

Cornish Hall End Village Hall

Minutes of the Annual General Meeting held at 8pm on 3rd October 2024

Present:

Peter Dacey (Chair) ("PD")
Jane Blewett (Treasurer) ("JBI")
Alice Landsman (Secretary) ("AL")
Steve Kavanagh (Health & Safety) ("SK")
Anne Dacey ("AD")

In attendance:

Rebecca Gill ("RG") (Parish Councillor)
David Bide ("DB") (Parish Councillor)
Matt Suckling ("MS") (Horse and & Groom Public House)
Alex Good ("AG") (Website)
Chris Blewett ("CB")

Apologies:

Steve Cadman (Vice-chair) ("SC")
Ashleigh Heirs (Bookings) ("AH")
Fiona Watkins ("FW")
Jamie Bright ("JBr")
Johnny Strange ("JS") (Parish Councillor)

Immediately prior to the AGM a meeting of the Management Trustees was held in order to examine the audited accounts for the year 1st August 2023 to 31st July 2024. JBI presented the accounts, which had previously been circulated to all Trustees, and confirmed that no queries had been raised. JBI also confirmed that Judy McElligott had audited the accounts and had confirmed their accuracy.

As the five Trustees present constituted a quorum it was unanimously agreed that the accounts be agreed and accepted by the Trustees and all Trustees present signed the document unamended.

JBI will prepare the necessary Annual Return and Report to the Charity Commission. As our income was under £25,000 there is no need to file the accounts with the Charity Commission.

PD thanked JBI for all her diligent work in her role as Treasurer.

RG asked if the Trustees prepared or had in place a budget document in respect of anticipated and/or known expenditure going forward. PD advised that this was not something we have ever done and everything regarding likely future costs are discussed at the Management Trustees' quarterly meetings and decisions were minuted. He also advised that we are in a very good financial position, currently holding some £32,000.

The meeting adjourned at 7.55pm.

Welcome

PD welcomed all those present to the AGM and thanked everyone for attending, especially the two newly-appointed Parish Councillors. For the benefit of those who had not previously attended he introduced the Trustees and Officers to the meeting. PD also gave apologies from the Trustees listed above.

Minutes of AGM held on 5th October 2023

These had previously been circulated and were unanimously agreed as accurate and signed by PD.

AL and JBI, together with those present thanked PD for all his hard work as Chairman.

Matters arising from the Minutes

PD informed the meeting that most matters would be covered later in the meeting but he confirmed that the air conditioning units had been repaired and serviced and the fire extinguishers had also been serviced.

The Trustees are holding a Quiz Night on the 26th October and on this occasion it would be held in the Horse & Groom. PD confirmed that the Village Hall will be in receipt of the players' entrance fees and the pub would benefit from bar sales.

PD advised that last year's Christmas Fayre was a successful community event and it is hoped to hold one this year, on the 30th November, and the Quiz night last October had also been well attended and a successful event.

Chair's Report

PD recited the attached Chair's Report, giving an accurate summary of the year's activities and the expected continued and, hopefully, increased use of the Hall.

AL was joined by everyone in thanking PD for his excellent leadership of the Trustees and all the hard work he puts into the smooth running of the Hall.

Treasurer's Report

JBI reported as per the attached Treasurer's Report. This had previously been circulated, along with the Accounts, and confirmed that the Charity is financially secure with a credit balance of £32,773.88 as at 31st July 2024. This figure includes the £25,000 which was deposited into an interest-bearing bond and which has now matured (post-year end). From the accounts it can be seen that income more than covers the running costs of the hall.

JBI advised the meeting that we have to annually renew PPL and PSRS licences but that we do not have an alcohol licence.

PD advised the meeting that long-time resident, Barbara Foot, had recently passed away and he had been told by the Executor of her Will that she has bequeathed £10,000 to the charity for the upkeep and repair of the Village Hall although it is not known when this will be received. PD advised that Barbara was a past Chair Person of the Village Hall and a staunch supporter. PD was asked to pass on our grateful thanks to her family.

Everyone joined PD in thanking JBI for all her hard work.

Hall Hire Report

In AH's absence the meeting was referred to the Financial Report where hirings were listed. These comprised of the singing group on a weekly basis and Lara (Personal Trainer) on an ad hoc basis. However, Lara has now ceased hiring the hall although it is hoped that Kerry will return to hold her weekly pilates classes in the near future. There were five private hirings, two by the Parish Council and one by Braintree District Council. It was noted that equipment hire was down on last year.

PD thanked Ashleigh for all her time and hard work.

Hire Charges

The current hire rates were confirmed as: £12 an hour (£10 an hour for regular bookings), £80 per day, audio/visual equipment, including projector and screen at £20, tables and chairs – a donation, china £20/event and wine glasses £1.50/six glasses.

SK raised the question of the increased cost of electricity and how some future bookings may result in a much higher usage being incurred. After discussion it was unanimously agreed to keep the hire rates unchanged for the forthcoming year but that we must keep an eye (via the Smart Meter) of the usage and be aware when accepting a booking that if the activity of that booking will incur the use of a greater amount of power than the average that there be an additional amount charged for the hiring.

Resignation and Election of Trustees and Officers

All the Trustees and Officers resigned.

PD asked the meeting if anyone else wished to apply to be a Trustee but no-one did.

The five Trustees present all agreed to be re-appointed as did the four absent Trustees who had previously advised PD that it was their wish to continue to be Trustees and they were all duly re-elected.

PD then advised the meeting that thanks to MS putting forward her details, PD, JBI, and AL had met with Elaine Hodgson ("EH") who had agreed to become a Trustee and also to be appointed Treasurer in place of JBI who was happy to stand down after more than 10 years in the position. EH was currently on holiday but her acceptance, if proposed, as Treasurer had been received.

JBI proposed EH, this was seconded by AL and agreed by those present.

PD commented that with EH's and RG's financial expertise the financial matters would continue to be well looked after.

Therefore the nine resigning Trustees were all unanimously re-elected and appointed as follows: PD as Chairman, SC as Vice-Chairman, EH as Treasurer, AL as Secretary and AH as Bookings Officer.

AL to prepare Declaration of Acceptance form and arrange for all Trustees to sign the document and for EH to sign the Trustee Declaration.

Policy Documents (3)

The Charity's Vulnerable Persons Policy Statement, Equal Opportunities Policy and Data Protection Policy had all been previously distributed. It was unanimously agreed that these should be adopted. PD then signed the documents and **AL** will arrange for them to be uploaded to the Hall's website (via **AG**) and for the originals to be handed to **SK** to keep with the Health & Safety file.

Future Plans

Quiz Night

Dawn Kennedy is hosting another quiz night on the 26th October and PD thanked MS for agreeing to join with us in this event.

Christmas Fayre

PD advised the meeting that, if the Fayre goes ahead, it will be held on the 30th November 2024.

Any Other Business

PD asked if anyone wished to raise anything but nothing was forthcoming.

There being no other business the meeting closed at 8.27pm.

Date of Next AGM 8^{pm} on Thursday 2nd October 2025

P. Dacey, Chair

Date:
