

**Garvestone Village Hall (New Build) Ltd**  
**Company No. 6847924, Charity No. 1148395**  
**Annual General Meeting held on**  
**22<sup>nd</sup> October 2020 at 3.30 pm. in Garvestone Village Hall**

**Chair – Elizabeth Buckley**

**Present** Elizabeth Buckley (chair and treasurer, EB) Andrew Blake (secretary, AB) Dot Leeder (DL), James (JG) and Tamsin (TG) Garrod, Margie (MF) and Rob (RF) Fielding, Jonathan (JG) and Ruth (RG) Gooch

1. **Apologies** Rev. Tim Weatherstone, Margaret Jennings, Michael Garrod
2. **Minutes** of the last AGM, 23rd October 2019
3. **Matters arising:**
  - The Hall's AV system which has broken down several times recently hasn't been fixed yet. DL has talked to ? who will look at it
  - **Motion** to accept the minutes proposed EB seconded JG, carried unanimously
4. **Trustees' report** was presented by the Chair
  - A summary was be presented, but the full report is available on request, and can be viewed on the Garvestone Village Hall web site.
  - **Motion** to approve the Trustees report proposed TG, seconded RF, carried unanimously
5. **Financial statements for the year ended 31<sup>st</sup> March 2020:**
  - A summary of the SOFA, Balance Sheet and Reserves Policy will be tabled.
  - The full accounts are available on request, and can be viewed on the web site.
  - **Motion** to approve the accounts and reserves policy proposed MF, seconded JG, carried unanimously
6. **Current operational position** was reported by the Chair
  - The Committee has not met since the AGM last October due to lockdown.
  - The Directors have met informally to discuss the way forward. They decided against re-opening the hall before October.
  - Sanitising stations are in place, notices put up and a risk assessment has been drawn up and circulated to hirers. An NHS QR poster is on display.
  - Only the main hall and toilets are in use, not the kitchen or meeting room.
  - Extra time will be given to hirers to enable cleaning after use of the hall.

**7. Current financial position** was reported by the Treasurer

- No income was received during the first six months because of lockdown, but a grant of **£25,000** was received from Breckland Council in respect of Covid-19.
- Based on the rateable value of the bowling green, **£3,000** of this was donated to Whinburgh and Garvestone Bowls Club who had no income this year. (The funds have been spent on green upkeep)
- Expenditure was reduced during lockdown,
- Reconciled balance at 30<sup>th</sup> September 2020 is **£21,657**, and the balance of the savings account is **£4,683**, which is reserved for repairs.
- The Company will have to pay for repairs to the play area

**8. Membership – to note resignations and appointments:**

- Rob & Margaret Fielding were appointed members at the last AGM.
- Jon & Ruth Gooch are tendering their resignations as of today, but are happy to be members and to carry on until someone can take over if someone can please confirm their responsibilities/liability and someone to take over when they are away. MJ and RG to take forward
- A new bookings clerk will be needed in the medium term. Many thanks to Ruth for doing such an excellent job with bookings.
- We need to recruit new members!
- The Register of members as at 22/10/2020 was signed by the Chair

**9. Appointment or resignation of Trustees (Directors) and Company Secretary:**

- Margaret Jennings (MJ) was appointed Director at the last AGM.
- Stephen Smith resigned as Chairman and Director at the last AGM, but remains a member.
- EB will be resigning as Chair after this AGM, and as Treasurer on 31<sup>st</sup> March 2021. A new director is needed now, and MJ has offered to take over as Treasurer from next March.
- The directors and secretary will agree a new Chair at their next meeting in January.

**10. To receive and approve any nominations for appointment as Director**

- There were none

**11. Costs relating to Covid-19:**

- Sanitising stations, gloves and solutions have so far cost **£1,481**

**12. Maintenance, repairs & replacements:**

- Clearance of trim trail cost £408.
- Garden clearance cost £420.
- Shutter repair and new battery in the cloakroom cost £166.
- Path lights: RF to look into it, perhaps they are waterlogged and might need replacing

**13. Committee events:**

- None planned at present.

**14. Review of policies:**

- To approve unchanged policies.
- They were approved
- Covid risk assessment indicates that we should to replace roll with paper towels, and not to use hand dryers

**15. Web site:**

- Who will take this over? TG to ask [??];
- We need to integrate the website more fully with booking system
- School hasn't made its mind up about returning to regular use of the Hall

**16. Bookings:**

- Who will take over from RG? Already discussed

**17. Any other business**

- There was none

**The meeting closed at 4.30 pm**