

Cowfold Village Hall Management Committee

Minutes of Annual General Meeting held on Thursday 25th Feb 2016 at 1900

Present

John Chamberlin (Chairman), Kay Blackwell (Treasurer), Gill Martin (Cowfold Parish Council), Joan Baterip (Bowls Club), Jenny Baldwin (St Peters Church), Barry Sowton (Bridge Club), Linda Sowton (Welcome Club), Val Pender (Horticultural Society), Pat Parsons (WI) and David Precious (Secretary and Cowfold Football Club).

Apologies / Absent

Debbie Miles (British Legion Women's Section), Steve Miles (British Legion Men's Section) and Kit White (Weald Community Church)

Minutes of last AGM (held on 26th February 2015)

Agreed and signed as correct by the Chairman.

Matters Arising

None

Chairman's report

The Chairman's Report for the past year covered the following points relating to both the running of the Village Hall and the Pavilion:

a) The Village Hall

- ⇒ Re-pointing the outside brickwork
- ⇒ Re-decoration of the reading room
- ⇒ As part of the on-going refurbishment programme the replacement of the stage front panels for opening hinged doors has been instructed and should be carried out within the next few weeks
- ⇒ The construction of new under stage storage trolleys has been started and two will be installed after the stage front has been altered. These will be assessed to see if we should have another two made to ease the storage issues.

- ⇒ It is intended to construct new storage cupboards at the sides of the stage to accommodate the items currently stored in the cupboards in the passageway.
- ⇒ The passageway will then be cleared of cupboards and a new doorway to the stage will be constructed as the first part of the new kitchen project.
- ⇒ Installation of two new steel bunded oil tanks
- ⇒ New racks installed on the stage for the storage of chairs (please use)

b) The Pavilion:

- ⇒ Redecoration of the changing, main room, showers and toilets has been carried out by the football club. New access doors to the changing rooms have been installed. New antifreeze heaters have been installed in the toilets and new extraction fans in the showers. We are still waiting for the other refurbishment work to be carried out i.e. outside decoration, new front door & sill, new water heating system. These have all been instructed.
- ⇒ It is hoped that work on the new Pavilion will be started this year and drawings were available for members to see. Separately, the logistics of how the hirers will be accommodated while the construction of the building is carried out has still to be agreed.
- ⇒ Finally, an asbestos report was commissioned and obtained for both the Village Hall and the Pavilion. There are areas where asbestos has been identified and the management of these will be included in an asbestos plan currently being written.

The Committee thanked John for all the work he undertakes as regards the ongoing running and maintenance of the Village Hall and Pavilion.

Treasurer's report

Kay Blackwell handed out copies of the summary of the Village Hall year end accounts (to 31st December 2015). Once the auditor returns the "books" to Kay, a separate set of accounts will be prepared for the Pavilion and ready for our April meeting. Specific financial points relating to the Village Hall were highlighted:

- An overall two year comparison (2014 /15) showed a broadly similar position over the corresponding years.
- Routine maintenance / expenditure is broadly the same as the previous year.
- 2015 extraordinary expenditure was significantly greater (than 2014) and covered such items as oil tanks replaced and Reading Room redecoration.

- Property rental income is shown separately as is the bequest.
- In summary Kay stated it has been a very good financial year, the hire usage is at a satisfactory level and we are aiming for the kitchen improvements to be started as soon as possible,
- Helen Stanfield has kindly agreed to continue as our Auditor for the coming year 2015/16.

The Committee is extremely grateful to Kay for the amount of time and effort which she puts into her role and thanks her accordingly.

Appointed Committee Members

The 'representative' committee members are:

Gill Martin (Parish Council)

Debbie Miles (RBL Women's Section)

Steve Miles (RBL Men's Section)

Val Pender / Glynis Docker (Horticultural Society)

Barry Sowton (Bridge Club) - Also nominated as Vice-Chairman

Pat Parsons (Women's Institute)

Joan Baterip (Bowls Club)

Linda Sowton (Welcome Club)

Kit White (Weald Community Church)

Jenny Baldwin (St Peters Church)

David Precious (Cowfold Football Club and CVH Management Committee Secretary)

Independent Members

The independent committee members are John Chamberlin (Chairman) and Kay Blackwell (Treasurer). Note - there is a vacancy for one further elected member.

Any Other Business

None

Meeting Closed

1930 - Everyone was thanked for their attendance.