

## WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

The Annual General Meeting held on 28th November 2018 at 7.00pm.

Present: Terry King (Chairman), John Stainer (Vice Chair), David Ayre (Treasurer), Keith Oades (Booking Clerk and PC), Pippa Stafford (WI), Pat Williams, Tony Miller, David and Ronnie Maidment.

Guests: Vanessa Hunt, Gaynor Isaac, Pete McGahran, Pat and Roy Drew

1. **Apologies for absence** – No apologies as all committee members were present.
2. **Minutes of the Annual General Meeting** held on 22<sup>nd</sup> November 2017 were approved and signed.
3. **Treasurer's report** – David Ayre presented the Income and Expenditure accounts for the year ended 30<sup>th</sup> September 2018. Income was £11436.39 (£29058.72 - 2017) which was mainly made up of bookings £7087 (£7625 - 2017), donations and grants £533 (£18500 - 2017), fundraising £2952.55 (£2046.36 - 2017), solar panels £598.06 (£598.52 - 2017). Expenditure was £18448.98 (£28571.81 - 2017) which was mainly made up of Electricity/Gas £1181.04 (£848.63 - 2017), cleaning £4228.14 (£3349.65 - 2017), Water £347.15 (£367.13 - 2017), ground maintenance £500 (£435 - 2017), buildings, repairs, renewals and improvements £7101.89 (£19415.18 - 2017), equipment £2526.51 (£2736.44 - 2017), Insurance £953.81 (£925.71 - 2017).

David mentioned that we had to pay for a more comprehensive audit in 2017 as we surpassed the £25000 threshold.

David Ayre was thanked for all the work he did throughout the year – it was noted that David had been on the committee since 1991 and was made Treasurer in 1992.

4. **Chairman's report.**

Terry King thanked the team for their hard work during the past year which included fund raising, and stage improvements which included:

  - New on-stage lighting.
  - New stage spotlights.
  - Rewiring of stage and hall lighting.
  - Widening of the store doorway

Terry was pleased to report that work had finally started on the entrance to the Parish Hall.

5. **Election of Officers.**
  - a. Chairman – David Maidment proposed Terry King and was seconded by Keith Oades. All were in favour.
  - b. Vice Chairman – Terry King proposed John Stainer and was seconded by David Ayre. All were in favour.
  - c. Treasurer – Tony Miller proposed David Ayre and was seconded by Pippa Stafford. All were in favour.
  - d. Booking Clerk – Tony Miller proposed Keith Oades and was seconded by Ronnie Maidment. All were in favour.
  - e. Secretary – David Ayre proposed David Maidment and was seconded by Terry King. All were in favour.
  - f. Catering Supervisor – Not filled.
  - g. General Committee – Tony Miller announced his resignation from the committee and was thanked by Terry King for his valued contribution over the past few years.

Three new members were welcomed to the committee - Vanessa Hunt, Gaynor Isaac and Pete McGahran.

It was proposed by Terry King to carry out a block vote to re-elect all current committee members. All were in favour.

David Ayre to register new members with the Charities Commission.

Pat Williams offered to joint represent the WI with Pippa Stafford.

- h. Auditors – David Ayre proposed Alan Draper of Thomas Westcott and was seconded by David Maidment. All were in favour.
  - i. Website Managers – John Stainer proposed David and Ronnie Maidment and was seconded by Pat Williams. All were in favour.
6. **Review of Charges** – It was agreed to review any changes to our charges in January 2019 for implementation in April 2019. It was noted charges had not been increased since 2016.
7. **Risk Assessment Review** – David Ayre produced a draft Health & Safety document which will be updated to show:
- The electric meter previously on the stage is now in the storeroom.
  - Projector wiring resolved.
  - Slippery kitchen floor – ongoing and will be discussed at the next committee meeting after the AGM.
- All committee members were in favour.
8. **Any Other Business**
- Josh Clarke has not been in contact regarding the gardening for 2018 – ongoing.

The meeting closed at 7.25pm.