



East Worlington Parish Hall

Charity Number 267969

EAST WORLINGTON PARISH HALL MANAGEMENT COMMITTEE

Minutes of Annual General Meeting

Held on Wednesday 8th May 2024 at 7.00 pm

1. Meeting opened by the Chair

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

2. Present and Apologies:

Present: Mark Shipley (Chair), Campie Hurst Bannister (Vice Chair), Maxine Difford (Secretary), Jon Houghton, Julie Colquhoun, Angie Lunn, Sandy Haughton, Alice Rhodes, Brian Edwards, Maggie Good, Nigel Pankhurst, Jonathan Harford

Apologies: Liz Guppy, Amanda Mastroddi

3. Minutes of the AGM dated 10th May 2023:

| Decision | Action |
|--|--------|
| The minutes of the AGM held on Thursday 10 th May 2023 were approved. All in favour | |

4. Matters Arising:

The Financial matters arising are outlined in the supporting information included with the Treasurer's Report.

5. Annual Trustees Report – Achievements of the Year:

Mark went through the Annual Report (attached) and noted that the continued aim was to bring the community together, facilitating this by holding a range of events during the year from Pub Nights and the monthly Sunday Brunch to Talks on Gardening and Orangutans.

| Decision | Action |
|------------------------|------------------------------|
| Annual Trustees Report | Nigel P to present to PC AGM |

6. Treasurer's Report:

Jon presented the accounts for the year ended 31st March 2024, which have recently been completed by Sean. He outlined the main financial points, noting that although Income had increased, Expenses had also increased due to Improvements made to the Hall and increased running costs. Overall, there was a loss of over £3400.

£15000 is now invested in a one-year fixed rate bond, which will earn interest of around £950 and the CCLA account stands at over £7300.

The balance on the cash account fell due to cash payments made to the band at Riverside Rock and to Mary, the Hall's cleaner.

The Parish Hall expenses included the painting of the Hall, a new dishwasher, bike rack and laptop. A grant of £950 was obtained by Mark towards the purchase of the marquee. The heating costs were higher, although the timer is now more effective. The possibility of applying for Government grants to help with heating costs and other capital expenditure was discussed.

Jon noted that with higher expenses, it was important for the Parish Hall to retain as much of the funds raised as possible and suggested that future raffles should be in support of the Hall rather than other charities. Likewise with maintenance of the Parish Hall, it should be needed rather than desired.

A review of the Hall hire costs will be discussed in the following management meeting.

| Decision | Action |
|---|-----------------------------|
| Continue to monitor Parish Hall heating costs | Nigel to switch off heating |
| Look at available Government heating grants and for other capital expenditure | Mark |

7. Honorary Secretary Report:

Maxine Difford is stepping down from her role as Trustee and Honorary Secretary, and the Committee showed their appreciation of her longstanding effective and efficient administrative support for the Committee.

8. H&S Report:

Brian reported that regular monthly testing of the Fire Alarm System has been ongoing and a logbook maintained. Inspection of the Fire Extinguishers along with evacuation routes and signage, which are also done monthly, are in good order and in place. The Fire Extinguishers are serviced and maintained by West of England Fire Protection Ltd

As far as Brian is aware, there have been no entries in the Accident Book for the past 12 months.

9. Notification of Organisations Trustee Representatives:

- i. **Parish Council** – Nigel Pankhurst will continue in this role
- ii. **Parochial Church Council** - Alice Rhodes will continue in this role.
- iii. **East Worlington Primary School/Chulmleigh Academy Trust** – Angie Lunn will continue with this role.

10. Election of Elected Trustees:

There are seven elected Trustees, who all stood down. Maxine Difford confirmed she did not wish to stand for a further year and Julie Colquhoun has offered to stand as a Trustee and take over the role of Honorary Secretary. Nigel Sedgwick is also not seeking re-election as a Trustee.

| Decision | Action |
|---|--------|
| Mark Shipley, Campie Hurst-Bannister, Jon Houghton, Maggie Good, Jonathan Harford and Sandy Haughton were re-elected as Trustees and Julie Colquhoun elected. All in favour | |
| Maxine Difford, Amanda Mastroddi and Liz Guppy to be supporters of the Committee | |

11. Co-opted Trustees

Brian Edwards was appointed as a Co-opted Trustee.

12. Election and Appointment of Officers of the Committee

| | |
|--------------------------------------|---|
| Mark Shipley (Chair) | Proposed: Maxine Difford Seconded: Campie Hurst-Bannister All in favour |
| Campie Hurst-Bannister (Vice Chair) | Proposed: Mark Shipley Seconded: Nigel Pankhurst All in favour |
| Jon Houghton (Honorary Treasurer) | Proposed: Mark Shipley Seconded: Alice Rhodes All in favour |
| Julie Colquhoun (Honorary Secretary) | Proposed: Mark Shipley Seconded: Maggie Good All in favour |

13. Sub Committees

The Sub Committees were reviewed in 2022 and as noted on the agenda, it was decided that they were no longer necessary now that the building work has been completed. Future decisions between meetings can be effectively made via ad hoc small group meetings or internet technology.

14. Date of Next AGM Wednesday 7th May 2025.

The AGM ended at 7.39 pm.