

Minutes of Ibberton, Belchalwell & Woolland Village Hall Annual General Meeting
held at Ibberton, Belchalwell & Woolland Village Hall
on Tuesday 7th February 2023 at 7.45 pm.

Present: Mrs H Yeatman, Chairman of Trustees, Mrs A. Newman, Secretary, Mr J. Franklin, Miss. B. Courage, Mrs B. Simpson, Chair of the Committee, Mrs J Holdsworth Mr. O. Yeatman, Miss C. Lodder, Mrs. M. Leamon, Mrs Lydia Wurfbain. Apologies Lynn Dean, Mr A Constable, Mrs J Kendal, Mr A Glover

<p>1. Apologies & Welcome</p>	AN
<p>Apologies were received from Lynn Dean, Andy Glover, Andrew Constable</p>	
<p>2. Minutes of the last AGM, 6th September 2022</p>	
<p>The minutes were approved and signed as a correct record.</p>	
<p>Proposed: BS</p>	
<p>Seconded: JF</p>	
<p>3. Matters arising</p>	
<ul style="list-style-type: none"> • CCLA account update - later in this meeting • Policies updated - later in this meeting 	
<p>3. Trustees Chairman's Report: - resignation of Derek Old, Chairman of the Trustees - those present express their thanks to Derek for all his commitment to the Village Hall, as committee member, Chairman of the Trustees (since 2002) and Hall committee (until February 2012) Treasurer and Bookings secretary From February 2011 until Feb 2022) 60 years of service to the community</p>	HY
<p><i>Mrs Lydia Wurfbain has kindly accepted to take Derek's place and is aware of the responsibilities of the office - the Trustees have elected Mrs Helen Yeatman during the Trustees Meeting as the new Trustee chairman</i></p>	AN
<p>4. Secretary's report</p>	
<ul style="list-style-type: none"> • Christmas party - lovely party thank you Annette & Mary for organising it 	
<ul style="list-style-type: none"> • The Wonderful Villages Awards? - no news yet? 	
<ul style="list-style-type: none"> • Review Policies in line with Hallmark Guidance 	
<p>http://www.ibbertonvillagehall.co.uk/Documents/</p>	
<p>DOCUMENTS</p>	
<p>Hiring Agreement Residents</p>	
<p>Hiring Agreement General</p>	
<p>Standard Conditions of Hire Policy</p>	
<p>Useful Information for Business</p>	
<p>Schedule of Special Conditions of Hire</p>	
<p>Risk Assessments</p>	
<p>Accessibility Checklist</p>	
<p>Health safety and Hygiene Policy</p>	
<p>Accident Form</p>	
<p>Fire Emergency Policy and Procedure</p>	
<p>Fire Risk Assessment</p>	
<p>Fire Safety Risk Assessment</p>	
<p>Equal Opportunities Policy</p>	
<p>Acceptable Use of the Internet Policy</p>	
<p>Child Protection Policy</p>	
<p>Hire of Furniture</p>	
<p>Environmental Policy</p>	
<p>Key Hire Agreement</p>	

Information Sheet
Data Protection Policy
Financial Policy
Wi-Fi Terms of Use Policy
Trustees Policy
Bookings Policy
Adoption of Policies: Proposed BS Seconded JF

4. Treasurer's Report

- Approval of Accounts for year ended December 31, 2022
Operating surplus of £444.70
CCLA deposit account - interest account now paying 3.62% = £22 per month
Electric Contact for two years (May? 2022) below the price cap - will receive £200 from government as relief on oil payment
- Appointment of Independent Examiner - Graham Dykes has agreed to conduct this for 2023 accounts - *Janet will arrange for a bottle of wine for a thank you*
- Approve proposed wording amendments to Financial Policy - policy updated to reflect changes (see Document folder for financial report & accounts 2022)
- Planned expenditure for 2023 - later in meeting
Approval for Accounts Proposed LW Seconded HY

JH

5. Bookings Report

- An electronic booking system is shared between Treasurer and secretary in google online documents (complemented on by the Independent Examiner) in conjunction with the online google calendar
- Regular hirings - parties, meetings, Stretch and Tone, Pilates, church, etc Training venue for Koru, Affinity Trust, Rose Engineering

AN

6. Maintenance report.

- Fire extinguishers - checked in January 2023
- Safely lighting check / smoke detector log - monthly
- PAT test - visual inspection of electrical equipment all will be checked at 6 yearly electric check (24/2/2021 last checked)
- Inventory hall equipment - written off / new items - chair trolley, table trolley, 4 large tables, Blue Fabric Chairs 9, Red Chairs 16, Dark Grey Chairs 13, 2 blue chairs, table top deep freeze, blue large notice board
30 older chairs now extra - keep we have space in the shed and useful for large events
Jason has very kindly strengthened the front door joint nearest to the door frame with a metal plate - the door sometimes gets blown wildly by the wind! The back door came off its strainer and blow on to the window ledge damaging the frame. The strainer needed attention which Jason also repaired.

8. Adoption of Trustees Policy 'The role of members of the volunteer management Committee, the trustees of Ibberton, Belchalwell & Woolland Village Hall Policy'

<http://www.ibbertonvillagehall.co.uk/gallery/Trustees%20Policy.pdf>

Proposed BS Seconded JF

9. Election of Village Hall Committee members - *we are sad that Kay & Derek Old have resigned due to ill health, Kay will continue to support food events.*

Please can you approach people to join the committee especially

Woolland? Please encourage your neighbours?

All present agreed to stand on the committee

Meeting closed at 7.15pm