

**Garvestone Village Hall (New Build) Ltd**  
**Company No. 6847924, Charity No. 1148395**  
**Annual General Meeting – Minutes:**  
**11<sup>th</sup> October 2017 at 7.30 pm. in the Village Hall**

**Chair – Stephen Smith**

- 1. Present:** Stephen Smith (Chair), Liz Buckley (Treasurer), Dot Leeder, David Picken, Rev. Tim Weatherstone, David Cavalier, Judith Dobson and Mike Garrod. There were no members of the public in attendance.
- 2. Apologies:** James and Tamzin Garrod, Chris Picken, Terry Newman, Andrew Durrant.
- 3. Minutes of the last AGM 12<sup>th</sup> October 2016:** Proposed by Mike Garrod that these be accepted, seconded by Judith Dobson and approved by all present without any amendments.
- 4. Matters arising:**
  - General meetings were held on 11<sup>th</sup> January and 19<sup>th</sup> April 2017, but the July meeting was postponed.
- 5. Trustees report:**
  - The Chairman reported that hall bookings for activities and community events have increased, which on the whole have been well supported. The in-house Post Office has been replaced by a mobile van visiting once a week, which continues to provide a valuable service to the community. Net income is up, and while some costs have increased, it has been possible to set aside some further savings for future repairs.
- 6. Financial statements for the year ended 31<sup>st</sup> March 2017:**

The Treasurer presented a summary of the SOFA and Balance Sheet as follows:

  - A specified donation paid for repairs to the blinds.
  - Other donations included £900 from Sky, £50 from the Quilters group and £678 from the related charity (200 club profit).
  - Income from Hall hire and events increased to £15,883 (c.f. £13,385 in 2016).
  - Running costs increased slightly because of more cleaning hours and less wind payments to £11,608 (c.f. £10,243 in 2016).
  - Depreciation on buildings and equipment is a substantial element of costs. There were no additions, so fixed assets carried forward were £863,808.
  - Current assets were £10,924 (c.f. £5,633 in 2016). This includes £3,691 in the savings account.
  - Creditors due within 1 year were £347 (c.f. £413 in 2016), and £7,221 due after one year (c.f. £7,697 in 2016).

- These include the remaining loan balance owed to ACRE being paid back over eight years, and the loan/grant from Garvestone Charity Trust of £4,500 approved in 2013. As no request or any terms have been set for repayment and the money was spent as specified, it has been decided to treat this as a grant, and delete it as an outstanding creditor at the end of this financial year.

#### **Motion to approve the Trustees report and financial statements:**

These were proposed by Tim Weatherstone and David Picken, seconded by David Cavalier and approved by all present.

#### **7. Reserves policy - approved at the General Meeting in April 2017:**

- At the year-end, current funds amounted to £6,255.
- A further £900 to be transferred to the savings account, designated for future repairs.
- Funds were reserved for electrical work, decoration of the main hall and contingencies.
- Free reserves of £422 for kitchen improvements and £30 to be donated to Group News.

#### **8. Current financial position:**

- All large bills now paid, including insurance of £1,734 (up on last year due to increased insurance premium tax!).
- Reconciled balance at 30<sup>th</sup> September will be **£4,800**.
- Current balance of savings account is £4,597.

#### **9. Membership – to note resignations and appointments:**

- Helen Biro tendered her resignation from the company on 11/09/2017 but is happy to continue administering the community Facebook page with Tamzin.
- Les Smith tendered his resignation on 10/10/2017.
- No nominations for membership were received.
- **Register of members as at 11/10/2017:** duly signed as correct.

#### **10. Appointment or resignation of Trustees (Directors):**

- Dot Leeder was appointed as Director on 12<sup>th</sup> October 2016.
- Terry Newman stood down as Chairman on 23<sup>rd</sup> November 2016 and is resigning as Director at this AGM. Our thanks to Terry for his contribution.
- Stephen Smith was appointed Chairman on 24<sup>th</sup> November 2016.
- No directors are due to stand down this year. Liz will continue for one more year only.
- No new nominations for Director have been received.

### **11. Maintenance, repairs & replacements:**

- Repairs to the path lights have been carried out, plus additional side wall lights.
- Kitchen replacements ongoing, toilet seat repairs carried out.
- Hall floor refurbishment now scheduled for next summer – no current problems reported by David Cavalier.
- Lower walls of main hall need decorating: David Picken, Mike Garrod and David Cavalier will undertake. Cost of materials will be refunded against receipts.
- Concerns were raised about dirty cups being returned unwashed to the cupboards. As the hall is now booked every day, cleaning hours may need to be increased (Liz to liaise with Rachel). The bin collections have been increased from one bin to two bins once a fortnight, and a green Breckland bin is used for rubbish on the open space.
- Terry no longer seems to be carrying out testing of the fire points. It is suggested that Rachel takes over this task if she agrees.
- Stephen is arranging a trial of Wi-Fi equipment.

### **12. Committee events:**

- **Film shows:** David reported that Saturday showings have been less well supported than Fridays, and plans to revert to the 2<sup>nd</sup> Friday in the month from January 2018.
- **Open Village Show:** entries better including some children, but additional outside activities were not so successful. Profit £155, mostly from donations.
- Judging was by an RHS approved judge, but he failed to cut the cakes this year or taste any of the entries, which led to some concerns being raised by the competitors. More specification is requested next year!

### **13. Review of policies:**

- Unchanged policies were approved.

### **14. Insurance cover:**

- A rebuild survey is recommended every five years by our insurers to make sure we have adequate buildings cover. This is currently at £890,525, and is index-linked by 3.9% p.a. Liz will obtain advice.

### **15. Any other business:**

- A letter has been received proposing conversion of the playing field area to clusters of woodland and undergrowth for wildlife interspersed with paths. This would add interest to the area.
- As the land is currently in Trust as a Queen Elizabeth II National Playing Field, further discussion and community wide consultation would be needed before this could be implemented.

**16. Date of next general meeting:** Not discussed, but suggest Wednesday 10<sup>th</sup> January 2018.