

Minutes of Charlton Village Hall AGM

Held on Thursday 27 November 2014 from 19.30

Present: Steve Roberts (Chairman), Adam Margetts (Treasurer), Anne Hodgkins (Secretary), Marion Adkins, Terri Chivers, Edna Vizor, Jennifer Walker, and members of the public.

Apologies: Val Coombes, Tony Hill, Hannah Piet, Gill Rycroft

1 **Minutes of Last AGM.** The Minutes of 26 November 2013 were read and approved.

2. **Chairman's Report.** Steve Roberts presented the Chairman's report. He commented that the committee relies on the commitment of local residents and would welcome involvement from new residents. Steve thanked the current committee members for their continued efforts. He singled out Edna Vizor for her support of bookings and viewings and Terri Chivers who keeps the hall so clean and tidy.

The Chairman reported that the major developments in the last year had been the resurfacing of the car park area and improvements to the flower bed. The benefits of the new car park surface are already in evidence and the work on the flower beds will become apparent in the spring.

Noting that the treasurer would be providing a detailed financial report, Steve observed that the Hall's finances are in a pretty healthy state but the committee cannot become complacent. The Hall is dependent on local residents for their investment in the 150 Club and support for one-off events like the Quiz Evening. The Hall is also reliant on the income from regular users, and the Chairman particularly noted the attendance of members of the Dog Club at the AGM. The Chairman noted that we have been fortunate in the one-off donations that the Hall receives, of which CHAOS has been a particular supporter over the years.

3 **Treasurer's Report.** Adam Margetts presented a summary of the profit and loss report for the financial year 2013 – 2014. Marion Adkins reported that the accounts have been fully audited.

Adam reported that operating income for the year was up by £1,924.50 to £10,675. This reflected an increase in receipts from Parties and other Private Hire and the sale of more tickets by the 150 Club. Income from groups was also higher although this masked the fact that a small number of organisations had returned to Malmesbury following a reduction in hire charges at the Town Hall. Adam reported that Overhead Expenses were lower than the previous year, largely due to a £780 gas refund. While Repairs and Maintenance were higher there was still an overall operating profit of £1,148.06.

Other Income was somewhat lower, in part due to fewer fund raising events taking place during the year. For example the Fun Run was cancelled due to a

clash with another event in Charlton Park. The result was an overall net profit of £3,836.60.

In addition, there had been a number of extraordinary items and projects during the year, of which the Car Park Refurbishment was the principal component. The costs had been partly off-set by receipt of a grant from the Area Board and donations from Hankerton and Charlton Parish Councils.

Adam concluded that General Repairs and Maintenance would be an important focus for the coming year. However, we are in a good position financially to address these.

4 Future Plans for the Village Hall

Anne Hodgkins introduced this item by listing the items of maintenance that the Hall Committee is undertaking, including repairs to playground equipment; erection of more signs and bins to deter dog fouling. She went on to describe other improvements to facilities and the way in which the Hall operates that are being explored.

Firstly, the committee are looking at provision of a web-based booking package, to help reduce the dependence on volunteers and reliance on paper-based recording of bookings.

The Committee are also keen to promote the Hall as a venue for more one-off functions. The first thing would be to enhance the Village Hall website (www.charltonvillagehall.co.uk). The Committee is also exploring acquiring some better quality crockery which would, along with the cutlery and glasses purchased this year, be available for hire along with the Hall.

Several people supported the view that the website should be enhanced. It was thought that the site would benefit from photographs of previous events and examples of use by groups. Anne advised that a third party administers the website for us. Steve concluded that the Committee will explore ways to invest more effort in developing the site. One simple suggestion was to have the website name displayed prominently in the Hall itself. It was also suggested that the Village Hall host a Sunday afternoon meet and greet event to showcase the Hall and its facilities.

5 Any Other Business

Future Events Anne confirmed that the Committee were proposing to hold another Quiz Night, probably in the spring.

Chairman Mike Hodgkins proposed a vote of thanks to the Chairman, which was unanimously agreed. Steve declared his intention, after 7 years, to stand down as Chairman at the AGM next year. He welcomed any volunteers to take on the role, and will be talking to some people who have expressed an interest.

Involving Users of the Hall Steve thanked those people who represented users of the Village Hall for attending the AGM. The consensus was that the committee should explicitly invite all groups to next year's meeting. It was also suggested that an event be held to publicise the Hall facilities and use.

Recipe Books Marion Adkins reported that Gill Rycroft had found a number of copies of a recipe book created by residents as part of the original Hall fund-raising activities 30 years ago. These were to be sold for £1 with all proceeds going to the Village Hall.

6 **Election of Officers.** The Chairman (Steve Roberts), Treasurer (Adam Margetts) and Secretary (Anne Hodgkins) were unanimously reconfirmed as the three Village Hall Trustees.

Leanne Woodford informed the meeting that she was now in a position to take a more active role on the Committee.

7 **Date of next Committee Meeting** The next Committee meeting will be in the Village Hall on Tuesday 6 January 2014 at 18.30. The main business will be to review progress with the trial of the web-based booking package and to discuss arrangements for a Quiz Night in the spring.

Meeting ended at 20.20.