



East Worlington Parish Hall

Charity Number 267969

EAST WORLINGTON PARISH HALL MANAGEMENT COMMITTEE

Minutes of Annual General Meeting

Held on Wednesday 14 May 2025 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), Julie Colquhoun (Secretary), Maggie Good, Sandy Haughton, Jonathan Harford, Brian Edwards, Alice Rhodes, Angie Lunn, Nigel Pankhurst,

Apologies: Jon Houghton (Treasurer), Liz Guppy, Amanda Mastroddi, Maxine Difford

3. Minutes of the AGM dated 8th May 2024:

Decision	Action
The Minutes of the AGM held on Thursday 8 th May 2024 were approved. All in favour	

4. Matters Arising:

Mark advised that the Parish Council are drafting a new lease agreement and as the lease and constitution are in the same agreement document, a new constitution document is required. This will be further discussed in the following Management Committee Meeting.

Nigel announced that he has resigned as a Parish Councillor with immediate effect and thus will no longer be able to be a Parish Representative and Trustee. He however wishes to remain as a supporter and attend the committee meetings as such.

5. Annual Trustees Report – Achievements of the Year:

Mark went through the Annual Report (attached) and noted that the Hall continued to be a hub for community events, bringing members of the Parish together. In addition to the Church and School, other groups using the Hall cover a wide range of interests, from History and Photography to Craft and Pilates. Other events are held during the year include the monthly Sunday Brunch and recently the VE Day exhibition.

The Hall has continued to be maintained, currently three windows are due for replacement, and it is hoped that these will be funded through a grant application. It is estimated that a new ridge for the roof will cost between £4000 and £5000 plus scaffolding, but this will not need to be replaced for several years.

Mark reported that during the year Jon had moved funds into high interest savings accounts and fundraising events continued to be held in the Hall, together with the monthly draw and raffle at the Sunday Brunch.

Decision	Action
Annual Trustees Report	Mark to present to PC AGM

6. Treasurer's Report:

Jon was unable to attend the AGM but provided the Trustees Report for discussion. Jon reported that the Hall finances had remained static over the last 12 months, with a small profit of £238.29, an improvement on the loss made last year.

Total expenses amounted to £14140.27, a reduction of £3437.54 on the previous year (£17577.81). Maintenance expenditure increased to £2644.53 from £1900.86 in the previous year, but there were significant savings in the day to day running costs, with a reduction in oil (heating) expenditure of £782.49 and £341.40 in utility costs. The lower BT and EDF (electricity) costs are due to the renegotiation of our contract.

Further to our investments, the £15000 Fixed Term deposit matured on 14th February 2025, with interest gained of £951.98. The funds have been re-invested for another year, although the interest rate is lower at 2.54%. The Lloyds current account balance at the year-end was £11300.94, a reduction of £703.43 on the previous year. The cash balance is static at £690.74. Cash is used to pay Mary, the Hall cleaner and the Riverside Rocks band.

Including the balance in our CCLA account of £7710.99, an increase of £363.97 on the previous year, the Hall has total funds of £35654.65.

The Committee gratefully recognised that maintaining the Hall's financial position has been largely due to the savings made by Jon to our running costs and it is thus important to consider all ways of improving our fundraising efforts through events and marketing the Hall as a venue.

7. Honorary Secretary Report:

Julie Colquhoun continued in her role as Trustee and Honorary Secretary, having taken over last year from Maxine Difford, who stood down after many years of excellent administrative support for the Committee and every effort is being made to continue that support.

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, and it can be confirmed that the annual Certificate of Inspection was issued on 23rd May 2025.

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 no longer continue in this role and the position is now vacant
- 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 and were re-elected.

Decision	Action
Mark Shipley, Campie Hurst-Bannister, Jon Houghton, Julie Colquhoun, Maggie Good, Jonathan Harford and Sandy Haughton were re-elected as Trustees. All in favour Maxine Difford, Amanda Mastroddi and Liz Guppy and Nigel Pankhurst 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: Campie Hurst-Bannister Seconded: Nigel Pankhurst All in favour
Campie Hurst-Bannister (Vice Chair)	Proposed: Mark Shipley Seconded: Sandy Haughton All in favour
Jon Houghton (Honorary Treasurer)	Proposed: Mark Shipley Seconded: Jonathan Harford All in favour
Julie Colquhoun (Honorary Secretary)	Proposed: Campie Hurst-Bannister Seconded: Alice Rhodes 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 13th May 2026.

The AGM ended at 7.29 pm.