



**Minutes of Village Hall Management Committee: Annual General Meeting
Wednesday 26 March 2025 at 7.30pm**

Present: Mike Baker (MB) (Chair), Jack Calder (JC), Phil Davies (PD), Mark Kibble (MK), Linda Palmer (LP), Roger Wood (RW)
One member of the public was present.

Item		Action
1. Welcome	MB welcomed everyone to the meeting.	
2. Apologies	Bill Jackson (BJ), Neil Lecky Thomson (LT)	
3. Minutes of last AGM 2024	The minutes were approved and passed for publication on the GVH website.	
4. Matters arising from last AGM	There were no matters arising.	
5. Chairman's Report for year ending 31.12.24	<p><u>Summary</u> MB reported that 2024 was another quiet year. The Hall had remained fully open with no restrictions.</p> <p><u>Events and Issues</u></p> <p>The Hall had welcomed some new users, such as Community Jazz and pickle ball. Our insurers had insisted no inflatable equipment is allowed and we had amended our booking conditions accordingly. Some rubbish had been left in the boaters bins under the bridge, but the hirer responsible had been identified and required to remove it. It had been necessary to make a deduction from one hirer's deposit when the Hall was left in a poor state after a wedding.</p> <p><u>Trustees</u></p> <p>Emma Horwill had stood down due to family and work commitments. We now have vacancies for 2 new trustees. There had been no response to MB's appeal in GGN but he and MK would approach some possible candidates.</p> <p><u>Maintenance</u></p> <p>Nothing major had broken or failed in 2024. The ladies' toilet had been repainted. Improvements carried out included the</p>	

	<p>installation of the Jubilee tile wall installed in the garden and new Heatmiser thermostats. Plans for the new heating system were advancing, as explained below. Repairs had been made to the Bellême Room canopy, a couple of house lights, the front door and fire exit, and one gas heater. New speakers had been purchased for the PA system.</p> <p><u>Thanks</u> MB gave thanks to:</p> <ul style="list-style-type: none"> • The trustees for all their hard work and devotion • Emma Horwill for her contribution to the Hall • Jack Calder for his excellent minutes throughout the year • Bernard Novell for continuing to support the website • Bill Norman and Paul Carter for their help and flexibility during the year • All our users for their understanding and support • The friends of GVH • Our suppliers Colin Sylvester and Harry Denison for responding when we need them 	
<p>6. Treasurer’s report for year ending 31.12.24</p>	<p>The accounts are available as a separate document. MB presented LT’s report:</p> <p><u>Income</u></p> <ul style="list-style-type: none"> • Income was higher than last year - £42,256 compared to £38,807 in 2023. • During the year income from bookings fluctuated as expected – starting the year with a high volume of renewals in January, and each quarter seeing 1-2 months of modest volume followed by a high month. • Other significant income was £1,519 interest earned on a low-risk savings account in which capital reserves set aside for the planned heating project were invested. • No grants, bequests or donations had been received. <p><u>Expenditure</u></p> <ul style="list-style-type: none"> • As with 2023 we kept operational and maintenance expenses to a minimum. • Operational spend was £34,857 in 2024 compared to £28,515 in 2023. • Increases in spend resulted from inflationary increases as expected for caretaker and administration fees, utility costs, and cleaning consumables, higher licence fees due to the increase in bookings income, and capital expense on the new loudspeakers. • Overall, spend was £11,818 under budget due to: low capital and maintenance expenditure and a delay in the heating project consultation fees to 2025. <p><u>Bank Balances</u></p> <ul style="list-style-type: none"> • The positive bookings position, interest earned, and our careful management of expenditure allowed us to carry 	

	<p>forward a surplus of £8,918.</p> <ul style="list-style-type: none"> As a consequence, the cash in the bank increased and stood at £78,279 at the end of December 2024. <p>MB was grateful to LT for all his work and proposed that the accounts be adopted and forwarded to the Charity Commission.</p>	
7. Environmental Project	<p>MK explained that the heating systems in both the Main Hall and Bellême Room needed replacement with a more efficient and environmentally friendly system. User requirements had been specified and consultants engaged to advise on suitable systems to meet them. The Committee had carried out extensive research on the options identified, visiting locations where they were in use. The solution now agreed was to install external reversible heat pump fan units on the upper walls in the Hall and Bellême Room, condenser units at the rear of building, fan extractors in the ceiling for ventilation, and a centralised control. The consultants were due to provide detailed specifications next week, which the Committee hoped to put out to tender in April, several possible contractors having been identified. It was hoped to select the contractor in May and install the system by the autumn of 2025. The installation would probably be completed in three stages, the Bellême Room first, then the Main Hall, then the air extraction system.</p> <p>The cost was expected to be in the region of £30-50000, but the Committee would investigate what grants were available.</p>	
8. Election of Management Committee officers and members for the coming year	<p>MB listed the trustees in 2024 and their main areas of responsibility.</p> <ul style="list-style-type: none"> Mike Baker – Chair Neil Lecky Thompson - Treasurer Phil Davies – Environmental Projects Bill Jackson – Licensing Linda Palmer – Caretaking Mark Kibble – Environmental Project and Maintenance Roger Wood – Environmental Project and Maintenance <p>All the current trustees are willing to continue. There being no new candidates to stand as officers or trustees it was not necessary to hold any elections.</p>	
9. Any other business	<p>MK reported that the PA mixer had failed. It had failed on a previous occasion, and it seemed likely it would need a major repair. As an interim measure he had installed a mixer of his own. Having discussed the costs and timings of different options, the Committee decided to buy a new mixer of the same kind. MK would investigate whether the current mixer was repairable and if so it could either be kept as a spare or sold.</p>	MK