



# East Worlington Parish Hall

Charity Number 267969

## EAST WORLINGTON PARISH HALL MANAGEMENT COMMITTEE

### Minutes of Annual General Meeting

Held on Thursday 13<sup>th</sup> May 2021 @ 7.30 pm

Via Zoom due to Covid 19 Restrictions

#### 1. Meeting opened by the Chair

Steve welcomed everyone to the meeting and he explained the AGM procedure and committee structure.

#### 2. Present and Apologies:

**Present:** Steve Baber (Chair), Campie Hurst Bannister (Vice Chair), Maxine Difford (Secretary), Jonathan Harford, Liz Guppy, Sandy Haughton, Ray Bassingthwaighte, Mark Shipley, Philip Risdon, Maggie Good, Amanda Mastroddi, Lou Mastroddi.

**Apologies:** Angie Lunn, Brian Edwards, Nigel Sedgwick (Treasurer)

#### 3. Minutes of the AGM dated 14<sup>th</sup> May 2020:

Decision	Action
The minutes of the AGM held on Thursday 14 <sup>th</sup> May 2020 were approved and will be signed at the next meeting in July when face to face meetings can take place. <b>All in favour</b>	Steve

#### 4. Matters Arising:

There were no matters arising.

#### 5. Annual Trustees Report – Achievements of the Year:

A draft report was circulated prior to the meeting for comment. It was a quiet year as the hall was closed due to Covid. The final Trustees report will be available in the July meeting.

Decision	Action
Steve asked for comment from the Committee regarding the draft.	All to email Steve

#### 6. Treasurer’s Report:

Nigel advised that the past year has been extraordinary for all and not least the Parish Hall. The Hall has been closed throughout the entire year and all normal activities cancelled, thereby cutting off virtually all regular sources of income. Indeed, the only normal activity that has continued is the regular monthly draw. During the year all our normal expenses continued to be incurred, totalling [£5,910], presenting a major drain

on our resources. However, despite such an environment the Hall has prospered on account of the significant grants offered by the government in light of the restrictions imposed during the Covid-19 pandemic. These grants have totalled £18,335 and represent a significant income for the Hall, such that the year has left us in a substantially stronger position than we started, our net assets increasing from £25,418 to [£38,935]. It is, therefore, with some confidence that we can look forward to a stable future for the Hall, secure in the knowledge that we have a solid financial foundation.

Steve noted the significance of the grants and noted that our annual running costs of nearly £6,000 p.a was the minimum we should aim for in income each year.

The financial audit for accounting year 2020/21 to be completed by Sean Hartrey, and signed off by him. Many thanks once again to Sean

<b>Decision</b>	<b>Action</b>
Accept the accounts as a true record, with the proviso that the April total seems to appear twice and needs amending. Proposed: Sandy Seconded: Jonny <b>All in favour</b>	Nigel

<b>Decision</b>	<b>Action</b>
Thank you letter to be sent to Sean Hartrey once he has signed off the audit of accounts	Maxine (Nigel to advise when work completed)

The Committee extended their thanks to Nigel for all his hard work as Treasurer; particularly the extra effort required to achieve the Covid grants.

## **7. Honorary Secretary Report:**

- i. Maxine Difford continued in her role as Trustee and Honorary Secretary, providing effective and efficient administrative support for the Committee.
- ii. The past year has been unique. The hall was closed due to the pandemic and the committee had to meet virtually via Zoom, a new skill for most of us.
- iii. The introduction of the new online hall booking system is a useful addition but is yet to be properly tested in real time. It has been successfully used by parishioners renting tables and chairs during times when small outside gatherings were allowed and this small usage indicates we now have an easy and robust system to take bookings, update the calendar and keep records to enable efficient and timely invoicing.

## **8. H&S Report:**

- i. Due to the pandemic the Parish Hall has been closed to the Public for over 12 months.

- ii. During this period the monthly inspection and testing of the Fire Alarm System has been carried out. The fire extinguishers in the Hall have been serviced and maintained.
- iii. The Fire Safety Log Book has been updated on a monthly basis following inspections.
- iv. No issues have been raised and all is in working order.
- v. During the year a Defibrillator was purchased by the Parish Council and this was sighted on the outside of the foyer.

**9. Notification of Organisations Representatives:**

- i. **Parish Council** – Philip Risdon advised he has stood down from the Parish Council and will ask them to contact Maxine with information about the new representative. The Committee extend their thanks to Philip for his representation over the years and are pleased he will continue as a member of the Heritage sub-committee.
- ii. **Parochial Church Council-** Ray Bassingthwaite is happy continue this role for 2021/22. This to be confirmed at the next PCC meeting.
- iii. **East Worlington Primary School/Chulmleigh Academy Trust** – Angie Lunn will continue with this role for 2021/22.

**10. Election of Elected Trustees:**

All the Committee then stood down.

Decision	Action
The committee members were re-elected <b>All in favour</b>	

**11. Committee Volunteers**

Amanda and Lou Mastroddi to continue in their volunteering role including maintenance.

**12. Election and Appointment of Officers of the Committee**

Steve Baber (Chair)	Proposed: Campie Hurst-Bannister Seconded: Liz Guppy All in favour
Campie Hurst-Bannister (Vice Chair)	Proposed: Sandy Haughton Seconded: Mark Shipley
Nigel Sedgwick (Honorary Treasurer)	Proposed: Ray Bassingthwaite Seconded: Jonathan Harford All in favour
Maxine Difford (Honorary Secretary)	Proposed: Liz Guppy Seconded: Maggie Good All in favour

**13. Sub Committee**

The Sub Committees were reviewed.

- a. Conservation, Improvement and Maintenance Committee remains the same. Agreed membership: Steve Baber, Campie Hurst-Bannister, Jonathon Harford, Ray Bassingthwaighte
- b. Heritage Sub-Committee. Liz Guppy, Sandy Haughton, Steve Baber. (Philip Risdon Lorna Manton, Miya Bond and Gavin Manton to join this group)
- c. Community Programme Sub-Committee. Mark Shipley and Maggie Good joined Brian Edwards and Campie Hurst-Bannister.
- d. Business including: Finance, Administration, Publicity and Marketing, Communication. Steve Baber, Nigel Sedgwick, Maxine Difford.

**14. Date of Next AGM** Thursday 12<sup>th</sup> May 2022

The AGM ended at 7.51 pm