

## WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes from Annual General Meeting held on 16<sup>th</sup> November 2022

Present: Terry King (Chairman), John Stainer (Vice Chair), David Ayre (Treasurer), Gaynor Isaac, David and Ronnie Maidment, Ian Davies, Vanessa Hunt

Guest: Helen Blackman

1. **Apologies for absence** – Pippa Stafford, Keith Oades
2. **Minutes of the Annual General Meeting** held on Wednesday 16<sup>th</sup> November 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 30<sup>th</sup> September 2022.

Income was £139688.37 (£23708.40 - 2021) which was made up of bookings £4953.00 (£2722.00 - 2021), donations and grants £133920.81 (£20169.21- 2021), fundraising events £137.50 (£15.00 - 2021), solar panels £436.23 (£695.21 - 2021), bank interest £18.41 (£2.06 2021), miscellaneous £16.42 (£29.22 2021), Website £125.00 (£75.00 2021), Donation Box £81.00 (£nil 2021).

Expenditure was £140920.33 (£12534.41 2021) which was made up of Electricity/Gas £1477.52 (£625.85 - 2021), Cleaning £4588.08 (£3608.001 - 2021), Water £269.55 (£171.37 - 2021), ground maintenance £1170.00 (£480 - 2021), buildings, repairs, renewals and improvements £130879.45 (£1660.80 - 2021), equipment £644.35 (£3193.48 - 2021), Insurance £1148.45 (£991.79 - 2021), miscellaneous £698.98 (£1065.12 - 2021), decrease in bar stock value £43.95 (£18.00 2021).

Ronnie Maidment commented that cleaning costs (£4588) were almost as much as booking income (£4953). It was pointed out that income from bookings was significantly down due to the impact of COVID epidemic although they were now making a recovery.

David Ayre has sent the Halls accounts to our auditors for signing off.

#### 4. **Chairman's report.**

Terry King paid tribute to the late Pat Williams who passed away earlier this year. She was a much valued member of the management team and will be greatly missed

At the beginning of our financial year COVID restrictions were still in place and severely impacted our income with much fewer meetings and fund raising events.

This was an exciting year for the Hall with the building of our new toilet block that has been highly successful. With a lot of help from John Stainer, a good builder (who made the hall available all the time during construction work) and the support of a hard working committee the work was completed in good time and within budget.

Terry mentioned the need for new committee members especially as three of the current committee are in their 80's.

## **5. Election of Officers.**

- a) David Maidment proposed Terry King as Chairman and was seconded by Gaynor Isaac
- b) Terry King proposed John Stainer as Vice Chairman and was seconded by David Ayre.
- c) Terry King proposed David Ayre as Treasurer and was seconded by Ronnie Maidment.
- d) David Maidment proposed Keith Oades as Booking Clerk and was seconded by David Ayre.
- e) Vanessa Hunt proposed David Maidment as Secretary and was seconded by Ian Davis.
- f) Vanessa Hunt proposed Gaynor Isaac as Catering Supervisor and was seconded by Ian Davis.
- g) Terry King proposed a 'block vote' for the General Committee and was seconded by John Stainer.
- h) David Ayre proposed Westcotts as our Auditors and was seconded by Terry King.
- i) John Stainer proposed Ronnie Maidment as the Website Manager and was seconded by Vanessa Hunt
- j) David Maidment proposed Josh Clarke for grass cutting and was seconded by David ayre

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

It was assumed that Pippa Stafford and Keith Oades would continue as appointees.

**6. Review of Charges** – to be reviewed in January 2023.

**7. Risk Assessment Review** – David Ayre to complete Risk Assessment before Januarys Management Committee meeting,

**8. Safeguarding Policy** – to be reviewed before our February 2023 Management Committee meeting.

**9. Any Other Business** – nothing to report

The meeting closed at 7.30pm.