



# East Worlington Parish Hall

Charity Number 267969

## EAST WORLINGTON PARISH HALL MANAGEMENT COMMITTEE

### Minutes of Annual General Meeting

Held on Thursday 12<sup>th</sup> May 2022 @ 7.00 pm

#### 1. Meeting opened by the Chair

In Steve's final act as Chairman he welcomed everyone to the meeting and explained the AGM procedure and committee structure. He noted that the AGM was a time for reflection on the achievements of the committee; particularly the ten years it had taken to restore the hall to the standard it is today.

#### 2. Present and Apologies:

**Present:** Steve Baber (Chair), Campie Hurst Bannister (Vice Chair), Maxine Difford (Secretary), Nigel Sedgwick (Treasurer) Jonathan Harford, Liz Guppy, Sandy Haughton, Ray Bassingthwaighe, Mark Shipley, Brian Edwards, Maggie Good, Nigel Pankhurst, Amanda Mastroddi, Lou Mastroddi.

**Apologies:** Angie Lunn

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

Decision	Action
The minutes of the AGM held on Thursday 13 <sup>th</sup> May 2021 were approved. <b>All in favour</b>	

#### 4. Matters Arising:

There were no matters arising.

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

Additions to the draft report which was circulated prior to the meeting were suggested. The final Trustees report will be available in time for the Parish Council AGM on 26<sup>th</sup> May.

Decision	Action
Complete Annual Trustees Report	Maxine  Nigel P/Campie to present to PC

#### 6. Treasurer's Report:

This has again been a benign year for the Parish Hall finances with the Covid pandemic and associated restrictions dominating the year. The Hall remained closed for a substantial part of the year, reopening in the early part of 2022. Despite this and the rapidly rising costs of maintaining the Hall the finances have remained extremely solid, bolstered by two substantial Government grants to support such institutions through the

pandemic, leaving the Hall in a sound financial position going forward. The rising cost of living, particularly in utilities will undoubtedly have an impact on the Hall's finances going forward but given our strong financial position this will not exert undue pressure. The 2023 financial year has a number of promising fund raising events in the offing and the reinstatement of brunches continues to bring in solid revenue, so while the Trustees must not become complacent the overall position of the Hall remains sound.

Nigel suggested we should consider moving some of the money into longer term reserves for future maintenance costs. Steve noted that the Lease runs out in 2032 and perhaps the Trustee document should be renewed at that time.

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

Decision	Action
Produce a longer term budget plan and investigate where to most profitably invest.	Nigel
Check constitution regarding a Trust.	

Decision	Action
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:

Maxine Difford continued in her role as Trustee and Honorary Secretary, providing effective and efficient administrative support for the Committee.

#### 8. H&S Report:

With the relaxation of restrictions following the pandemic, the Parish Hall was again open for use. Protocols were put in place to ensure a safe environment. Monthly inspections and testing of the fire alarm system have been carried out along with the log book being maintained. The only issue was a re occurring fault showing on the alarm system. The problem was finally identified and corrected. Fire extinguishers have been serviced and maintained.

#### 9. Notification of Organisations Representatives:

- i. **Parish Council** – Nigel Pankhurst will continue in his role.
- ii. **Parochial Church Council**- Ray advised that he is standing down and Alice Rhodes will be joining the Committee as the PCC representative. The Committee extended their grateful thanks to Ray for all his hard work over the years.
- iii. **East Worlington Primary School/Chulmleigh Academy Trust** – Angie Lunn will continue with this role for 2022/23.

#### 10. Election of Elected Trustees:

All the Committee then stood down and Steve Baber advised he was not standing for re-election. Steve's outstanding service as Chairman for 11 years was noted, during which time the hall has been transformed from near derelict to the high quality building it is today. In large part thanks to Steve the hall will now be able to provide community events and support for generations to come.

Decision	Action
With the exception of Steve, 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

Mark Shipley (Chair)

Proposed: Maxine Difford  
Seconded: Maggie Good  
All in favour

Campie Hurst-Bannister (Vice Chair)

Proposed: Mark Shipley  
Seconded: Sandy Haughton

Nigel Sedgwick (Honorary Treasurer)

Proposed: Mark Shipley  
Seconded: Jonathan Harford  
All in favour

Maxine Difford (Honorary Secretary)

Proposed: Campie Hurst-Bannister  
Seconded: Sandy Haughton  
All in favour

#### 13. Sub Committee

The Sub Committees were reviewed and it was decided that they were no longer necessary now that the building work was completed. Future decisions between meetings can be effectively made via ad hoc small group meetings or internet technology.

#### 14. Date of Next AGM Thursday 11<sup>th</sup> May 2023.

The AGM ended at 7.30 pm with an official handover from Steve to Mark of the Keys to the Hall.