

# FAIRFIELD VILLAGE HALL

## ANNUAL GENERAL MEETING

Wednesday 4th May 2016

Meeting commenced at 7.35 pm

### Present

Brenda Thomas, Resident  
Carol Brogan, Resident & representing St. Mark's Church  
Conrad Palmer, Resident & Secretary  
Ken Lees, Resident  
Linda Garvin, Resident & 200 Club Administrator  
Steve Brogan, Resident & Caretaker  
Trevor Jones, Resident & Booking Secretary  
Gerald Ingram, Resident  
Wendy Jones, Resident & representing W.I.  
Roy James, Resident & representing National Vegetable Society

### 1. Welcome

With current Chair being unable to attend the AGM, residents present agreed that CP chair the meeting.

CP welcomed everyone to the Hall AGM.

### 2. Apologies

Alice Raybould, Resident & current Chair of the Trustees  
Ann Ince, Resident  
Mike White, Resident & Treasurer  
Robert Garvin, Resident

### 3. Approval of minutes of last AGM

The minutes of the AGM held on Wednesday 6<sup>th</sup> May 2015 were approved and signed by CP.

#### 4. Chair's Report

CP wished to thank a number of people for their help during the year:

- Chris Scurrall for filling in the role of chair for a couple of months;
- Alice Raybould for taking on the helm as Chair of the Trustees in January;
- David Hardeman who stepped down as a trustee last August, his service as a members of the management committee was appreciated.
- Charlotte McFarling stepped down as Booking Secretary, remaining as a trustee, and Trevor Jones volunteered to take on the non-trustee administrative role.
- Ken Lees for developing and administrating the 200 Club, passing on the torch to Linda Garvin (taking on the role of non-trustee 200 Club Administrator);
- Mike White for keeping our finances in order and providing counsel during decision making; plus
- To all the other trustees, Carol Brogan, Brenda Thomas, Ann Ince & Alan Mabbett for their support at meetings, their counsel and for being there whenever tasks needed doing.

Thanks also to contractors Steve Brogan for providing Caretaker Services and to Ellie Fowler for Cleaning Services.

A special thanks to Pinfield Ltd who, once again, examined the Village Hall accounts free of charge.

During the year trustees were saddened to hear of the passing of Audrey Hodgson, a long time trustee and supporter of the Village Hall.

Before leaving the village, past Chairman, Ron Wilkes was presented with a token of appreciation for his service.

Trustees have maintained the Village Hall as a safe venue and during the year replaced the alarm panel. Trustees are frequently reviewing risks and carrying out the required checks.

During the year two exit doors have been replaced, soap dispenser in the toilets replaced and an instant hot water dispenser has been installed in the kitchen. Loft ladders have been purchased and radiator guards are being replaced.

Committee organized a number of work parties during the past 12 months; cleaning out the loft, clearing out the boiler room, cutting back vegetation around the car park, re-varnishing the floor hall plus a number of other tasks.

Committee undertook a new venture during the year, becoming a promoter for Live & Local performances. Two shows took place at the village Hall, "It's a Wonderful Life" in

December (a full house, 100 tickets sold) and “Blast from the Past” (69 tickets sold) – a great success, performances bringing members of our community together.

The Committee has continued its commitment to Village activities, keeping hire rates low for users and providing the hall free of charge for events that provide a service to the benefit area; Harvest Supper, Entertainment Extravaganza etc.

Bookings are healthy, with only one evening in a month during the working week when the hall is not in use. Weekends are often booked for parties and other events. Bookings are being taken for many months in advance.

Recently the hall has secured two regular hirers, Verve Martial Arts and Zumba. We are also becoming a preferred venue for Messy Play Children’s Group.

The Trustees have adopted a transparent Complaints Procedure, which has been used once; the matter was resolved.

Plans for the coming year:

- To replace the exit door from the hall to carpark;
- Risk assess the panels in the dividing door between the foyer and the main hall,
- Replace existing light fittings with led;
- Host three Live & Local shows;
- Continue with programme of work parties and maintenance works;
- A new external noticeboard;
- Review Service Contracts to ensure best value for the village of Fairfield; and
- Continue to deliver a welcoming venue for all users.

## **5. Treasurer’s Report – Receive Examined Accounts**

CP circulated copy of examined accounts and read out a written report received from MW.

“Please find attached copy of the annual accounts for the year ending 31st December 2015, which have been independently prepared by Pinfields Ltd accountants, for approval and adoption by the Trustees.

During the year ending 31st December 2015, Fairfield Village Hall made a deficit of £4,376, compared with a surplus in the previous year of £7,875. The deficit includes the cost of a new tarmac surface to the driveway of £6,140, for which we received a capital grant from Belbroughton Parish Council of £1,150.

In addition to the cost of resurfacing the driveway, the Committee has made other significant investments in the Hall during the year to improve both the facilities and also

the safety of people using the Hall. New fire doors have been installed, along with a new fire alarm panel and an asbestos survey undertaken. A much welcomed hot water boiler has been installed, and new chairs, cutlery and microwave acquired to improve the Hall's facilities.

The annual accounts show a reduction in hall rents during the year compared with 2014, although hall rent income is slightly higher than in 2013, indicating that 2014 was an exceptional year. The Committee continues to demonstrate its commitment to increasing usage of the hall, and 2016 has already seen some significant progress with new regular bookings filling vacant periods, and discussions commencing with Pre-School about potential increase in usage and renegotiation of rental terms.

During the year the Committee took the decision to stage its first 'Live & Local' event, with the performance of It's a Wonderful Life just before Christmas, which was a huge success with a great turnout by local residents and generating a £213 surplus for the Village Hall. It is hoped that similar events during 2016 will be equally successful.

The annual accounts show large increases in income and expenditure related to the 200 Club. This is due to 200 Club expenses in 2015 showing the full amount of £1,500 in prize money paid out. In previous years, the 200 Club expenses have been netted off by prize monies paid directly out of 200 Club income. During the year the net income from the 200 Club was £888, compared with £602 in 2014, reflecting the concerted effort that has been put in to increase participation during the year.

Finally, I would like to thank Belbroughton Parish Council for their continued support in the form of the annual maintenance grant and the capital grant for the driveway, and I would also like to pay particular thanks to the Secretary, Conrad Palmer, for his commitment and dedication in making much of the above actually happen.

If anyone has any questions regarding the accounts, I'm happy to answer them directly and make to books and records available for inspection if required."

## **6. Booking Secretary's Report**

Out of a possible 21 sessions ( 7 days at 3 / sessions / day ) we now have bookings for 13 together with regular monthly sessions ( e.g. WI / Bingo ).

We also have 'semi sessions ' for Kicks dancing ( Monday ) and Shortstepperz ( Friday ).

Many Saturday and Sunday sessions are hired for children's parties as the hall is becoming well known for its ability to accommodate bouncy castles of various sizes.

The new Zumba and Martial Arts sessions mean that for now Thursday and Friday evenings are taken and so for the next calendar year a decision needs to be confirmed about hires for those organisations which have been regular 'one off' users ( Bird shows

/ WI August produce show ) but whose 'setup' sessions will my now be taken by the confirmed regular users..

At present most organisations are content to pay the hire fee and bond by cheque but I have had some hirers who wish to pay by bank transfer ( as I believe the Preschool do ).

## **7. 200 Club Administrator's Report**

LG took over as the administrator for the 200 Club from Ken Lees with effect from last September's draw.

Collectors records have been transferred to electronic records and the winners are now published on the Village website (via Conrad) as well as in Parish News.

MW has obtained a Lottery Licence to put the draws onto a legal footing.

One of the collectors - A Hodgson - sadly died, but we have a new collector – Carole Morris and LG has also taken on the role as collector. This makes 6 collectors in total.

Since September membership numbers have fluctuated between 180 and 195.

At the end of Dec2015 the subscriptions in advance were £532

## **8. Questions from the floor**

Residents asked questions, including Hall availability for W.I. produce & flower show and increasing membership of the 200 Club.

## **9. Election of Ordinary Members**

The following residents were elected uncontested to serve as trustees for the coming year:

Gerald Ingram  
Mike White  
Alice Raybould  
Conrad Palmer  
Brenda Thomas

**10. Noting of Representative Members (one per listed user group)**

Pre-school - Vacant

Welcome Club - Vacant

Dancing – Vacant

Women’s Institute – Wendy Jones

Bingo Club - Vacant

St. Mark’s Church – Carol Brogan

Parish Council – Alan Mabbett

The meeting closed at 8.05 p.m.