

# Minutes of the Annual General Meeting of Swardeston Village Hall Trustees

Held at Swardeston Village Hall, The Common, Swardeston, NR14 8DL at

**14:00 on Wednesday 19<sup>th</sup> May 2021**

## 1. Welcome by the Chair

Welcome to the AGM of The Trustees of Swardeston Village Hall. My name is Sylvia Kavanagh and I am Chairman. I would like to extend my thanks to the trustees who have served for the last year. For those of you who don't know, I will do a brief introduction.

Kirstie Pope	Treasurer
Peter Thomas	Manager
Lynn Hewitt	Acting Secretary/Nominated by PCC
Carol Thomas	Nominated by Social Club
Liz Brown	Nominated by Parish Council
Mitch Neville	Nominated by Parish Council
Stuart Bartram	Nominated by Cricket Club
Kathleen Botley	Nominated by Bowls Club

As ever the Trustees have worked particularly hard to continue improvements to the Village Hall, you will hear about this in our reports. Special thanks to Peter and Carol who have worked tirelessly to ensure the village hall remains open where possible, and safe for its users during these strange times.

## 2. Present and Apologies

Present

Kirstie Pope Sylvia Kavanagh Peter Thomas Carol Thomas Liz Brown Lynn Hewitt Kathy Botley  
Stuart Bartram

Apologies

Mitch Neville

## 3. Approval of the Minutes of the Last AGM of 3<sup>rd</sup> April 2019

Due to COVID the AGM for 2020 did not take place, however, copies of the minutes of the last AGM of 3<sup>rd</sup> April 2019 are approved.

## 4. Chairman's Report

COVID has hit the Village Hall Complex hard, as it has most other businesses and venues. There has been limited use, COVID permitting, but we are hopeful that things will improve from here on. The South Norfolk District Council Grants have been a life saver, Kirstie will report more on these in her treasurers report. Improvements to the hall have been ongoing, primarily to make the hall more attractive for rental and existing users. The ladies toilet in the main hall has been redecorated and we are in the process of purchasing a baby changing unit. A much needed lockable storage cupboard has been created in the lobby and we hope to do the other 3 toilets by the end of the year. The website is very close to being launched, just a few minor amendments, we're pleased with the progress made there.

The 6 monthly inspections of the Village Hall Complex are still taking place, the most recent being this week. Moving forward, we hope to see a major rise in rental income and talks are in place to formalise an agreement with the Cricket Club to ensure longevity of our mutual arrangement.

## 5. Treasurers Report

Reporting on accounts for Y/E 31.12.2020

Surplus for year £1,372

£5994 repairs and maintenance to include replacing floor in main hall, lighting, decorating and kitchen floor covering.

All utility bills are now under the charge of the Village Hall Trustees

Balance at bank @ 31.12.2020 £21233 of which £9592 is apportioned to the Village Hall/£11642 to project group.

Grants to the sum of £11984 (including £650 for defibrillator) have been a lifesaver for 2020. A further sum of £16573 has been received in 2021 and the Trustees intend to use some of that money to carry on with the update of the hall and social club.

Lettings:

Lettings down £2400 due to COVID

Auctions will commence in June and continue to run throughout the year, COVID permitting. Three dates are provisionally booked for June.

We have had a positive enquiry from a newly formed playgroup to rent the hall on a weekly basis for one morning commencing in June. We are very excited about this as it will bring young families to the hall. A lockable storage cupboard has been built in the entrance lobby for prospective hirers to use. We also intend to purchase and install a baby changing unit in the newly refurbished ladies' toilets.

Balance at bank @ 30<sup>th</sup> April 2021 £37013 less costs of £2000 in May for refurbishment of toilets, lobby cupboard and baby changing facilities.

## **6. Election of Trustees – 3 Elected, 6 Nominated, 2 Co-opted**

Sylvia Kavanagh opens the nominations by nominating Kirstie Pope as Trustee, Peter Thomas seconds.

Peter Thomas nominates Sylvia Kavanagh as Trustee, Liz Brown seconds.

Liz Brown nominates Peter Thomas as Trustee, Carol Thomas seconds.

The question is asked, are there any further parties who wish to act as Trustee? No

Sylvia Kavanagh confirms that those nominated were considered to be elected without contest.

## **7. Nominated Trustees**

The following nominees are accepted and appointed by the Trustees of today's AGM.

Parish Council	Liz Brown
	Tarne Cogman
PCC	Lynn Hewitt
Social Club	Carol Thomas
Cricket Club	Stuart Bartram
Bowls Club	Michaela Riches

Show of hands approves

## **8. Open Forum**

No comments or questions

## **9. Any Other Business**

Trustees appointed for 2020/2021 were deemed to have resigned at the end of the meeting and new Trustees as per point 5 & 6 of this agenda are deemed to have accepted their position as Trustees for the purpose of the next meeting of the Trustees.

Mitch Neville has sadly decided she no longer wishes to stand as nominated representative of the Parish Council. We are very sad to lose Mitch, she has been a real asset to the team and will be sorely missed. She has very kindly agreed to continue to monitor the defibrillator at the village hall for us.

Ian has resigned from the Village Hall Trustees but has very kindly agreed to remain a consultant, his wealth of knowledge is invaluable to the Trustees. Here is what Ian said in his letter of resignation:

Dear Sylvia,

I write to regretfully tender my resignation as a trustee of the Village Hall at this meeting.

I am sorry to say that my disability, particularly during the winter, has had the effect of exiling me first from the Parish Council and now from the trustees. I'm sorry to say that I do not feel I am any use as a trustee unless I can easily get access. This does not mean that I have Lost or Will lose interest, even less that I will not be happy to do whatever I can to assist. But I am convinced that I should not pretend to do something properly when I can't, nor take up the position of somebody else able to do it properly.

Please give my kindest regards to everyone at the meeting.

Yours sincerely,

Ian Francis