

# **LAWHITTON VILLAGE HALL AGM MINUTES**

**Lawhitton Village Hall 9<sup>th</sup> January 2023  
20.00 hours**

## **Minutes**

**Meeting opened at 20.00**

**Present**

**Chairperson- Lorna Hunt**

**Vice Chairperson- Mike King**

**Secretary- Cara Russell**

**Treasurer- Helen Bailey**

**Members of the public present – Anne Reeves, Caroline King,  
Alex Grose, Mandy Downing, Lucy De Glanville.**

**1. Apologies for absence**

**Pippa Holmes**

**Jeff Sawyer**

**Glenda Sawyer**

**Rosie Strong**

**Debbie Moses**

**Vicki Knights**

2. Minutes of previous AGM were read out by Lorna Hunt and agreed by all present.

3. Chair's report – read by Lorna Hunt (see attached document)

4. Financial report. Read by Helen Bailey (see attached document)

5. Adoption of reports.

6. Funding application update relating to the Shears Barton Wind Turbine.

Update from treasurer Helen Bailey- We have reached the second stage in the application process and the application has met the required criteria so far. Caroline King asked the committee questions regarding what the total amount of funding available from the fund was this year- the committee were unable to give a definitive answer so suggested forwarding Paul Martin any questions not directly related to the hall. Helen Bailey suggests the parishioners request that the parish council invite Paul Martin to a meeting to discuss the fund and to answer questions.

7. AOB – Alex Grose gave an update on the Website. It's now ready to start using and will require some further tweaking as it becomes used. Alex will pass relevant passwords and information to the Secretary. The Committee thanked Caroline King and Alex for working on this project for the hall.

8. All current committee members stood down followed by election of committee and new officers.

- Chairperson, Mike King - proposed Cara Russell, 2<sup>nd</sup> Lorna Hunt.
- Vice Chairperson, Alex Grose- proposed Caroline King, 2<sup>nd</sup> Lorna Hunt.
- Treasurer, Caroline King- proposed Cara Russell, 2<sup>d</sup> Alex Grose.
- Secretary, Cara Russell- proposed Helen Bailey, 2<sup>nd</sup> Caroline King.

9. Mike King thanked everyone for their efforts on the committee, past and future. Next meeting arranged for Monday 23<sup>rd</sup> January at 19.30.

**Meeting Closed 21.00**

AGM  
Monday 9th January 2023

Since assuming the position of chair in July 2022, the process of understanding the roles of the trustees and the management committee became a little blurred, but we got there in the end.

Reading through our governing documents there needs to be 4 trustees and 6 members of a management Committee. The management Committee run the hall and should financial decisions be required ; this will need approval over a specified amount from the trustees stated on the constitution.

There appeared to be no constitution in place other than a mission statement and this has been rectified, which was needed for us to be able to apply for the grant funding for the low carbon fund.

Trustees' indemnity insurance has been obtained to cover those taking on the role, this covers claims that are not covered by the standard insurance up to £250K, this was not in place and was a concern.

Grants have been applied for to the low carbon fund, eight in total for different areas. These were done individually to ensure that if one part of the project was not passed then some may be. Plans are to change the bathroom arrangements to incorporate a disabled toilet which is currently not available and allow for storage room, repair drainage issues and repair walls around the building, change kitchen layout to incorporate the fridge and cooker. Soundproofing the main hall to reduce the echo, which includes roof, walls and replacement curtains with sound reducing backing that meet fire regulations. Replace windows at the rear of the property and make the main door entrance disabled friendly.

A community chest grant from our local county councillor was approved and we have been awarded £300 towards a purchase of a cooker for the kitchen.

The hall also had no performing rights licence to cover all events we hold, some things did not require the licence but several did. This will be required to be renewed annually.

Thank you to all those who have volunteered their time to support events, cleaning rotas, meeting with tradesmen and setting for bookings during this time. We are all volunteers and it only works with a team and your time has been very much appreciated.

Your faithfully  
Lorna Hunt

#### TREASURERS REPORT

AGM - LAWHITTON PARTSH HALL 9,1,23

Having taken over part way through the financial year and still not being at the end of the current financial year I present the report to date.

The financial year for the Charity is April to March and I will therefore complete a set of handover accounts for the new Treasurer and have them signed and approved independently as was done for me from the previous Treasurer.

The AGM for the Trustees should normally take place in January and the AGM for the Hall Management Committee should normally take place after March 31st and I would recommend this should be the way forward. This is also stated in the new constitution adopted. I attach copies of the updated constitution for your information.

The Trustees should be a separate committee to the Hall Management Committee, but Trustees can also be members of the Management Committee.

Total Income so far this year is 84222.77 and Expenses are 82034.82 profit for the year so far is 82187.95.

The opening balance as at L.4.22 was £2099.09. Total funds in the account is £4287.04.

The hall has increased its bookings during the period since July 2022 and there have been an increase in fundraising events and donations to the hall from events held, which is a huge positive, that the hall is benefitting the community which is what it is there for and ensures there is money available for ongoing maintenance and running costs and new and replacement equipment. The Misc Income is advertising for the website which has been planned for the Hall, with hopefully a booking system and diary included as well as promoting events that are taking place, which can only benefit the Hall going forward.

Extra expenses this year were the purchase of Trustees Indemnity Insurance and Performing Rights Licence which were not in place and were needed.

Grant funding has been applied for to cover updates and to meet legal requirements needed for the building, having spoken to The Low Carbon Fund earlier today I have been advised the grant process approval is underway and we have reached the second stage. It is hoped we will know the outcome and hopefully our success in the next 6 weeks if not sooner.