

## **Topcliffe & Asenby Village Hall Annual General Meeting**

**Wednesday 12 May 2021 at 7pm.**

### **MINUTES**

Attendance: Andrew Eckersley, Tony Bruce, Peter Lowe, Judith Lowe, Nicola Wood, Doug Allen, Clare Feasby, Emily Collard, Malcolm Morley, Karen Morley

Apologies: Sarah Halshaw

1. Reason for holding of AGM online / approval of Charity Commission
  - Until lockdown restrictions lift on 17<sup>th</sup> May
2. Minutes of previous AGM – 1 October 2020 (matters arising)
  - No matters arising or outstanding
3. Chairman's Report
  - See appendix 1 titled Chairmans report
4. Treasurer's Report
  - See appendix 2 titled Treasurer's report
    - i. Copy of annual accounts – appendix 3
    - ii. Audit of Accounts
5. Annual Review of Constitutional & Operational Matters
  - Charitable Purpose
    - i. No changes
  - Constitution
    - i. No changes
  - Policies and other documents
    - i. Safeguarding for Trustees of Charities created – appendix 4
  - Financial Controls
    - i. No changes
  - Organisational Risks
    - i. No changes
  - Charity Commission
    - i. No changes
  - Hire Charges for 2021-22 (post-reopening)
    - i. No fee changes
    - ii. Free fee period until 31<sup>st</sup> December 2021 for regular users.
    - iii. Extend this to new user groups to encourage new regular hirers.
6. Bookings Secretary's Report
  - No bookings to report on
7. Hall Users' Reports
  - Playgroup regular hirer no longer using toys stored at Village Hall. Committee to decide what to do with them.

8. Election of Officers for 2021-22 (Chair, Treasurer, Bookings Secretary and Minutes Secretary)
  - Everyone remaining in current positions – appendix 5
  - Nicky Wood happy to help and possibly take over Bookings Clerk role.
9. Confirmation of Trustees and Committee Members for 2021-22
  - Jenny Bumby stepping down as committee member and trustee. She will remain as a helper.
  - Vacant position for Trustee taken up by Karen Morley
  - All other trustees remain the same
10. Implications stemming from closure due to Covid
11. Date of next AGM
  - May 2022

**THE AGM WILL BE FOLLOWED BY AN ORDINARY MEETING OF THE VILLAGE HALL COMMITTEE**