

**HERSTMONCEUX VILLAGE HALL MANAGEMENT  
COMMITTEE**

**MINUTES OF THE ANNUAL GENERAL MEETING  
HELD ON MONDAY 12TH MARCH 2018**

**PRESENT** Chris Thompson (Chairman) Sheila Charlton (Hon. Secretary) Ian Stewart (Hon. Treasurer) Bryan Naish Joyce Burt Jo Angear Karena Mayhew and Julia Hathaway (View Craft)

**APOLOGIES:** Rhys Clatworthy

**MINUTES OF THE LAST AGM HELD 13th MARCH 2017** The minutes having been circulated were accepted as a true record of that meeting. Proposed by Joyce Burt and seconded by Jo Angear and signed by the Chairman.

**MATTERS ARISING.** None

**CHAIRMAN'S REPORT**

This is my third AGM as Chairman and I feel that we have moved forward very positively in that time. Our meetings are short and sharp but to the point and I feel that we are all pulling together for the good of the hall. That is reflected in the state of the hall and how at the moment things seem very positive. We will hear from our Treasurer in a minute about how we are financially generally in a relatively good position.

Many of you will know that a while ago we hosted a conference here for people from other halls around the area. They were all so complimentary about the state of our hall, the way it was well maintained and how much the hall is used.

This does not happen without an immense amount of work from quite a small band of people. I would like to say a huge thank you to all those who have worked tirelessly over the past few years and particular the last year to keep this hall in the state that it is in today. Thank you to all the committee for the last year and my particular thanks go to Ian and Sheila for not only the work they do for the hall but for the job of keeping me on the straight and narrow.

The hall could not function as it does to this standard without the huge amount of work that Rhys puts in. We all know how much he does over and above the call of duty and I would like us to record our thanks to him

We are at the present moment in the middle of a redecoration programme throughout most of the hall. The hallways and the small hall have been done and look clean and fresh. We still have the notice boards to go up around the small hall for the playgroup to use. The main hall is being done in a few weeks and this is a good steady example of how we keep the hall looking good and something we need to keep going.

In the last year we have seen a change in the ownership of the playgroup. Our thanks should be recorded to Karen Hathaway for her support and work over the past years. I would like to welcome the new owners Nick Porter and Ruth Dicken to Herstmonceux and hope they have a successful time here with us. I would like to thank both parties for a very smooth transition last year which made everything so much easier

Many of you will know that for nearly three years we have been negotiating with the parish council for them to take over the responsibility for a piece of land in the entrance drive to the hall, surgery and pharmacy. After a very long winded, painful at times, stressful years I am pleased to say that this now all has been sorted and we have the documents signed and finished. My thanks to everyone who showed immense patience of this situation but we got there in the end. This now has allowed us to move on and look at transferring the status of the hall management to a Charitable Incorporated Organisation. This was discussed and agreed in principal nearly two years ago but could not be moved ahead until the road scenario had been agreed. We will now be looking to move this forward over the next few months.

Finally my report would not be complete without mentioning the fact that we had a jumble sale to raise money for the hall. Some will know that this was not my most favourite suggested activity and I have to say I could think of better ways of raising money. Having said that I have to back down and say what a successful fun day we had and can someone tell me when the next one is please. My thanks to all involved who helped me get through my serious objections to such a weird activity and for making it a successful fundraiser for the hall.

Finally a huge thank you for those of you that are here tonight to support us and for all the people who have supported me in my role over the past year.

#### **HON TREASURER'S REPORT:**

The accounts show a surplus of just over £400 for the year but it was not that bad. In calculating this figure the Treasurer has discounted the two grants we received and the cost of the internal painting carried out and paid for in 2017.

The Treasurer has not discounted the fund raising of £1145.11 because this shows the importance of the fund raising as, without the delights of a quiz night or dare I say it a Jumble Sale, we would not have a surplus!

As ever the Treasurer advised that he operated a "cash accounting" system for simplicity so that any bookings completed in 2017 that were not paid for until 2018 are not brought into the accounts.

True letting income was £38,890.00 for 2017 as opposed to £35,177.04 for 2016 so in this respect it was a good year.

We were successful in obtaining grants of £4,725.00 in 2017 which has been allocated to the internal painting.

Expenditure has been stable until the last minute! the failure of the sewage pump cost us, with a call out charge of £1669.06. This "unexpected" expenditure has cost us dearly! We have a new system of six monthly inspections to try to spot "emerging" problems so will hopefully not face this again too often

The Treasurer would like to thank the Herstmonceux Parish Council for their grant of £3725.00 and the Village Information Centre for their grant of £1000. If these had not been forthcoming we would not have been able to carry out the internal redecorations. In keeping the hall to such a high standard of decoration and cleanliness we ensure future letting income and happy users.

The Treasurer thanked Andrew Philips for auditing our accounts and Rhys Clatworthy who frankly on the account and management side really does do all the hard work.

### **BOOKING CLERK/CARETAKER'S REPORT**

2017 - The year has been good with number of uses very slightly up on 2016 with 18 regular users and 76 casual users.

2018 On January 1st our bookings were up by £2164.00 over the 2016 figures and this trend has continued over the last two months we are now £2508.00 up on the same time last year

The regular users bring in 31.5% of our total income. Of the remaining 68.49% only 9.72% are parish bookings, the remaining are non parish. This emphasizes that neither the regular users of the hall would survive without punters coming from outside the parish

We are continuously being praised for the cleanliness and for having such good facilities, which is the reason why people are prepared to come to us from far and wide to support the hall and regular users.

Finally I would like to thank the committee for their support that they have given me over the last year.

## **CHARITABLE INCORPORATED ORGANISATION - UPDATE**

The treasurer stated that he would be pursuing Charitable Incorporated Organisation status, (CIO) now that the access road had been brought to a conclusion. The next step is to get the accounts audited and then we can proceed with the formulation of obtaining the CIO status which hopefully would be taking place in the Autumn of 2018.

## **NOMINATIONS TO BE MEMBERS OF THE HALL MANAGEMENT COMMITTEE**

The following were nominated and proposed en bloc by Jo Angear and seconded by Joyce Burt :-

**Chairman:** Chris Thompson

**Hon.Treasurer** Ian Stewart (Trustee)

**Hon.Secretary** Sheila Charlton

The following were nominated and proposed by Chris Thompson and seconded by Sheila Charlton:-

**Committee members** Karena Mayhew (W.I.)

Jo Angear Joyce Burt

Bryan Naish (Trustee (Parish Council/Bingo)

**Hon Auditor :** Andrew Phillips  
Karena Mayhew

Proposed by Ian Stewart and seconded by

## **ANY OTHER BUSINESS**

None

The meeting closed at 7.59 pm