

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes from Annual General Meeting held on 20th November 2019 at 7.00pm.

Present: Terry King (Chairman), John Stainer (Vice Chair), David Ayre (Treasurer), Keith Oades (Booking Clerk and PC), Pat Williams, Vanessa Hunt, Gaynor Isaac, David and Ronnie Maidment.

Guests: No guests were present

1. **Apologies for absence** – Pippa Stafford
2. **Minutes of the Annual General Meeting** held on 28th November 2018 were approved and signed.
3. **Treasurer's report** – David Ayre presented the Income and Expenditure accounts for the year ended 30th September 2019. Income was £12837.86 (£11436.39 - 2018) which was mainly made up of bookings £7867 (£7087 - 2018), donations and grants £1900 (£533 - 2018), fundraising £2275.77 (£2952.55 - 2018), solar panels £601.73 (£598.06 - 2018). Expenditure was £11992.13 (£18448.98 - 2018) which was mainly made up of Electricity/Gas £1065.27 (£1181.04 - 2018), cleaning £4132.22 (£4228.14 - 2018), Water £436.84 (£347.15 - 2018), ground maintenance £210 (£500 - 2018), buildings, repairs, renewals and improvements £4503.95 (£7101.89 - 2018), equipment £275.36 (£2526.51 - 2018), Insurance £957.63 (£953.81 - 2018).

David's accounts were approved and will be forwarded to our accountants.

David Ayre was thanked for all the work he did throughout the year.

4. **Chairman's report.**

Terry King considered this was another good year for the Parish Hall and thanked the committee for their hard work.

Achievement of note during the past 12 months were as follows:

- Construction of a much improved entrance to the car park
- Internal re-decorating, which has received many compliments, to the main hall including the stage, the Eric Nott Room and Room 2000.
- Significant amount of time spent in preparing and planning for the new toilet facilities which has now entered the fund raising stage.

5. **Election of Officers.**

David Ayre proposed Terry King as Chairman and was seconded by John Stainer. All were in favour.

At this point, as all current officers were happy to continue in their current roles, Terry King proposed a 'block vote' that was approved by all committee members present.

John Stainer – Vice Chairman, David Ayre – Treasurer, Keith Oades – Booking Clerk, David Maidment – Secretary, General Committee – Pippa Stafford, Pat Williams and Gaynor Isaac, Website Managers – David and Ronnie Maidment.

The position of Catering Supervisor had been vacant for a number of years. Gaynor Isaac offered to fill this position and as such was proposed by Keith Oades and seconded by John Stainer

Auditors – David Ayre proposed Alan Draper of Thomas Westcott. All committee members present were in favour.

6. **Review of Charges** – it was difficult to assess if our current charges were competitive with other halls in the Devon area as charges varied considerably depending on a halls individual circumstances. A review of charges will take place in January 2020.

7. **Risk Assessment Review** – A risk assessment is to be carried out in January 2020 along with our safeguarding policy. Reviewing our safeguarding policy is to be done on a yearly basis and will be included in future AGM agenda's.

8. **Any Other Business**

Josh Clarke was happy to continue with cutting the grass and David Ayre will get a quote from him for 2020. Josh had only been able to cut the grass 10 times throughout 2019 due to poor weather.

The meeting closed at 7.15pm.