

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes from Annual General Meeting held on 16th December 2021

Present: Terry King (Chairman), John Stainer (Vice Chair), Keith Oades (Booking Clerk and PC), David Ayre (Treasurer), Gaynor Isaac, David and Ronnie Maidment, Pippa Stafford (WI)

Guests: Ian Davies

1. **Apologies for absence** – P Williams
2. **Minutes of the Annual General Meeting** held on Wednesday 9th December 2021 were approved and signed.
3. **Treasurer's report** – David Ayre had emailed all committee members in advance with Income and Expenditure accounts for the year ended 30th September 2021. Income was £23708.40 (£28054.40 - 2020) which was mainly made up of bookings £2722.00 (£4747.00 - 2020), donations and grants £20169.21 (£20500.00- 2020), fundraising events £15.00 (£1556.70 - 2020), solar panels £695.21 (£740.45 - 2020), miscellaneous £29.21 (£430.11 - 2020), Website £75.00 (£50.00 2020). Expenditure was £12534.41 (£16587.54 - 2020) which was mainly made up of Electricity/Gas £625.85 (£1014.78 - 2020), Cleaning £3608.00 (£3359.61 - 2020), Water £171.37 (£222.00 - 2020), ground maintenance £480 (£450 - 2020), buildings, repairs, renewals and improvements £1660.80 (£1326.73 - 2020), equipment £39213.48 (£8643.35 - 2020), Insurance £991.79 (£960.14 - 2020), miscellaneous £1065.12 (£581.40 - 2020).

Booking revenue during 2020 was decimated by the COVID epidemic however this shortfall was off-set by government support grants. During the year expenditure of note were our new chairs, skittle alley and outside lights.

As income was under the £25000 our auditing costs will be at the cheaper rate.

4. **Chairman's report.**

Terry King pointed out that 2020 had been severely hampered by COVID. He thanked Keith Oades and David Maidment for keeping the Hall COVID compliant with government guidelines. The Hall now had a skittle alley that villagers could hire. The committee had decided to move forward with the new toilet project and our builder is making very good progress.
5. **Election of Officers.**
 - a) John Stainer proposed Terry King as Chairman and was seconded by Keith Oades
 - b) Terry King proposed John Stainer as Vice Chairman and was seconded by David Ayre.
 - c) Keith Oades proposed David Ayre as Treasurer and was seconded by Ronnie Maidment.
 - d) John Stainer proposed Keith Oades as Booking Clerk and was seconded by Terry King.
 - e) John Stainer proposed David Maidment as Secretary and was seconded by David Ayre.
 - f) David Maidment proposed Gaynor Isaac as Catering Supervisor and was seconded by Veronica Maidment.

- g) Terry King proposed a 'block vote' for the General Committee (Vanessa Hunt, Pat Williams) and was seconded by John Stainer.
- h) David Ayre proposed Thomas Westcott as our Auditors and was seconded by Terry King.
- i) David Maidment proposed Ronnie Maidment as the Website Manager and was seconded by Gaynor Isaac.

In all instances proposals and seconders were approved by those committee members in attendance.

Ian Davies, who was attending this meeting as a guest, was invited to join the management committee which he kindly agreed to do. As such Keith Oades proposed that Ian join, this was seconded by Terry King and approved by all committee members in attendance.

Pippa Stafford continues as the WI appointee.

- 6. Review of Charges** – it was decided to maintain current prices.
- 7. Risk Assessment Review** – David Ayre to complete Risk Assessment before the next Management Committee meeting,
- 8. Safeguarding Policy** – The Halls policy is reviewed annually. A review took place at the last Management Committee meeting. No further changes have been made. Terry King asked for the front page to show the date of today's meeting.
- 9. Any Other Business**
David Ayre confirmed that Josh Clarke was happy to continue with cutting the grass throughout 2022. David also asked for this topic to be shown on all future AGM agendas.

The meeting closed at 7.29pm.