

## Topcliffe & Asenby Village Hall Annual General Meeting

Wednesday 7 May 2024 at 7.30pm.

### MINUTES

**Attendance:** Andrew Eckersley, Emily Collard, Tony Bruce, Linda Robinson, Karen Morley, Malcolm Morley, Anne-Marie Mulley, Richard Byas, Helen Fothergill, Sarah Halshaw, Linsey Payne, Jim Shaw, Geraldine Clifton

**Apologies:** Doug Allan, Christine Findlay

1. Presentations to retiring committee member Andrew Eckersley after 14 years of service. Nicky Wood will be thanked properly at a later date.
2. Minutes of previous AGM, 9 May 2023 – no matters arising.
3. Chairman’s Report – **see appendix 1**
4. Financial Report – **see appendix 2**
  - Treasurer’s report for period April 2023 to March 2024
    - The Committee is asked to:
      - Approve the Final Accounts, recognising that the External Review had been completed prior to the AGM and the Accounts given a “Clean” report - **approved**
      - Receive the External Examiners Report (tabled for Trustees to view at the Meeting) – **received**
      - Note the Financial Position and Future Forecasts and Risks of the Committees finances and be cognisant of these in decision making, particularly in relation to setting hire charges for 2024/25 and in the commitment of any further discretionary replacement/improvement schemes – **noted**
      - Approve the Outline Budget for 2024/25 – **approved**
      - Specifically Approve and increase in the Ringfenced Contingency Reserve to £15,000, to be reviewed annually at the AGM – **approved**
      - Approve an increase in the Cleaners Honorarium from £12hr to £12.60/hr (+5%) with immediate effect, reflecting the quality of work and duties undertaken and the inflation of c5% in the economy. This will cost an additional £63 per year and is included in the Outline Budget – **approved**
      - Approve the purchase of a small gift for the External Examiner in appreciation for his services (£30- £40) - **approved**
5. Election of Officers for 2024-25 (Chair, Treasurer, Bookings Administrator, Minutes Secretary). Agreement to elect create a new post and elect our first Vice Chair
  - Richard Byas is taking on the role of Chairman with Malcolm Morley becoming our first Vice Chair.
  - **See appendix 4** for listing of all new trustees and roles.
  - The roles of Vice Secretary and Vice Bookings Secretary are to be confirmed at the next ordinary meeting.
  - Welcome to all new members.

- The following appointments were made as Signatories to the Committees Santander Bank Account: Richard Byas (Chairman), Linsey Payne (Treasurer) and Christine Findlay (Vice Treasurer); each to have authority to act individually in operating the account with Linsey Payne as the Principal Operator and Contact for the Account.
6. Annual Review of Constitutional & Operational Matters – all reviewed and no changes made
    - Charitable Purpose
    - Constitution
    - Review of policies and other documents
    - Financial Controls
    - Organisational Risks
    - Charity Commission
    - Hire Charges for 2024-25 reviewed and new charges outlined in **appendix 5, below on page 3**
      - New rates come into effect from September 2024.
  7. Hallmaster Bookings Report – **see appendix 6**
  8. Confirmation of Trustees and Committee Members list for 2024-25 – confirmed **see appendix 4**
  9. Date of next AGM – May 2025

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

## Appendix 5

### Village Hall fee changes for 2024/25

<b>Rooms</b>	<b>Main Hall</b>	<b>Committee Rooms</b>
Regular activity user (clubs and classes) in main hall	£12	£6
Topcliffe/Asenby parishioner	£16	£8
Non-resident/parishioner – one off hires.	£32	£16
Parishioner's children's party	£16	n/a
Non-parishioner's children's party	£32	n/a
Parish Council meeting	Free	Free
Elections – day hire by council	£270	n/a