

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes from Annual General Meeting held on 29th November 2023

Present: Terry King (Chairman), John Stainer (Vice Chair), David Ayre (Treasurer), Keith Oades (Booking Clerk), David Maidment (Secretary), Gaynor Isaac, Ronnie Maidment, Ian Davies, Vanessa Hunt, Pippa Stafford

Guests – Mike Reeves, Sue Squire

- 1) **Apologies for absence** – Di McGahran
- 2) **Minutes of the Annual General Meeting** held on Wednesday 16th November 2022 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 2023.

Income was £11,135.59 (£139,688 - 2022) which was made up of bookings £6724.00 (£4953.00 - 2022), donations and grants £500.98 (£133,920.81- 2022), fundraising events £2315.53 (£137.50 - 2022), solar panels £1089.87 (£436.23 - 2022), bank interest £235.85 (£18.41 - 2022), miscellaneous £85.91 (£16.42 - 2022), Website £75.00 (£125 - 2022), Donation Box £nil (£81.00 2022), Bar stock value increase £108.46 (n/a 2022)

Expenditure was £14,767.31 (£140,920.33) which was made up of Electricity/Gas £2309.13 (£1477.52 - 2022), Cleaning £3955.76 (£4588.08 - 2022), Water £224.75 (£269.55 - 2022), ground maintenance £480.00 (£1170 - 2022), buildings, repairs, renewals and improvements £5,001.78 (£130,879 - 2022), equipment £464.38 (£644.35 - 2022), Insurance £1241.59 (£1148.45 - 2022), miscellaneous £1042.00 (£698.98 - 2022), Website £nil (£nil – 2022) decrease in bar stock value £n/a (£43.95 2022).

David A commented that booking revenues were recovering and getting close to pre-COVID level.

David A to drop accounts round to Ronnie's for initialling before sending to our auditors for signing off.

- 4) **Chairman's report**
Terry King commented that it had been a good year for the Parish Hall.

Customer bookings had continued to recover from the COVID pandemic and new customers were hiring the facilities.

There had been a positive response to the Toilet Block extension and whilst the builder had done a good job some of his contractors had presented the Hall with a few teething problems.

A new path has been laid from the main storeroom, past the kitchen and to the front of the Hall. New LED lighting had been installed throughout the Hall and will save on running costs. The Hall in the process of obtaining building consent for alterations to the stage and storage areas.

Problems with maintaining the Post Office service in Room 2000 had been resolved with support from the Parish Council.

Terry King thanked all committee members for their help throughout the year.

5) **Election and appointment of Committee Members**

Mike Reeves requested to join the Committee but would need to be endorsed by the Parish Council if he were to represent the Council as an appointee. Mike was given a warm reception.

Terry King stated that all Parish Hall committee meetings were open for the public to attend.

Terry K went on to propose a 'block' vote for the General Committee - all committee members present were in agreement.

It was assumed that Di McGahran would continue as an appointee for the Church.

6) **Election and appointment of Committee Members**

- a) John Stainer proposed Terry King as Chairman and was seconded by David Maidment.
- b) David Ayre proposed John Stainer as Vice Chairman and was seconded by Terry King.
- c) Terry King proposed David Ayre as Treasurer and was seconded by Ronnie Maidment.
- d) David Ayre proposed Keith Oades as Booking Clerk and was seconded by David Ayre
- e) Veronica Maidment proposed David Maidment as Secretary and was seconded by Vanessa Hunt.
- f) Vanessa Hunt proposed Gaynor Isaac as Catering Supervisor and was seconded by Ian Davis.
- g) David Ayre proposed Westcotts as our Auditors and was seconded by Terry King.
- h) David Maidment proposed Ronnie Maidment as the Website Manager and was seconded by David Ayre.

7) **Review of Charges**

To be reviewed in April 2023.

8) **Risk Assessment Review**

David Ayre to complete Risk Assessment before Januarys Management Committee meeting,

9) **Safeguarding Policy**

To be reviewed before our February 2024 Management Committee meeting.

10) **Any Other Business**

David Ayre to get a quote from Josh Clarke for grass cutting.

The meeting closed at 7.19pm.