

# Upton Bishop Millennium Hall

## Annual General Meeting

Draft Minutes of the Meeting held at The Millennium Hall on

Tuesday, 18<sup>th</sup> October 2022 at 8.00pm

**Present:** George Pendlebury, Elaine Powell, Katie Wallace (Chair), Olivia Boon, Mike Tyers and 7 members of the public

**Apologies:** Pollyanna Bushell, Clive Wilson, Angela Walker

Minutes of the AGM held on 11<sup>th</sup> October, 2021 were agreed and signed as a correct record. There were no matters arising.

**Chair's Annual Report:** Katie Wallace gave the following Chair's report.

Thank you to the outgoing Committee who left the Hall in such good condition and continued to be a source of support and advice.

In January, Phil Wood resigned as Secretary due to the amount of work involved. He was clear that he did not intend to serve a further full year on the Committee, but his advice to the new incoming Committee was appreciated and most helpful.

The Hall received a further grant [of £2,667] in February 2022 from Herefordshire Council due to the continued disruption and loss of income caused by Covid.

The Hall was also awarded a Climate and Nature Grant [of £780] from Herefordshire Council in order to carry out an Energy Audit Report. The report was carried out by Severn Wye Energy Agency in March 2022 and the actions recommended will help the Hall going forward.

Pollyanna Bushell stepped down as the booking secretary in April as the role was so labour intensive, but she has remained supportive and helpful to all on the Committee.

The renovation on the kitchen was completed during the year and the project was headed up by Clive Wilson. He did an excellent job, particularly in ensuring the renovation was done as economically as possible so as not to be wasteful of the Hall's finances.

The Hall Committee has looked at modernising the Trust Deed and has sought legal advice due to the different interpretations of the Deed. Going forward, the Trust Deed will be updated and modernised. The clause in the Trust Deed regarding the Parochial Church Council's (PCC) use and interest in the Hall will be maintained. In addition, the Hall documents will be vested with the Official Custodian (Charity Commission). Work on updating the Trust Deed is and will continue to be in consultation with the Parish Council; and the Parochial Church Council. Thanks was given to the retiring Trustees, namely Dave Powell, Peter Fray, Nigel Misselbrook, and Doreen Floyd together with Victoria Simpson, who resigned in June, all of whom remain supportive and a source of advice. This group have given a lot to the Hall and this is recognised.

The work to modernise and up-date the Deed will be carried out by the solicitors recommended by Community First and will be a significant expenditure during forthcoming year.

In June, Clive Wilson resigned from the Committee and all remaining on the Committee are grateful for the significant input and amount of time he gave regarding the maintenance and improvement to the fabric of the building.

The remaining Committee, although not fully staffed have done well to keep the Hall running. During the course of the year, policy documents have been implemented and up-

dated. Thanks go to Olivia Boon for enabling WiFi to be installed and for administering the system.

In summary, the Chair, on behalf of the Committee is grateful for the support and advice of all involved.

**Treasurer's Annual Report:** George Pendlebury presented the accounts to the year ended 31<sup>st</sup> December, 2021.

Income and Expenditure: Grants received during the year total £18,231.58 and hire of the hall totalled £6,156. The significant expenditure during the year of £5,093 was due to the extension of the patio and thank go the Pete Fray for engineering the project. There is a surplus of £12050.53 for the year ending 31<sup>st</sup> December, 2021.

A transfer of £4,620 from the Sports and Social fund was used to revamp the floor in the main hall and to mark out a badminton court.

Building and Repair fund: Thanks you to Jane Fray for running the 200Club over the years which has raised over £24,000 for hall funds. During 2021, income from the 200Club was £1,788 with expenditure of £620 in prizes. There was a deficit for the year to the restricted Building and Repair fund of £1,215.13, hence the transfer into the account. Reserves at 1<sup>st</sup> January 2021 were £246,354.51 and at 31<sup>st</sup> December, 2021 were £245,139.38.

Balance sheet: The total net assets are £282,175 with the net book value, deducting depreciation, of £203,579. This includes the value of all the assets as well as cash reserves. George answered questions from those present and reported that he is always available to answer any questions arising. He thanked Pete Fray for preparing the accounts annually since 1993.

The accounts were recommended for adoption by Olivia Boon and seconded by Mark Rusby. All were in favour, none were against and there were no abstentions.

**Appointment of an independent examiner of the accounts** for the forthcoming year was left for the new committee to discuss and agree.

**Changes to Policy Documents:** Katie Wallace reported that the Management Committee recommend the Trust Deed be clarified and modernised and that in doing so, all of the stakeholders will be consulted on the final details. All present agreed. The village website will be up-dated.

**Appointment and election of the Management Committee:** There are 5 nominations for the 6 elected Management Committee members and therefore, no election is required. The following were duly elected: George Pendlebury, Elaine Powell, Katie Wallace, Pollyanna Bushell and Clive Wilson. There remains 1 vacancy which will be advertised. The representative members Olivia Boon (PCC) and Mike Tyers (PC) were appointed. The WI are not putting forward a representative this year and this appointment remains vacant.

The meeting was closed at 8.55pm and Katie Wallace thanked everyone for attending.