
HEWISH & PUXTON VILLAGE HALL

Committee of Management

Christine Richardson (Chair) Sue Popperwell (Vice Chair) Jane Woolmington David Hares Simon Baker Pauline Pearce Donald Hill

Secretary & Treasurer: Donald Hill

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ORDINARY & ANNUAL GENERAL MEETINGS OF THE HEWISH & PUXTON VILLAGE HALL HELD IN THE HALL ON TUESDAY 21st MARCH 2017 AT 7.30pm

Present: Committee Members - Christine Richardson (Chair), Dave Hares, Jane Woolmington, Sue Popperwell, Pauline Pearce, Donald Hill

There were 16 attendees from the Civil Parish of Puxton and the 'Area of Benefit' as described in the Charity Commission Trust Deed.

All 22 of those present were entitled to a vote in the election held at minute 23/17 below

ORDINARY MEETING

16/17 MEETING MINUTES

The minutes of the meeting held on March 8th 2017 were agreed, and signed by the Chair.

17/17 MATTERS ARISING

None

ANNUAL GENERAL MEETING

18/17 APOLOGIES

Roger Welch and Colin Pompey, both of the North Somerset Brass Band.

19/17 CHAIR'S REPORT

(as AGM's have historically been held in November, this report covers November 2016 to date)

Since taking over in November the new committee and I have been trying to make the necessary improvements to bring the hall up to a standard that complies with fire regulations, health and safety requirements and improve the hall for all users. In order to comply with regulations it was necessary to make changes to the configurations of some of the fire exit doors, add push bars to some exit doors and closures to others. Improvements have been made to the emergency lighting and a suitable regime for testing the electrical installation and fire fighting equipment has been put in place. Unfortunately these have involved some considerable expenditure. However, all these changes were necessary for us to be in a position to continue hiring the hall legally.

Unfortunately the leaks in the side extension brought the ceiling down in the committee room. On inspection, it proved that another repair was only putting sticking plaster over a terminal wound. We therefore had no choice but to replace the whole roof on the side extension. In addition to this repair the leak in the ladies toilet, which appears to have been there for a long time and has also caused damage to the floor and partition wall was repaired. Work to the floor and wall will be undertaken at a later date. Finally we have installed an external control for the boiler so that casual hirers can turn on the heating for an hour at a time, saving the requirement to keep changing the boiler controls.

As said these improvements have been costly. Fortunately the hall had reserves which have paid for this work and as long as there are no disasters there should not be any considerable expenditure in the foreseeable future. However, due to the sterling work of Pauline, our booking secretary, we have seen an increase of casual bookings. We hope this continues throughout the year, which will enable us to put funds aside for the future.

Finally, I'd like to thank everyone who has come along tonight and for the support so many of you have given us over the past few months. I would also like to thank my fellow committee members, in particular Don and Pauline. I think there was more to do than any of us expected but they have all worked hard to try and improve the hall and the service we want to provide to all our hirers.

The Chair went on to explain that the Hall was held on a leasehold basis and that the lease has just two years left to run. The Landlord is minded to sell his freehold rather than to offer a new lease. Local estate agent David Plaister gave us time, free, to conduct an initial approach via the Landlord's agent, with the result being reported just yesterday. The Committee needs to develop a purchase proposal with the expectation of needing to pay £100000 for the freehold (against an initial asking price of £150000). This will be the most significant task for the new Committee that emerges from this meeting.

20/17 OPEN DISCUSSION

St Anne's Pre-school, one of the Hall's regular hirers, complained at the treatment they they have received - alone among hirers - at the hands of the Committee - which they claim, after discussions with the Charity Commission, not to be properly constituted. The Chair explained that all regular hirers had agreed to regularise what had been a somewhat haphazard fee collection process by paying monthly in arrears. The pre-school is run as a registered charity with a remit to serve the children of the Parish. There is a standard charge of £10 per hour (usually regular hirers pay £8). The Pre-school pay significantly less - £2.16 per hour based on the Hall being hired for 6 hours per day, 3 days per week during term times. There has been a practice of the hall not being used - or charged for - on booked days, when a week's notice of a planned outside day has been given, or to accommodate the opportunity of another hiring. Committee records show a history of contention surrounding both the method of timetabling use of the hall, and of payment of hire fees due. Against this background other hires are concerned that they are effectively subsidising the Pre-school and the present Committee has corresponded with the Pre-school and proposed a meeting with them to put the hiring relationship on a more positive footing. These endeavours will presumably be continued by the new Committee that emerges from this meeting. *(At the end of the meeting, Leslie Evans, a Pre-school Trustee, presented the Chair with a handwritten document that she wished to be read out at the immediately following ordinary meeting. The Chair, by then re-appointed to the Committee as an elected member, agreed to do that).*

The Hall Lease/Purchase: In calling for other discussion items, matters relating to creative opportunities for purchasing the Hall's freehold were raised. Also the status of the Lease was queried, as were the rights of the Landlord not to renew it. The Chair confirmed that processing the future arrangements for the continued use of the site as a Village Hall will require professional legal input, and the legalities surrounding the lease and the Landlord's right to sell will be thoroughly studied as part of that process.

Hall Running Costs: A question was raised as to what the Hall's running costs were and what - by implication - might be its minimum hiring fee. The Secretary said that costs and income have been running recently at around £7000 per year, but with a small surplus usually being achieved. The Chair pointed out that it was a surplus, not a profit, as it was essential for accumulated surpluses to be available for the Hall's long term maintenance. Various attendees said that there was a prevailing market rate for Hall hire in the area, into which this Hall slotted competitively.

- 21/17 CALL FOR CANDIDATES FOR ELECTION TO THE COMMITTEE AS 'ELECTED MEMBERS'**
The Charity Commission Trust Document provides for up to seven elected members to serve on the Committee and act as Trustees. Six of the retiring Committee members put their names forward for re-election - Christine Richardson - Sue Popperwell - Pauline Pearce - David Hares - Jane Woolmington - Donald Hill. Two other nominations were received: Richard Woolmington (local resident) and Roger Welch (N Somerset Brass Band - regular hall hirer). The prospective members (except Roger Welch, who had sent his apologies) introduced themselves to the meeting. As the number of candidates was greater than the number of places, an election was needed. (see 23/17 below).
- 22/17 REPRESENTATIVE COMMITTEE MEMBERS/TRUSTEES**
Of the original eight local organisations listed in the Charities Commission Deed as entitled to appoint members to 'represent' them on the Committee, only the Women's Institute remains attached to the Hall. They have appointed, as their 'Representative Member' of the Committee, Sharen Hucker.
- 23/17 ELECTED COMMITTEE MEMBERS/TRUSTEES - THE ELECTION**
a) A list of the eight submitted candidate names was prepared and circulated to all attendees.
b) Each attendee indicated the seven candidates they wished to elect to the Committee.
c) The votes submitted were counted by the Chair, recorded by the Secretary and verified by Amanda Dewer, a local resident.
d) The names of those candidates elected to the Committee were read out to the Meeting as: Christine Richardson - Sue Popperwell - Pauline Pearce - David Hares - Richard Woolmington - Donald Hill - Roger Welch.
- 24/17 DECLARATION OF ACCEPTANCE OF OFFICE**
(to be added to and to form a part of these minutes)
This form was signed by the Members of the Committee as Appointed or Elected at this meeting. Roger Welsh's signature will be added later. The Secretary/Treasurer will update the Charity Commission website and the Hall page on the Puxton Parish Council website as needed.
- 25/17 THE ANNUAL GENERAL MEETING CLOSSES**
Members of the Committee as Appointed and Elected at this meeting held an Ordinary Meeting (closed session) immediately following the AGM, for the purpose of electing Committee Officers and discussing ongoing matters.

This meeting closed at approximately 8.45pm

HEWISH AND PUXTON VILLAGE HALL COMMITTEE OF MANAGEMENT DECLARATIONS OF ACCEPTANCE OF OFFICE

AT THE ANNUAL GENERAL MEETING OF THE HEWISH AND PUXTON VILLAGE HALL COMMITTEE OF MANAGEMENT, HELD ON **MARCH 21st 2017**, IN ACCORDANCE WITH THE RULES, A NEW COMMITTEE, CONSISTING OF APPOINTED AND ELECTED MEMBERS, WAS ESTABLISHED TO SERVE UNTIL AFTER THE NEXT ANNUAL GENERAL MEETING, WITH MEMBERSHIP AS UNDER.

We the undersigned declare that we accept the appointments as members of the Committee of Management of Hewish and Puxton Village Hall and thereby that we act as Trustees for the said Hall in accordance Clause 7. of the Deed of Trust dated 31st March 1965. This document forms part of the minutes of the meeting at which it was instigated, notwithstanding that non-present members may have signed it at a date other than the date of the meeting.

PRINTED NAME	SIGNATURE	DATE
CHRISTINE RICHARDSON	[Redacted Signatures]	21/3/17
SUE POPPERWELL		21/3/17
PAULINE PEARCE		21/3/17
DAVID HARES		21/3/17
DONALD HILL		21/3/17
RICHARD WOOLMINGTON		21/3/17
ROGER WELCH		31/3/17
SHARON HUCKER		21/3/17

The Hall was entered on the Charity Commission Register of Charities, under the Registered Charity Number 304554, on 22nd June 1965.