LANGSTONE VILLAGE HALL

ANNUAL GENERAL MEETING

MONDAY 22nd APRIL 2019 at 7.00pm

|  |  |
| --- | --- |
| **Present**  Carol Bryant (Chair)  Eric McKeand (Treasurer)  Ynys Edwards  Sue Bayliss (Canine Soc)  Heather Jones (Secretary) | **Apologies**  Jaron Lloyd  George Stone (Holism)  Mark Griffiths (LCC)  Ted Jeffery  Beccy Durman  Amanda Jones  Hilary Prest  Lorna Christensen |

1. **The minutes of the last Annual General Meeting** were approved.
2. **Chairman’s Report** (attached)
3. **Treasurer’s Report (attached)**
4. **Trustees: Jaron Lloyd**

**Ynys Edwards**

**Eric McKeand**

**Carol Bryant**

1. **User Group trustees:**

**Nominee for Holism Group**

**Sue Bayliss (Canine Society)**

**Mark Griffiths (LCC)**

**Lorna Christensen (Babes in the Wood)**

1. **Chairman** Carol Bryant

**Vice Chair** Ynys Edwards

**Treasurer** Eric McKeand

**Secretary & Booking Clerk** Heather Jones (non Trustee)

1. **AOB –** Mrs Jacqui Ford had offered a painting to be hung in the hall. More information to be obtained by Carol.
2. **AGM closed at 19:35.**

LANGSTONE VILLAGE HALL

TRUSTEES’ MEETING

MONDAY 22nd APRIL 2019 at 19:35

|  |  |
| --- | --- |
| **Present**  Carol Bryant (Chair)  Eric McKeand (Treasurer)  Ynys Edwards  Sue Bayliss (Canine Soc)  Heather Jones (Secretary) | **Apologies**  Jaron Lloyd  George Stone (Holism)  Mark Griffiths (LCC)  Ted Jeffery  Beccy Durman  Amanda Jones  Hilary Prest  Lorna Christensen |

1. **Apologies – as above**
2. **Minutes of last meeting approved**
3. **Matters arising** (not listed below)

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **Who** | **Update** | **Status** |
| Send Heather a copy of the hall licence | EM | Completed | Closed |
| Supply Heather with hall measurements | EM | Completed | Closed |
| Obtain quotes to replace external uPVC door to Annexe (to match Kennett Room) | EM |  | On-going |
| Add minutes and accounts to website | HJ |  | On-going |
| Contact regular bookers for class details for advertising on website and Facebook page | HJ |  | On-going |
| Seek out suitable grants for future works on hall | CB EM HJ |  | On-going |
| Seek decorating materials from local companies | JL |  | On-going |
| Liaise with Tony Ford re planter | EM | Planter is finished but installation not possible until exterior decorated | On-going |
| Purchase a new vacuum cleaner for the hall | EM |  |  |
| Obtain quotes for new flooring for Kennett Room | EM |  |  |
| Eric to work with Heather to develop auto-invoicing via Hallmaster. | EM HJ |  |  |
| Repair wooden ramp into the annexe | EM |  |  |
| Eric to assess e-learning resource from the insurer and forward link | EM |  |  |
| Obtain additional quotes for interior decoration | EM CB | Carol to forward quote to Heather and to contact other decorators if Glyn unable to complete work at Easter | On-going |
| Speak to builder re constructing storage units | EM |  |  |
| Replace timber strip across floor join with aluminium strip | EM |  |  |

1. **Treasurer’s report**

|  |  |
| --- | --- |
| Current account | 7,644 |
| Business account | 2,574 |
| **Total funds available** | **10,218** |

April is an expensive month for water rates, NCC waste costs, etc

1. **Booking Clerk’s report**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **New one-off bookings** | |  |  |  |  | |  | |
| **Date** | **Who** | **Event** | **Room** | **£** |  | **Paid?** |
| 23-Feb | Charlie Preece | Engagement Party | MH | £80.00 |  | Paypal |
| 26-Feb | Claire Bartlett | 1st birthday party | MH | £34.00 |  | Paypal |
| 26-Apr | Jessica Whatmore | Concert | MH | £17.00 |  | Invoice |
| 28-Apr | Lisa Jenkins | Party | MH | £34.00 |  | Paypal |
| 09-Jun | Christina Maynard | Party | MH | £34.00 |  | TBC |
|  |  |  |  |  |  |  |
| **New regular bookings** | |  |  |  |  | |  |
| **Date** | **Times** | **Who** | **Room** | **Event** |  | **Start Date** |
| Thursdays | 16:30-19:00 | Jessica Whatmore | MH | School of Dance |  | 07-Feb |
| 3rd Sunday | 11:00-14:00 | Grace Chamier | MH | Local Market |  | 17-Feb |
| Tuesdays | 16:30-19:00 | Rhi Gritten | MH | Street Dance |  | 05-Mar |
| Wednesdays | 20:15 – 21:45 | Louise Caldwell | KR | Single dog training |  | 06-Mar |
|  |  |  |  |  |  | |  | |

Heather raised the issue of whether a PRS Licence is required for hall in order for copyright music to be played at events. The online guidance states that commercial hirers such as dance teachers, fitness instructors, etc. must have their own music licence. However, it is not clear whether a licence is required for private party hire and shows. Heather to investigate.

1. **Maintenance/H&S Matters**

None

1. **Accidents/Security/Complaints**

Query re dog trainer on Weds evenings. Only I small Chihuahua – no hygiene concerns on part of trustees. KR key to be given to hirer.

First Aid kit had been stolen again. Replacement to be obtained and affixed to wall.

Heating controls had been switched to Constant. Users to be reminded not to touch controls other than additional hour buttons.

1. **Refurbishments / Improvements**

Quotes to be obtained for internal decoration and new flooring in Kennett Room.

No further contact had been received for solar panels.

MCC grant discussions re LED lights still on-going.

Method of fixing decorations in the hall needs to be devised. Heather suggested cup hooks under window cills.

Weeds and shrubs need to be removed outside building.

1. **AOB**

Canine Society had had reports that Daisy Dog Training had been using CS’s green mats. Heather to clarify.

1. **Date of next meeting**

3rd June 2019 in Main Hall at 7pm.

(Future meetings will take place on the first Monday of the month at 7pm in the Main Hall)

**ACTIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| Obtain quotes to replace external uPVC door to Annexe (to match Kennett Room) | EM |  | On-going |
| Add minutes and accounts to website | HJ |  | On-going |
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| Speak to builder re constructing storage units | EM |  |  |
| Replace timber strip across floor join with aluminium strip | EM |  |  |
| Investigate whether a Music Licence is required for private parties & shows | HJ |  |  |