**EDVH AGM 23rd March 2024**

Attended Committee JW, LP, CS, MC, LT PM and CM

Public Anthony mason, Jim Meikle, Mr and Mrs Bagworth, Clare Keey

Edingale Village Hall (EDVH) Management Committee (Registered Charity 522656)

2023 Chairman and Treasurer’s Report

Edingale village hall is an independent charity that was first established in 1971. **This makes it our 52nd AGM.** Our Mission is to maintain the village hall, park and open space and to create community amenities, events and activities that help build a stronger community.

We are a small voluntary committee supported by hard-working volunteers.

In 2023, Thank you so much to the Events Committee who put in a massive amount of work to get events up and running.

We put on a great Summer Show, held a great theme night (thanks to Clare Keey) as well as regular Chaps / Ladies and family pub nights. The latter of these being poorly supported now which we have requested feedback into reasons why.

Our regular bookings are running well although numbers attending are down for some activities. We also have regular caravan clubs staying on the car park for the weekend.

The Solar panels have had batteries connected in early 2023 and we will shortly be evaluating the saving in electricity charges that we are achieving.

We have applied for a National Lottery grant towards the toilet upgrade and heating installation and are awaiting the outcome. We also obtained a small grant for recycling bins. 16 weeks needed to review 20K grant request

In the coming year we intend to upgrade the toilets (doors / skirting and flooring) and certainly have a plan to upgrade the heating and install it dependant on cost. These needs progressing over the next two months

The Parish Council have been very supportive as usual with the funding on play park repairs which will be carried forward on a yearly basis following the play park inspection.

For 2024, the programme of events has been set and we hope that the village support the setting up of these events and by attendance.

Many thanks to the committee, volunteers and public for their hard work and support.

Now we will read the Treasurers Report by Louise Maskery.

Finances in good shape due to covid grants

Cash and bank balances total just under £29,000. Regular hirers don’t cover the regular costs (electricity etc) and we do need the regular events to boost funds. Summer show and chaps nights especially good find raisers.

All costs have increased. Parish council have agreed to help with play park repairs. Its very important we are careful with this money and spend wisely to protect building and repair costs.

**Question from Anthony Mason** – what the gap between regular hire and regular costs is (estimate is 2K). If we did not run events, we would be circa 2K down each year. Hires are mainly ad hoc (over £4000 caravan clubs, dog shows, school £1500). 2023 electricity was circa £4000 and insurance £2500.

We will now vote in the new committee.

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| **Role** | **Role Description** |
| Current Chairperson – Jon WellsProposed LTSec CM | The Chairpersonmust ensure that the Management Committee functions properly, that there is full participation during meetings; that all relevant matters are discussed and that effective decisions are made and carried out.The chairperson also represents the organisation to promote the village hall to gain support from the village community, parish & district councils & form wider networks with villages in the surrounding area. |
| Deputy ChairpersonVacant - advertiseProp Sec | Deputising for the Chairperson when necessary, the Deputy-Chair helps to ensure that the Committee and all of the events continue to run smoothly. As with the Chair, leadership, enthusiasm and energy are necessary qualities for this post. |
| Current TreasurerLouise Purkess (resignation notice given)David Layland - JWSec - AM | Responsible for managing and controlling the funds.This includes day-to-day management of accounts, including issuing bills and receipts and making payments; maintaining & updating financial ledgers on a regular basis; completing banking transactions, organising floats for events, collating takings & reporting totals raised to committee; prepares financial reports for committee meetings/AGM and deals with Charity registration. |
| Current Secretary – Lisa Thorpe Prop MC, 2nd CM | Taking the minutes of meeting / sending letters and setting agendas  |
| Current Bookings ManagerLouise AchesonProp LTSec MC | Maintains the Edingale village hall bookings calendar and monitors the inbox responding and confirming bookings. Mains contact in Mease magazine etc for private and club bookings. |
| Current Health, Safety, Repairs & Maintenance OfficerPaul Mitchell Prop AMSec BM | Ensure that all Health & Safety policies, procedures, rules and regulations are adhered to and are regularly reviewed, updated and communicated. Responsible for Repairs & Maintenance of building, car park and play areas. Reporting back to committee with estimates and oversees works to completion, liaising with tradespeople. Checking the work has been carried out satisfactorily before approving payment. |
| Current Grants OfficerClaire Simmons Prop JWSec LT | Works with Chairperson & HSRM Officer to identify funding requirements and oversees grant funded projects through to completion. Researches & sources appropriate funding opportunities, responsible for preparing bids/grant applications and liaising with third party organisations during the application process. |
| Current Publicity ManagerCarmel MasonProp - LT2nd MC | Communicates and promotes the events & clubs available at the VH using digital media (Facebook, email, websites etc.) and local press. Manages VH newsletter collating info from committee for distribution.Ensures posters are displayed in hall in good time for events and liaises with event organisers to organise, leaflet drops and board advertising is conducted in good time for events.Monitors & manages license applications for events. |
| Current Event ManagerLisa Baughen Prop LT2nd JW | Organise all events for the village hall  |
| Other committee members | Margaret Cliffe, Carol TatlowLouise and Brian Maskery are happy to continue to manage the bar. |

Thank you everyone for attending and supporting the village hall, the following is the record of attendance:

Jon Wells ………………………………………….

I herein confirm that these are true minutes of the Edingale Village Hall Annual General Meeting

I also confirm that the treasurers report contained within these AGM minutes was provided by Louise Purkess, the treasurer of Edingale Village Hall.

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| Trustees Name | Trustee’s Signature |
| Jon Wells Chairman 23rd March 2024 |  |