

SWANLAND VILLAGE HALL

MINUTES OF THE ANNUAL GENERAL MEETING held at the village hall on Thursday, August 22nd, 2019.

Present : Sheila Ireland (Chair and trustee)
Terry Phillips (Trustee)
Allan Quartermann (Trustee)
Margaret Corless (Trustee)
Keith Carpenter (Trustee)
Neil Bowerman (Trustee)
Colin Hill (Trustee)
Jan Rogerson (Trustee)
Marion Riley (Trustee)
Yvonne Dumsday (Trustee)
John White (Swanland resident)
Graham Latter (Swanland resident)
David Walker (Swanland resident)
Christine Walker (Swanland resident)

The chair welcomed everyone to the meeting and thanked them for attending.

1. APOLOGIES

Apologies were received from Martin Peel (trustee) and Paul Hopton (Parish Council representative and trustee).

2. MINUTES OF THE PREVIOUS MEETING.

The minutes of the annual general meeting held on Thursday, September 27th, 2018 were approved and the chair was authorised to sign them.

3. MATTERS ARISING

There were no matters arising from the minutes of the previous meeting.

4. CHAIR'S REPORT

The chair presented her report for the year ended December 31st, 2018.

The past year

Sheila was pleased to report that the hall had continued to fulfil the aims stated in the hall's constitution of improving the conditions of life for the residents of Swanland.

Bookings continue at a high level and all of our long term hirers have remained with us and continue to provide the bulk of our income. Short term bookings and one-off events remain at a good level although there was only one wedding this year.

Hire charges are constantly under review but they are raised slightly each year to keep pace with rising costs but they remain reasonable to attract and retain bookings.

The maintenance and improvement programme continued in 2018 and major jobs included refurbishment of the main hall floor and the replacement of existing lights with LEDs. The finances of the hall continue to be satisfactory overall. Total resources in 2018 were £43926 (2017 £46459) and total resources expended in 2018 were £44948 (2017 £46654) resulting in a loss of £1022 for the year.

The trustees policy on reserves is that monetary reserves shall be maintained equivalent to 6 months average routine revenue expenditure. At the financial year end cash balances amounted to £60009 (2017 £61408) which significantly exceeded the amount required by the policy.

CIO (Charitable Incorporated Organisation)

CIO (Charitable Incorporated Organisation) status was granted by the Charity Commission retaining the name Swanland Village Hall and was established on October 11th, 2018 becoming active on June 30th, 2019. The intention of a CIO is to mitigate personal liability for trustees and provides the benefits to registered charities without the complications and dual reporting duties of becoming a company.

Board of Trustees

In 2018 the only change to the Board of Trustees was the resignation of Pauline Calam.

Working parties

Through the year, working parties have been held at which the trustees and other volunteers carried out care and maintenance of the hall. New trustees and volunteers are always welcome to join the existing trustees.

Hallmark

In 2018 we were successful in the renewal of Hallmark 1 and 2 accreditation. We remain the only hall in East Yorkshire to have achieved Hallmark 3.

The future

Sheila stated that we are fortunate in having a loyal and committed team of trustees who work tirelessly for the good of the village hall and the residents of Swanland. New trustees are always welcome to join the existing team of trustees.

Sheila thanked the trustees, staff and volunteers for their continued support and all users of the hall for their loyalty and the care they take in maintaining this valuable facility.

5. ADAPTION OF TRUSTEE REPORTS AND FINANCIAL STATEMENTS

The trustees' report and financial statements for the year end December 31st, 2018 were received and discussed.

Margaret Corless (Treasurer) stated that there was nothing exceptional to report from the previous year. Income was down on the previous year but there had been large maintenance costs in 2018.

John White queried the room hire decline in 2018 and Terry Phillips explained that we had had 5 weddings in 2017 but only one in 2018 which explained some of the deficit. Overall 2017 had been a very good year for bookings but 2018 had only been an average year in line with 2016.

John White also asked if the rent paid by the library would be increased this year. Margaret Corless stated that we do not intend to increase the rent as public services have funding issues at the moment. There is a danger that if we increased the library rent, ERYC would cut the opening hours of the library and this could result in less revenue and therefore the rent will not be increased.

6. ELECTION OF TRUSTEES

Sheila stated this no longer applies as we are now a CIO. Under our old constitution trustees had to resign and be re-elected each year but under CIO (as from 11/10/18) trustees are given a set term, for example the chair has a four year set term. Therefore there is no longer a need to elect trustees at this or future AGMs.

7. ANY OTHER BUSINESS

Graham Latter stated that the village hall website is very successful and has had 32000 hits over the last 12 years which is the equivalent of 220 hits per month. It had been decided not to pursue a wedding page on the website although a brochure is available. Terry stated that our next booked wedding is in August 2020 although several people have been shown around the hall following enquiries on weddings.

Graham Latter also stated that the hall's bank details are shown on the website and he asked if this should continue. Margaret Corless stated that due to the risk of internet fraud the bank details should not be published on line and Graham Latter was asked to remove them from the website.

John White asked how the new cleaner and caretaker were settling in. Sheila Ireland stated that they have both settled in well but our relief caretaker Taff Jones has been advised by his GP to give up work and has therefore resigned and will leave us on September 6th.

The meeting closed at 7.30 pm.

Signed

Date