

Cowfold Village Hall Management Committee

Minutes of Annual General Meeting

Held in the Village Hall on Thursday 2nd March 2017 at 1900

Present

John Chamberlin (Chairman), Kay Blackwell (Treasurer), Jenny Baldwin (Elected Member), Barry Sowton (Bridge Club), Linda Sowton (Welcome Club), Eileen Precious (Horticultural Society), Pat Parsons (WI) and David Precious (Secretary and Cowfold Football Club).

Apologies / Absent

Gill Martin (Cowfold Parish Council), Joan Baterip (Bowls Club), Debbie Miles (British Legion Women's Section), Steve Miles (British Legion Men's Section), Dawn Jelley (St Peters Church) and Julie De Jager (Weald Community Church).

Minutes of last AGM (held on 25th February 2016)

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

Several major changes have been carried out:

- ⇒ New steel storage trollies have been installed under the stage
- ⇒ New doors have been fitted to the stage front
- ⇒ New storage cupboards have been installed on the stage replacing those in the passageway
- ⇒ New wing curtain tracks are being fitted on the stage and curtains will be ordered when the tracks are completed.

The next major project is the modernisation of the kitchen and stage access which will be started soon. The construction will take about 5 weeks and an end May (2017) date has

been targeted for the work to commence. All users will be advised of the non-availability of the kitchen area during this time although limited tea / coffee making facilities will still be available.

b) Pavilion:

It is hoped that construction work on the new Pavilion will be started this year, although final details of the plant room and kitchen have still to be finalised.

Treasurer's report

Prior to the meeting, Kay Blackwell had sent to all committee members electronic copies of the summary of year end accounts (to 31st December 2016) separated out between a) the combined Village Hall and Pavilion and b) the Pavilion on its own (as requested by the Parish Council). Kay also reported that, after this AGM, the accounts will be submitted to the auditor. Specific financial points relating to the accounts were highlighted:

- An overall two-year comparison (2015/16) for the combined accounts showed the overall surplus slightly higher in the year just finished.
 - Hire income for the Pavilion is quite higher than the previous year although this can be partly attributed to timing of payments.
 - Routine maintenance / expenditure is broadly the same as the previous year.
 - Property rental income is shown separately as is the bequest. The impending rise in the national minimum wage will only have a marginal impact on wage costs.
 - On enquiry, Kay confirmed that we are waiting to receive a response from the Parish Council regarding our offer of a grant of 5k to assist with the refurbishment of the Pavilion
- ACTION: GILL**
- In summary, Kay stated it has been a healthy 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 2016/17.

The Committee is extremely grateful to Kay for the 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)

Eileen Precious (Horticultural Society)

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

Pat Parsons (Women's Institute)

Joan Baterip (Bowls Club)

Linda Sowton (Welcome Club)

Julie De Jager (Weald Community Church)

Dawn Jelley (St Peters Church)

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

Independent Members

The independent committee members are

John Chamberlin (Chairman)

Kay Blackwell (Treasurer)

Jenny Baldwin.

Any Other Business

None

Meeting Closed at 1940, with everyone being thanked for their attendance.

JDP, March 2017