**Westleton Village Hall: Charity No 1164038**

**Minutes of Annual General Meeting 2023**

**Monday 5 June 2023 at 7 pm**

1. **Present:**

John Shepherd (Chair, elected trustee)

Francesca Bartlett (nominated trustee)

Liz Barton (appointed trustee)

Dilys Hall (Archivist, ex officio trustee)

Barry Banks (nominated trustee)

Annie Groves (Centre Manager)

Debbie Shepherd

Tom Ash

Catherine Ash

Debby Turner

Andy Gilmour

Linda Gilmour

Phil Cramp

Mark Evans

Sue Evans

Elizabeth Young

1. **Apologies**

Sue Brett (Nominated trustee), Nikki Feltham (Elected Trustee), Margaret Branton, Diana Wrathall

1. **Minutes of the 2022 AGM**

The minutes had been circulated and were agreed as a correct record; there were no matters arising

1. **Treasurers report**

Sue Brett (treasurer) was still testing positive to Covid and so unable to attend. Liz Barton (assistant treasurer) presented the annual accounts, which are still in draft because of a small outstanding discrepancy. This was the first full financial year since the Covid epidemic, and without any Covid-related grant income. Hall letting income had almost doubled since the previous year, due to the return to near-normal conditions, strenuous efforts by Annie to attract new hirers, and uptake in usage by the Lapwing team. Several new fundraising events had been very successful (notably the Book Fair, Flea Market and Auction of Promises), and for the first time in many years we are earning some interest on our bank deposit accounts. Expenditure was broadly in line with expectations, and as a result the accounts show a useful surplus of several thousand pounds. We are now tracking income and expenditure on a monthly basis, and a draft budget based on this information (to be approved later by the Trustees) was presented for information. This assumes that most costs will increase by 5 to 10%, but with continuation of substantial fund-raising events we should still be able to break even, despite cautious assumptions about hall letting income.

1. **Chair’s report**

It had been (at last) a fairly “normal” year, without significant Covid restrictions. Attendances at events & activities are still lower than before the pandemic, but they are picking up gradually. We had been expecting to make a small deficit this year, but have in fact managed a small but useful surplus, due to the increase in hire charges introduced to help balance the budget, and the major effort on fundraising mentioned above. We are all very grateful to those who have organized and helped to run these major events, particularly as we expect that these will become part of the “new normal” to help to cover the costs of maintaining the higher level of activity at the Hall. We have also begun and will continue to run more social events such as bingo (monthly), and the upcoming Fish & Chip supper (24 June), and French day (15 July).

For the Coronation we co-ordinated our activities with the Parish Council and the White Horse: our “cake & fizz” event with the proceedings streamed to the big screen was well attended and enjoyed by those present.

On the maintenance front the pot-holes reported last year had been fixed (thanks to Jonathan Alexander & others), vegetation had been cleared by a working party, repairs to the flint walls are scheduled to begin soon, and work on longstanding rainwater leaks is in hand.

The plans for a Memorial to Tony Ingram discussed last year have been enhanced to include paving the Foyer courtyard (as well as the bench and tree). This has (as always) proved to be a bit more complicated than expected but detailed planning is in progress.

1. **Technical Amendments to the Constitution**

The Chair explained that the Trustees had long planned to make some purely technical amendments to the constitution, which involved removing redundant material (notably the names of the original trustees), and up-date and move the list of organisations able to nominate Trustees to a separate Schedule (not part of the Constitution as such) so that it can be amended and kept up-to-date without excessive formality. Copies of the Consitution with the proposed changes tracked had been made available. There were no adverse comments on the proposal, which will pass to be enacted by the Trustees later.

The Trustees proposed to remove the (now defunct) Quilters and Barrel Fair from the Schedule, and to add the Soup & Pud team and the Table Tennis Club to the list. It was suggested from the floor that that Yoxford Model Railway Group and the Camera Club could also be added.

1. **Election of Trustees & Officers**

Barry Banks had joined the Trustees as the Parish Council nominee at the AGM last year, when Sue Brett also took over as Treasurer. There were no proposed changes to the Officers, and we still need a Secretary (please !).

**The Chair proposed** that Andy Gilmour be elected as a Trustee, and this motion was **carried *nem con***.

The Trustees would always welcome more user group representatives, as well as some help in keeping the website up-to-date.

1. **Any Other Business** None
2. **Closing Remarks**

The Chair expressed his thanks to all users, user groups and visitors, for making the Hall a welcoming and vibrant centre of activities in the village, and to all our Volunteers - especially the Foyer Hosts, since the Foyer has become a unique attribute that makes our Hall (and the village) special, as Tony Ingram had always envisaged.

Special thanks also to

* Brian Boulanger for running the bar at so many events (and doing a lot of gardening as well)
* Annie Groves for her efficiency, enthusiasm and commitment to getting new activities up and running, and making everyone welcome.
* Chris Simpson & Mike Brett: for overseeing and undertaking maintenance as volunteers

**Close:** The Meeting closed at 8pm

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**Minutes of Trustees Business Meeting**

**Monday 5 June 2023 at 8 pm**

Immediately after the AGM, a short business meeting of the Trustees was held, to deal with two consequential items of business.

1. **Present** John Shepherd (chair), Dilys Hall, Andy Gilmour, Barry Banks, Liz Barton, Fran Bartlett
2. **Apologies** Sue Brett, Nikki Feltham
3. **Technical Amendments to the Constitution.**

The Chair proposed that the amendments to the Constitution previously approved by the Trustees and presented to the AGM be formally adopted. The motion was carried *nem con.*

1. **Adoption of the Budget for 2023/24**

The Chair proposed that the draft Budget for 2023/24 previously disussed by the Trustees and since presented to the AGM be formally adopted. The motion was carried *nem con.*

1. **Date of Next Meeting**

It was agreed that the next full meeting of the Trustees would be held on Monday 3 July at 7.30pm

The meeting closed at 8.10pm



Chair of the Trustees, 21 June 2023