

**Minutes of Ibberton, Belchalwell & Woolland Village Hall Annual General Meeting**  
held at Ibberton, Belchalwell & Woolland Village Hall  
on Tuesday 6th February 2024 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 J Kendal Apologies Lynn Dean, Mr A Constable, Mr A Glover Mrs. M. Leamon, Mrs Lydia Wurfbain

<p><b>1. Apologies &amp; Welcome</b>  Apologies see above</p> <p><b>2. Minutes of the last AGM, 5<sup>th</sup> February 2023</b>  The minutes were approved and signed as a correct record.  Proposed: CL  Seconded: BC</p> <p><b>3. Matters arising</b></p> <ul style="list-style-type: none"> <li>• CCLA account update - later in this meeting</li> <li>• Policies updated - later in this meeting</li> </ul> <p><b>4. Trustees Chairman's Report: HY</b>  In 2023 the hall was fortunate in being awarded a National Lottery Community Grant which is now being used in this meeting. Film shows now take place, both family during half term and adult, one in the autumn and spring. This is part of our charity objective to provide events that bring the community together. The film shows cover the cost of hiring/licence to show and also because the hall is able to take advantage of the new alcohol licence to have a bar. The hall now owns 98 tumblers and 96 wine glasses which means we can purchase alcohol from various places and sources keeping the prices down. These glasses are now available for hire.  During the summer BBQ Derek Old, former trustee, chairman, treasurer and bookings secretary was presented with a hardwood bench with plaque which is now under the HolmOak tree on a surface kindly installed by JF.  JF, JH &amp; AN were thanked especially or all their hard work over the year.</p> <div style="background-color: #f4d03f; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">June 2023  Presented to Derek Old M.B.E.  for his outstanding &amp;  selfless contribution to the Village Hall</p> </div> <p><b>4. Secretary's report</b></p> <ul style="list-style-type: none"> <li>• Christmas party - only a few people attended thank you BS who helper AN while ML was recovering from a knee replacement - try a party with film in late November/early December</li> <li>• Review Policies in line with Hallmark Guidance  <a href="http://www.ibbertonvillagehall.co.uk/Documents/">http://www.ibbertonvillagehall.co.uk/Documents/</a></li> </ul> <p><b>BOOKINGS POLICY</b>  Hiring Agreement Residents  Hiring Agreement General  Standard Conditions of Hire Policy  Useful Information for Business  Schedule of Special Conditions of Hire  Key Hire Agreement  Information Sheet  Hire of Furniture  Complaint's policy and procedures  Bullying and harassment policy and procedures</p>	<p>Follow up</p>
---	------------------

## HEALTH SAFETY AND HYGIENE POLICY

Risk Assessments  
Accessibility Checklist  
Accident Form  
Fire Emergency Policy and Procedure  
Fire Risk Assessment  
Fire Safety Risk Assessment  
serious incident reporting policy and procedures

Equal Opportunities Policy  
Safeguarding Policy  
Environmental Policy

## DATA PROTECTION POLICY

Acceptable Use of the Internet Policy  
Wi-Fi Terms of Use Policy  
social media policy & procedures

Financial Policy

## TRUSTEES POLICY

trustee conflicts of interest policy and procedures

Campaigns and political activity policy and procedures  
Engaging external speakers at charity events policy and Procedures  
Adoption of Policies:  
Proposed OY Seconded BS

## 4. Treasurer's Report

- Approval of Accounts for year ended December 31, 2023  
Operating surplus with the bench purchase & installation deficit £319.16, without bench surplus £201.84  
CCLA deposit account - interest account now paying 5.1025% = £50 per month  
Electric Contact for two years (August 2022 new contract) increased by 40% - will receive £500 SSE Recovery Fund Payment from government as relief on oil payment for Charities  
Two replacement LED electric lighting tracks installed following failure of the originals installed in 2001 - All LED lights now installed in the hall.  
Replacement of bolts in the roof - bolts purchased  
96 Tumblers and 96 Wine glasses purchased - available for hire
- Appointment of Independent Examiner - Graham Dykes has agreed to conduct this for 2024 accounts - *Annette will arrange for a bottle of wine for a thank you*
- Changes to financial policies proposed:  
Approve use of a contactless device from Square to allow card receipts (but not payments) for fundraising events. The Square device is not a new bank account but links to the existing Village Hall current account at Lloyds Bank.  
Approve requirements that need to be met before refunds for fundraising or other hiring events are made. Suggested factors to

AN

include the following:

Cancellation occurs prior to the date of the event

Village Hall has not incurred costs in relation to the event.

Amend the invoice to reflect this -

N.B. Hiring cancelled: 1 month before charge 25% of fees . Within 1 month 100% charged.

Please refer to your hiring agreement for further booking terms and conditions.

Planned expenditure for 2023 - later in meeting

- Insurance company concerned about the advisory on the electric check due in 2026 - replace plastic meter box with metal ( plastic meter boxes might combust quicker than metal - the location situated in fire exit area). AN will ask for a quote to replace plastic meter box with metal to consider in following meetings

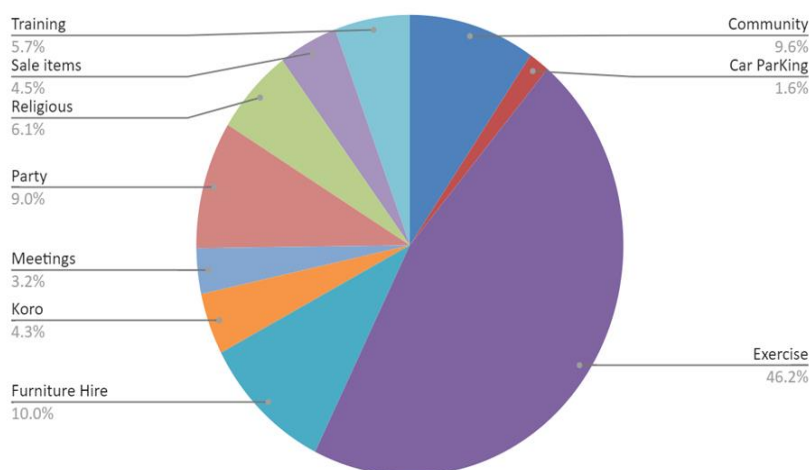
Approval for Accounts

Proposed JL Seconded SE

## 5. Bookings Report

- Regular hirings - parties, meetings, Stretch and Tone, Pilates, church, etc Training venue for Koru, Affinity Trust, Rose Engineering

SUM of Treasurer confirmation



6.

Bullbarrow Fellowship now have purchased a chapel near the leader's home - no longer going to hire

Koro have no plans to hire at the moment

Rose Engineering have booked of a course in May

Maintenance report

- Fire extinguishers - checked in January 2024
- 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 -

10 older chairs to be disposed of - try and sell otherwise give away  
JF has very kindly replaced the bolts on the roof overlooking the field and kitchen roof - the washers had degraded and water was leaking through the roof on to the wooden floor. All is dry at the moment. JF has repair of back door with a plastic sheet. The shed door is leaking  
OY is going to look and see if he has some share metal to keep the

AN

water away from the door.

AN will try again to treat the moss - used washing powder last year!

Adoption of reports

Proposed JH Seconded HY

6. Election of Village Hall Committee members

Please can you approach people to join the committee especially

Woolland? Please encourage your neighbours?

All present agreed to stand on the committee including people who had given apologies

Meeting closed at 8.15 pm