

Winsford Village Hall

Minutes of the WVH Annual General Meeting held on Tuesday 2nd May 2017 at 7.30pm.

Present

Sue Hayes (SH) Chairman and Booking Secretary
Steve Hunt (SAH)
Robin Lockwood (RL)
Marilyn Martin (MM)
John Titcombe (JT)
Dave Williams (DW)
Ian Whybrow (IW)

1. **Apologies.**

Apologies were received from Helen Richardson (HR).

2. **Welcome to members of the public and summary of WVH 2016/17.**

Michael Martin was welcomed to the AGM as a member of the public.

SH advised that hire takings in the previous year had gone up – mainly due to dog training sessions, the art group and the children's playgroup. The bridge group was reported as struggling a little. The bowls club remains buoyant. It was not thought that the Pilates group would operate in the summer. Fund raising remained good including revenue from another successful fete (for which people were thanked), from hiring tables, chairs and crockery and election hire fees. It was suggested that our election hire fees might be a little low and would be reviewed at the next meeting. **Action All**

3. **Approval of minutes.**

The minutes of the meeting held on 31st January 2017 were approved and duly signed by SH.

4. **Matters arising from the minutes.**

Signing of minutes - see item 3 above. **Item closed**

New committee members – SH will enquire of xxxx **Action SH**

Purchase of Projector and leads - completed. **Item closed**

Monitor of new bookings resulting from the WiFi service - additional bookings resulting from this new service need to be monitored to facilitate future discussion with WPC in December 2018, re the continuation of the service. **Action SH**

Advertising the new WiFi service We will now actively promote the new service to encourage additional lettings. SAH has asked the Parish Clerk to advise all her contacts (including ENP) of the new service. **Action All**

We will try and obtain a "Free Wifi" sign. **Action SAH**

Music Licence - SAH had circulated some additional information supplied by PRS/PPL and discussion took place regarding the need for Trustees to be sure that any music played or performed in WVH, was done so legally. It was concluded that where WVH arranges an event (in the hall) where music is to be played or performed, our licence would suffice. Hence a specific additional licence will be required for the village fete. **Action SAH**

Where music is being played or performed by a hirer (in particular in the course of the pursuance of a business) it was agreed that our hire terms will be amended to place responsibility for having the appropriate licence, onto the hirer. **Action SAH**

SH will speak to Brenda Staples regarding the Minehead Male Voice Choir concert on 06/05/17, to clarify that an appropriate licence is in place. **Action SH**

Declaration of Acceptance and Willingness to Act signature sheet. (2015/16) DW & IW duly signed the revised sheet. HR will be invited to sign at the next meeting. **Action SAH HR**

Website update – see item 7 below

Activity Schedule update – see item 8 below

Computer course – see item 9 below

Archive film on Exmoor – SAH advised that the film rights are owned by The South West Film and Television Archive. However the organiser of the Simonsbath Festival has advised that she would like to be involved with any future showing of the film in WVH. SAH will contact the Archive for more details.

Action SAH

Baby & Toddler Group purchases - HR had provided an update by email asking for confirmation (from SH) of an outstanding invoice. HR advised that she could not find the receipt for toys she had bought, but was happy to gift these to the group until it was found. The plan remains to restart the sessions in September.

Action HR SH

Notice board planning permissions – ENP has advised SAH that a full “Advertisement Consent” application would have to be made and there was not a board size below which planning permission is not required. It was decided not to pursue this course of action and instead utilise the glass door (by the stage steps facing onto the road) as further advertisement space visible to the public.

Action All

Insurance coverage – IW advised that items not owned by WVH were not covered under the terms of our insurance but could be, if additional cover was taken (as is the case with the bowls club). SAH will advise Mel Mileham accordingly regarding the Archive Group’s A3 printer stored in a cupboard in the committee room.

Action SAH

Annual assembly Flier – not done.

Item closed

Charity Commission return – additional questions – not now relevant as income is <£10000.

Item Closed

RL purchases reimbursement – completed.

Item Closed

Archive Material to be hung in VH – MM has advised Mel Mileham

Item Closed

5. Treasurer’s Report

Following the earlier Trustees Committee meeting, IW advised there was nothing further to report.

6. Secretary’s Report

SAH advised that most items had been covered in item 4 above or would be covered in item 8 below. Additionally;-

- He had received a letter from the Rt Hon. John Bercow MP Speaker of the House of Commons advising of an initiative aimed at helping civic organisations get involved in Parliament and UK democracy. A kit would be available to support our organisation “to explore what UK Parliament means to them and empower them to get involved”. It was agreed that no further action need be taken. **Item Closed**
- It has become apparent that payment for the hire of the village field was being made by someone other than the hirer. The Trustees were keen to ensure that a sub tenancy was not inadvertently being formed and IW volunteered to suggest the wording of an additional clause for insertion into the hire terms for the 2018 agreement. **Action IW**
- We are in receipt of our Non Domestic Rate Bill for 2017/8 totalling £3,736:20. However with the mandatory Charity relief of 80% and 20% discretionary Misc Rural Top up, the amount due is £0. The meeting was advised by IW that the discretionary Top Up was coming under increasing budgetary pressure.

7. Website update & Marketing

Details of all VH events are to be uploaded on to the village website.

Action HR

8. Activity Schedule review

In accordance with our risk management procedure this was updated, actions agreed and will be circulated with the minutes.

Action SAH

9. Future events

- Minehead Male Voice Choir – 06/05/17 – 7.30pm
- Winn Club sale - 03/06/17 – 10.30am
- Village fete – 12/08/17
- Archive Film on Exmoor – see 4 above
- Computer Courses – DW advised that a small pot of funding has now been found by Somerset Skills & Learning, such that IT/Tablet training could be given in the hall for 10 people for 2 x three hour sessions. DW was asked to develop this further and make some suggestions on dates/timings/publicity etc. **Action DW**
- Oldies but Goodies. MM agreed to develop some proposals. **Action MM**
- Outdoor pursuits group?

10. AOB

- SH advised that a wheelchair is now available for use in the hall as required.

11. Appointment of officers.

As required, all the officers resigned. They were duly re-elected as follows:-

- Chairperson - SH
- Treasurer - IW – but stated that he was considering whether or not he could stand again in 2018/19.
- Secretary SAH – but stated that he would not be standing again in 2018/19.
- RL, MM, JT and DW all agreed to be committee members. HR was requested to confirm her position asap and before the next meeting please. **Action HR**
- The "Declaration of Acceptance and Willingness to Act" paperwork for 2017/18 was signed by all committee members attending.

Date of next meeting

- Fete meeting 30/05/17 – 7.30pm
- Trustees' Committee meeting 27/06/17 – 7.30pm

The meeting closed at 9.30 pm.

Steve Hunt – Secretary 08/05/17