New Zealand Rugby Union autumn international (KO 5.15 pm) being shown at the Hall.

There being no further business the meeting closed at 8.10pm

CATBROOK MEMORIAL HALL

Registered Charity number 220456

Balance Sheet as at 30 June 2017

	2016/17	2015/16
Fixed Assets		
Land	2,000	2,000
Buildings	20,033	20,574
Furniture	0	0
Piano	0	0
Dishwasher	750	938
Kitchen	4,030	4,432
Blinds	210	252
Total fixed assets	<u>27,023</u>	<u>28,196</u>
Current Assets		
Bank accounts	15,244	14,024
Net current Assets	15,244	14,024
Total Assets	<u><u>42,268</u></u>	<u><u>42,221</u></u>
Funds		
Accumulated general reserve	<u><u>42,268</u></u>	<u><u>42,221</u></u>
	0	0

Signed:

Chairman

Date:

Income and Expenditure account for the year to 30 June 2017

	2016/17 £	2015/16
Incoming resources		
social functions	6,958	7,697
donations	190	355
grants	20	0
gift aid	0	120
hire of hall	962	817
raffles	320	486
book sales	73	41
interest	2	3
Total incoming resources	8,524	9,519
Resources expended		
insurance	1,145	1,099
oil	511	318
electricity	334	208
water	128	136
Legal/Lottery licence	100	20
post, printing, stationery, web hosting	51	99
repairs and maintenance	0	243
social functions	3,888	4,638
donations	230	260
cleaning	207	168
equipment	20	12
rates	192	189
fire protection	71	90
PRS licence	156	0
TV licence	146	0
flowers etc	126	108
depreciation	1,173	1,173
Total resources expended	8,477	8,761
Net Incoming resources for the year	47	758
Fund balances brought forward	42,221	41,463
Fund balances carried forward	42,268	42,221