

## LITTLE KINGSHILL VILLAGE HALL MANAGEMENT COMMITTEE

### Minutes of Annual General Meeting – 20 November, 2014

**Present:** Lindsay MacDonald (Chair), Teresa Clark (Booking Secretary), Les Giles (Treasurer), Chris Seagrave (Village Society rep), David Till-Hosier (School and FOLKS rep), Richard Yarrow (Trustee rep), Anne Edlin (W.I. rep), Sandra MacDonald (Village Society), Mauro Mortali (Chair of School Governors), Peter and Maggie Hubbard, Jenny Yarrow, Jane Doyle, Des Booker, James and Margaret Emery, Nick Vigart.

**1. Apologies** were received from Ian Mackey (Secretary), Grishma Sutaria (School Head), Gita Kadirgama, Susan Haig, Abbas Baghai, Tracey Girdler-Rogers, Alison Scott.

#### **2. Chairman's Report**

Presented by LM and attached separately as part of the Annual Report.

- LM thanked Committee members for their hard work throughout the year and excellent achievements, which have significantly improved both the facilities of the Hall and the services offered to hirers.

#### **3. Treasurer's Report**

LG presented his Income and Expenditure report and Balance Sheet for the year (attached)

- LG explained that the apparent loss of £660 was as a result of the extensive enhancement of the hall's audio and visual facilities during the course of the year.
- Following LG's announcement of his desire to step down from the role of Honorary Treasurer, LM and SM both commended LG for his excellent service to the Village Hall Management Committee over many years.

#### **4. Booking Secretary's Report**

Presented by TC and attached separately.

- Questions were raised over the tuning of the piano. RY tested the piano and confirmed that it was badly out of tune. TC to raise the issue with the piano tuner. **Action TC**
- LM suggested a review of the hall's booking cancellations policy (see minutes of 20/11/14 committee meeting).

#### **5. Secretary's Report**

Presented by LM in IM's absence and attached separately.

- LM stated that IM was already proving a great asset to the committee in the role of Secretary
- SM suggested that the Hall Caretaker, Jane Doyle, should be involved in the risk assessment process. **Action IM**
- JD suggested that a safety gate, or similar, be fitted to the stage steps in order to prevent young children gaining access to the stage. It was agreed that this 'risk' item would be added to the agenda of a future committee meeting. **Action IM**

## 6. Maintenance Report

Presented by DTH and attached separately

- SM raised the issues of the light at the car park gate needing adjustment and the crack in the committee room wall. **Action DTH**

## 7. School Liaison Report

Presented by DTH and attached separately

- MM suggested that another liaison meeting be organised between the Committee and senior School representatives early next year. **Action DTH**
- JD requested that the matter of parents parking in the hall car parks after school hours be raised with the School. **Action DTH**

## 8. Trustees' Report

Presented by RY

- LM responded that the committee is grateful for the continued support of the Trustees.

## 9. Election of the Committee

Re-election of the existing members of the Committee was proposed by Sandra MacDonald and seconded by Peter Hubbard. The new committee was elected as follows:

### COMMITTEE 2014-15

Chairman:	Lindsay MacDonald
Hon. Treasurer:	Les Giles (until a replacement is found)
Hon. Secretary:	Ian Mackey
Booking Secretary:	Terresa Clark
Maintenance:	David Till-Hosier
Trustee reps:	Trevor Darley, Richard Yarrow
Parish Council:	Les Giles (considering his position)
Women's Institute:	Anne Edlin
LK Village Society:	Chris Seagrave
School Liaison:	David Till-Hosier

- Les Giles has given notice of his desire to step down from the position of Treasurer and will consider remaining on the committee as the Parish Council rep, but will ask other members of the Council if they wish to replace him.
- Pauline Prior has stood down as a W.I. rep.

## 10. Appointment of Auditor

It is understood that Nick Hansell is happy to continue in the role.

## 11. Any Other Business

- JY suggested that GM (School Head) be present in the hall car park, occasionally, after school, to dissuade parents from parking there. DTH to speak with GM and request a relevant item in the school newsletter. **Action DTH**
- TC requested the school staff move their cars from the Hall car park after 4pm. **Action DTH**
- SM requested that the new fence between the Hall and the adjacent new house should be erected as soon as possible. LM to speak with the builder. **Action LM**
- LM informed the meeting that the replacement of the ornamental trees, in the grass verge at the edge of the car park, is planned to take place during the next few weeks and requested volunteers to help with this task. **Action LM**

The meeting closed at approximately 10.00pm. The minutes were taken by David Till-Hosier.

**Next AGM:** Thursday 19 November 2015