

Southwick & Widley D-Day Memorial Hall

Minutes of the Annual General Meeting – 4 July 2019

Present:

B Pound (Chair)
T Ling (Trustee)
A Taylor (Trustee)
E Pound (Treasurer)
P Bailey (Bookings Sec.)
C Watson (Minutes Sec.)
W Bailey (Maintenance)
B Lawrence (Lunch Club)
M Ling (Parent & Toddlers)
J Watson (Parish Council)
A Adams (Fund Raising & SS&SA)
L Atwell

1 Apologies for absence

S Brocklehurst (Vice-Chair & Church)
J Bailey (Priory Club)

2 Conflicts of Interest

Those attending were asked to declare any conflicts of interest – none recorded.

3 Minutes of previous AGM – 5.7.19

These had been unanimously agreed at 20.9.18 meeting.
For the purpose of the AGM JW proposed & TL seconded.

4 Chairman's annual report

BP reflected on a 'monumental' year with a number of landmark achievements. He thanked MB for drawing attention to a grant through WCC from The Leader Fund – supported by the EU – and JW for his successful efforts in applying for funds from that source; resulting in the complete insulation of the roof areas, installation of a heating & cooling system and a new commercial kitchen. All works were co-ordinated and completed in four weeks and BP thanked those who had both cleared and re-installed equipment and furnishings.

The kitchen is now compliant with the Food Standard Agency requirements, the eco-friendly heating system also provides air conditioning and further sound and temperature insulation has brought the whole facility up to the latest modern standards, without losing any of its character.

BP stated that part of the terms of the grant requires the generation of more business and to create employment. This will be achieved by using local suppliers ie: Golden Lion and Southwick Tea Rooms to provide quality locally made food. Marketing the hall is under development and there are plans to install Wi-Fi with conference calling.

Hirers are to be made aware that the heating & ventilation system is separate for each hall and needs to be turned on and off both before & after each use. Otherwise costs will rocket. Windows should not be opened when the air conditioning is on – the window key is no longer attached to the shop's keys.

BP expressed gratitude to the Southwick Revival team who made this project possible by providing substantial top-up funding. Over the years the group has provided an industrial cooker, AV equipment, chairs, hand dryers and new windows. He requested that members of the Revival team not present are made aware of the committee's sincere thanks.

CW & the Burns Night team were thanked for organising another splendid event; raising £903 for hall funds – which included the cost of cleaning the cooker ready for the new kitchen.

BP thanked AA for running a Golf Day, raising £1,005 for the hall. The event was well supported; in particular by AA's son-in-law Graham from Facilities Management (Southern) Ltd, who sponsored the event.

A public announcement of the AGM included an invitation for nominations to the Trustee Board. BP asked all present to think of who would be willing to stand for office as a number of the present incumbents had served more than one term and would prefer to stand down.

BP recorded sincere thanks to:

CW for organising meetings and keeping committee informed.

EP – longest serving co-opted member & treasurer for 17 years - who keeps the books in immaculate condition.

PB who does an excellent job managing the bookings.

WB who continues to keep the hall in excellent condition.

JW for his constant and successful help with grant applications.

MB for all the effort he puts into the Revival project, which has put Southwick firmly on the map.

AT for showing clients around the hall and working with WB to keep property in good shape.

Paul Osborne and the Village Shop team for handling the hall keys.

5 Treasurer's annual report

EP circulated her report for the year ending 31 March 2019.

Hirings for the year were slightly down at £20,000, compared with £22,000 for the previous year.

AT commented that this could be due to reserving a monthly weekend booking for the village.

The £114,000 Income for the year included donated funds from the Revival group and the cash advance from the Estate; to cover refurbishment works in advance of grant funds.

£13,000 had been paid as a deposit for the new kitchen. Deposits in accounts totalled almost £93,000 which would reduce to around £20,000 once grant funds are returned to the Estate.

The accounts were adopted: JW proposed, BL seconded.

6 Election of Officers

No nominations had been received for trustees. TL advised he would be standing down as a trustee in the hope that 'new blood' might come forward.

At BP's request WB was asked to take over from TL - *WB to consider.

In the meantime, the meeting was in favour of BP, MB & AT continuing as trustees.

BP was nominated to carry on as Chair – JW proposed, TL seconded – all in favour.

Position of vice-chair to be reviewed.

****Post meeting note: WB agreed to become a trustee.***

7 Compliance Trust Deed

To be reviewed once all positions confirmed.

8 Minutes of meeting held 14.3.19

Circulated prior to the meeting, the minutes were proposed by AT, seconded by JW and unanimously accepted.

9 General matters arising

a) Alarm costs/Wi-Fi – BP advised cost of Wi-Fi with conference calling facilities around £25 and this will be actioned once marketing plan is developed.

b) Solid wood interior doors – WB to establish costs. Suggestion that the Revival group might be willing to fund.

c) Driveway to hall/sewer – The drain causing problems is only a soak away and will therefore flood if overloaded. BP to ask Estate to incorporate into a drain.

d) Stage notice & clock – AT had sited a notice re time limit on music & instructions re turning off lights & setting the alarm. WB to organise digital clock above kitchen hatch.

e) New tables - JW suggested there might be grant funds available for new tables.

f) New leaflet - To be reviewed with MB.

g) Pictures for hall - TL & BP to consider pictures that might be available following the Revival event and it was suggested that small hall could feature the D-Day map as information for visitors. PB & CW felt that the main hall should be left a blank canvass for hirers to decorate in keeping with their events.

h) Flowers - WB was thanked for planting flowers at the front of the premises.

10 Refurbishment project

Project completed - Chair's report (item 4) refers. Grant monies received and funds loaned by Estate to be returned.

BP organising snagging with contractors.

Operation of air conditioning had proved challenging. JW suggested requesting from contractors a programme which would set levels for regular users, and asking them to train one of the committee to adapt settings for additional bookings.

11 Marketing strategy sub committee

Trustees had agreed to appoint L Atwell to help with first stage of promoting hall to local businesses. BP & LA to research targeted approach to specific business groups; rather than blanket advertising which might prove time-consuming in terms of enquiries.

Bearing in mind existing capacity once regular weekday bookings taken in to account, MB had suggested joint use and offering tiered hire charges for joint/exclusive use.

JW advised that the company listing venues for HCC & the local NHS had agreed to include the hall on their venues list which, for a commission, could be circulated to a wider audience. This would require daily monitoring and full details were available for LA.

12 Fundraising

AA's successful Golf Day had raised £1,005.

13 Treasurer's quarterly report

EP circulated figures for the period 3.3.19 - 3.7.19

Hirings for the period were up by £4,000 - PB pointed out that this could be due to advance payments.

The Revival Group had donated £2,500 towards costs of drains during the kitchen refurbishment and funds from the Golf Day had been received.

After finalising payments for the refurbishment project, accounts for the period were just over £20,000 in credit, but further costs of £6,000 would bring this down to £14,000.

14 Booking secretary's report

It was reported that occasionally the alarm had not been set, the dishwasher was sometimes not operating properly, there were no instructions re working the air con/heating and the sink draining board appeared to be malfunctioning. BP to review these points with contractors under 'snagging' for refurbishment project and to query with MB why bookings sec. was finding it difficult to enter some bookings on line.

The question of wedding charges being higher if booked as a package, rather than as separate days, was queried.

PB felt uncertain re her on-going position and was reassured that the new marketing programme would not affect her role.

15 Maintenance report

To enable rinsing of crockery etc., WB to organise fitting of spray rinse tap for the kitchen sink.
AT questioned if funds might be available to replace fencing to the front of the building.

16 Reports from Organisations

Church - No report

D-Day Revival - No report

Lunch Club - BL: Going well. Two new members from Boarhunt.

Parent & Toddler Group - ML: Numbers fluctuate and generally lower in summer months. Happy with new lockable cupboards.

Parish Council - JW: Following a function 12 hay bales had been left in the recreation ground. JW advised the PC was allowing 7 days for the removal of the bales; after which it would make arrangements for disposal and pass cost on to the hall.

An initiative had been taken to provide a legacy to the late Squire in the form of a round the village 'Robin's Walk'; involving the opening up of footpaths. Mark T had also suggested developing the Market Garden space, off Priory Road, as an arboretum for fruit trees and ultimately the production of craft cider.

The Estate had taken ownership of the woods around the old Priory and wondered if the community wanted to become involved in clearing-up the area.

Priory Club - No report

Spare Part Players – Nothing to report.

SS&SA - WB reported that HCC had granted £950 towards activities for village children and the Parish Trust had also provided £500; some of which will be used for the Family Fun Day on 26 August.

A Quiz is to be held on 11 July .

The Over 60s Tea is to take place on 6 October.

17 Any other business

Andrew White Kitchens: Trustees had agreed the company - which provided original plans and quotes for replacement kitchen but were not selected for the work - should receive a small compensation.

Village Hall montage: This had been removed from above the stage by a hirer and was in need of major repair. Additionally, following the refurbishment, it no longer fits in the space previously occupied. JW suggested calling for volunteers to update & redesign the montage. BP asked those concerned to approach the committee with suggestions.

Cutlery: There was concern that not all the cutlery had been returned following a hiring where some had been taken by the caterer. CW to organise stock check.

Contacts for hirers - Suggestion that a contact sheet listing DJs & caterers be included with hire contacts.

18 Date of next meeting

7pm on Thursday 17 October 2019 at the Hall.