

# Winsford Village Hall

Minutes of the WVH Annual General Meeting held on Tuesday 1st May 2018 at 7.30pm.

## **Present**

Sue Hayes (SH) Chairman and Booking Secretary  
Carol French (CF))  
Steve Hunt (SAH)  
Helen Richardson (HR)  
John Titcombe (JT)

### **1. Apologies.**

Apologies were received from Ian Whybrow (IW)

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

There were no members of the public at the AGM and so a summary of WVH's activities was not required.

### **3. Approval of minutes.**

The minutes of the meeting held on 9<sup>th</sup> January 2018 were approved and duly signed by SH.

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

Defibrillator – the cabinet has now been fitted free of charge on the outside wall of WVH and SH advised that the appropriate electrical certificate had been supplied. Beverley Flanagan was arranging for the defibrillator to be relocated from the Royal Oak and was arranging that villagers would be provided with a card advising the access code (C851999).

CF advised that Lifesaver Technology was recommended for defibrillator maintenance and SAH was asked to raise this with WPC, together with arranging the appropriate insurance.

#### **Action SAH**

Insurance update and way forward – as previously advised by IW & SAH, insurers will not insure separate legal entities on one insurance policy and accordingly WPC was pursuing its own discussions with its insurers. However, IW has been in discussion with Winsford Recreation Association (WRA) to determine whether we were double insuring certain risks/ items and to compare premiums. SH advised that this had given rise to a suggestion that WVH and WRA might consider merging, as this would simplify the insurance issue and would provide more volunteers to run the combined entity.

This was welcomed by the meeting as a good idea (with certain conditions eg the ring fencing of monies). The next WRA committee meeting was on 03/05/18, and it was understood that this idea would be discussed. It was agreed to await the outcome of that meeting and for the suggestion to be discussed further at the next WVH meeting.

#### **Action All**

Hire terms amendment (use of candles) – SAH had made the amendment and would provide SH with a hard copy and email the change to HR for inclusion on the website.

#### **Action SAH/HR**

### **5. Treasurer's Report**

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

## **6. Secretary's Report**

Beyond what was covered in the agenda - nothing further to add.

## **7. Website update**

HR advised that the website was up to date

## **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. Safeguarding in Charities**

On 11/04/18, SAH had circulated an email sent by the Charity Commission reminding all trustees to take safeguarding extremely seriously and that it should be a key governance priority. It laid out four clear expectations of trustees – in summary:-

- Provide a safe and trusted environment
- Set an organisational culture that priorities safeguarding
- Have policies, procedures and measures in place
- Report incidents as they arise

and advised that we should now carry out a thorough review of our safeguarding governance.

After some discussion, trustees agreed that our regular Activity Schedule review, together with an annual review of the activities to be monitored, met the expectations of the Charity Commission.

**Action New**

**Secretary**

## **10. Future events**

- Craft Club – 14/05/18
- Winn Club sale and coffee morning - 02/06/18 – 10.30am
- Village fete – 11/08/18
- Archive Film on Exmoor – it was agreed the hiring fee of £90 was excessive and we would not be proceeding
- Set up a self employed forum (with donations)?

**Action HR**

## **11. AOB**

- SH advised that Frances Ayliffe has taken over from Pauline as WVH's cleaner

## **12. Appointment of officers.**

As required, all the officers resigned. The following were elected:-

- Chair - SH - proposed by JT and seconded by CF
- Treasurer - IW – proposed by JT and seconded by CF.
- Secretary Sue Brooks (SB) – proposed by SH and seconded by CF
- CF, HR and JT all agreed to be trustees.
- The "Declaration of Acceptance and Willingness to Act" paperwork for 2018/19 to be prepared **Action SB** and signed by all trustees at the next meeting. **Action All**

SAH was thanked for his support over the past four and a half years.

**Date of next meeting**

- Fete meeting 29/05/18 – 7.30pm
- Trustees' Committee meeting 26/06/18 – 7.30pm

The meeting closed at 8.30pm.

Sue Brooks – Secretary 26/06/18