

# Hurworth Village Hall

(Reg. charity No. 530830)

## Minutes of the Annual General Meeting Friday 8<sup>th</sup> November 2013 7.00 pm

<u>Attending</u>  Mr H Jackson (Chair) (HJ) Mrs B Lawrence (Treasurer) (BL) Mrs L Drumm (Secretary) (LD) Mrs I Reddy (Bookings Secretary) (IR) Mrs H Owens (HO) Mr K Pattison (KP) Mr D Pinnegar (DP) Mrs V Pow (VP) Mr J Gent (JG)	<u>Apologies</u>  Mrs A Brice (AB) Mrs J Peacock (JP) Mrs M Walton (MW)	
<b>Agenda</b>		<b>Action</b>
<b>1. <u>Welcome and Introductions</u></b>  The Chair welcomed everyone to the Annual General Meeting and thanked them for attending.		
<b>2. <u>Apologies</u></b>  Apologies were received from VP.		
<b>3. <u>Minutes of previous meeting</u></b>  The minutes of the last Annual General Meeting held on the 2 <sup>nd</sup> November 2012 were agreed by DP and IR who in attendance at that meeting.		
<b>4. <u>Trustee's report</u></b>  The Chairman presented the Trustees report that has been compiled in a new format encompassing a summary of Hurworth Village Hall activities over the last year. This format follows the Charity Commission guidance. This was circulated to all in attendance for reference.  BL presented the Treasures report and the following concerns were raised regarding finances for the coming year: <ul style="list-style-type: none"><li>• The need to apply for grant aid to complete the more major maintenance works to the back room.</li><li>• Concerns regarding the potential for increased utility bills and how this was going to be managed.</li><li>• Whether Discretionary rate relief would be awarded for a further year by DBC.</li><li>• If consideration needed to be given to an increase in letting fees over the next year.</li></ul> DP suggested that a planned income and expenditure forecast should be compiled and KP seconded this.		

<p>LD gave feedback from the user groups. Written information had been received from the following user groups:</p> <ul style="list-style-type: none"> <li>• Hurworth Flower Club</li> <li>• Line Dancing Class</li> <li>• Weight Watchers</li> </ul> <p>The Annual Report of Hurworth Village Hall was accepted as presented. JG thanked the Chair for putting this together.</p> <p>The Chairman thanked the Management Committee for their ongoing support in the running of the Hall.</p> <p>The Trustees also wished to express their sincere thanks to those who are responsible for the day to day maintenance of the Hall and keeping it in a good state of repair and decorative order.</p>	
<p><b>5. <u>Election of Offices</u></b></p> <p><u>Chair:</u> HJ declared his intention to step down. BL was nominated for this role but declined. HJ agreed to continue for another year in the absence of another nomination. This was agreed to by all present.</p> <p><u>Secretary:</u> LD was happy to continue and this was seconded by KP.</p> <p><u>Treasurer:</u> BL was happy to continue in this role managing the day to day finances and VP agreed to support with management of the new computerised spread sheet. This was agreed by all.</p> <p><u>Booking Secretary:</u> IR agreed to continue with this role.</p> <p><u>Representative from the Methodist Church:</u> AB had written to LD stating that in the absence of another willing representative from the Methodist Church she was happy to continue this role for another year.</p>	
<p><b>6. <u>Future Meetings</u></b></p> <p><b><u>Annual General Meeting (7.00pm)</u></b></p> <p>21st November 2014</p> <p><b><u>Ordinary Meetings (7.00pm)</u></b></p> <p>31<sup>st</sup> January 2014</p> <p>11<sup>th</sup> April 2014</p> <p>6<sup>th</sup> June 2014</p> <p>26<sup>th</sup> September 2014</p>	

Signature of Chair.....

**Mr Hugh Jackson**