

CHEARSLEY VILLAGE HALL TRUSTEES and MANAGEMENT COMMITTEE

ANNUAL GENERAL MEETING - Minutes

7pm 1st February 2024, Chearsley Village Hall

• Apologies

- Brenda Dormer and Ruth Holland send apologies
 - **Trustees Present:** Keith Turnbull (Acting Chair and Treasurer), Paula Johnson (Bookings Secretary), Venetia Davies, Ann Lee, Della Mitchener, Antonia Stratford, Ruth Holland, Margaret Morbey (Secretary).

• Declarations of interest and any other trusteeships. (The Charity Commission requires this declaration from trustees)

- Keith T stated he is also a member of Chearsley Parish Council
- Margaret M stated she is a trustee of the Chearsley Village Trust registered charity.

• APPROVAL of minutes of the last meeting of 5 Oct 2023 was made by email circulation.

• APPOINTMENT OF TRUSTEES AND OFFICERS. All current Trustees were invited to stand again plus any new nominees. The CVH constitution states there can be up to 13 trustees. We currently have 9. Keith Turnbull (Acting Chair and Treasurer), Paula Johnson (Bookings Secretary), Venetia Davies, Ann Lee, Della Mitchener, Antonia Stratford, Brenda Dormer, Ruth Holland, Margaret Morbey (Secretary).

- All current members were happy to stand as trustees for the coming year.
- There were no other volunteers who have come forward either in person or by email.
- **Therefore the current trustees were all re-instated for the year.**

• CHAIR'S REPORT – KT –the written report was circulated, discussed and no major points raised.

• TREASURER'S REPORT – KT - the written report was circulated and discussed.

- It was suggested that a good proportion of the £42k current balance should be kept in a higher interest account e.g. £15k-35k. This was voted on and unanimously agreed. **Action: KT to investigate and get approval of a specific proposal by circulation.**

• **BOOKINGS SECRETARY'S REPORT – PJ** – was circulated and discussed.

- Income to date has been roughly a 1/3 each for CHUF, regular bookers and ad hoc.
- We are losing a regular weekly booking – may need to look for a replacement.
- Lots of inquiries for children's tables and chairs but we will need space to be cleared from CHUF first or alternative storage space.
- Hirers often want to use the whole fridge at the weekend which often has Chuf food left in there – **KT to raise with Kasia.**

• **Approval of Yearly Accounts by Trustees for submission to Charity Commission**

- The 22/23 accounts and external examination letter were circulated by email beforehand to trustees for any questions in advance. There were no issues raised.
- Alex How has reviewed and given a signed letter stating they are satisfactory. This was also circulated to the Trustees ahead of time.
- A formal vote was taken in the meeting which unanimously approved the accounts. **Action: KeithT to submit accounts to the Charity Commission.**

• **Introduction of a part time Building manager Kevin Dennington (Keith/Kevin D)**

- Kevin started in December 2023. He undertakes weekly checks and any essential maintenance noting everything in a live to-do list which is updated online in the shared G drive. This normally takes about an hour per week. This is on a fixed hourly rate plus any materials.
- Current issues
 - i. Roof leaking in the loft space when heavy rain. Appears to be coming via solar panels. Need to look at who fitted the panels and then get them to look. **Action: Kevin to follow up with original panel installers and our current roofer to progress inspection and repair.**
 - ii. Major concern is outside slabbing – moisture is getting between and under the slabs and freezing. Currently maintaining these on as need be basis. **Action: KD will get a quote for re-grouting the whole set of slabs outside the front entrance.**
 - iii. Some internal LED light strips ideally need replacing. **Action: KD/KT**

- The loft hatch now has a counterbalancing mechanism fitted by Kevin so that it no longer can drop down suddenly thus removing a potential hazard.
- The trustees recorded our thanks to Kevin for his achievement in improving the health and operation of the hall significantly in such a short period.

• **Storage arrangements for CHUF, plant room and in loft space**

- Solutions will be looked at to increase access to plant room and reduce clutter inside entrance hall outside active CHUF hours for general use. An audit of the shipping container will also be considered. **Action KD**
- A proposal for the better organisation of loft space is needed including space for CVHS. **Action KD**

• **Improving built in Audio-Visual capabilities discussion.** The WI noted that they had had no current issues as external presenters bring their own projectors and project onto the partition wall. KT said that maybe having a modern small, portable yet powerful projector for village use at less than £1k might be a good investment. **Action: KT to investigate further and circulate suggestions.**

• AOB including matters raised from the general attendees and by email.

- **Hall Chairs.** There was a request to look at replacing the current heavy hall chairs with much lighter, yet still comfortable, washable chairs. **Action: Della, Anne to suggest alternatives.**
- **Availability of the hall for local use.** John Lewis, from the floor, was concerned about potential availability for ad hoc village bookings. The trustees noted that nobody had raised a direct concern certainly over the past two years. A regular booking has already been moved from Sat mornings to allow the hall to be available all weekend. It was noted Walnut is almost always free to be booked during weekday evenings and is not in fact booked most weeks, so perhaps there may not be as much a potential issue as imagined. Where there was a need for the use of Chestnut, then direct negotiation with a regular hirer to swap to Walnut was usually possible. **Action: Paula/Antonia to ensure it was obvious that Walnut could be booked.**