

# FAIRFIELD VILLAGE HALL

## ANNUAL GENERAL MEETING

Wednesday 3rd May 2017

Meeting commenced at 7.45 pm

### Present

Brenda Thomas, Resident  
Carol Brogan, Resident & representing St. Mark's Church  
Conrad Palmer, Resident & Secretary  
Mike White, Resident  
Linda Garvin, Resident & 200 Club Administrator  
Steve Brogan, Resident & Caretaker  
Trevor Jones, Resident & Booking Secretary  
Chris Scurrall, Resident  
Tim Bradford, Resident  
Wendy Jones, Resident & representing W.I.  
Roy James, Resident & representing National Vegetable Society

### 1. Welcome

CP welcomed everyone to the AGM & chaired the meeting.

### 2. Unveiling of Plaque to Remember Ken Lees

Prior to the commencement of the AGM, a plaque to remember the contribution of Ken Lees, who sadly passed away 27<sup>th</sup> December 2016, was unveiled by his wife, Barbara Lees. The unveiling was attended by over 25 people.

### 3. Apologies

Alan Mabbett, Resident

#### **4. Approval of minutes of last AGM**

The minutes of the AGM held on Wednesday 4<sup>th</sup> May 2016 were approved and signed by CP.

#### **5. Chair's Report**

CP reiterated comments given earlier during the plaque unveiling to remember Ken Lees. Ken will be missed. His hard work over many decades is very much appreciated by everyone connected to the Village Hall.

CP wished to thank several people for their help during the year:

- Alice Raybould for serving as Chair of the Trustees;
- Gerald Ingram who stepped down as a trustee at the beginning of the year, his contribution to help deliver the replacement fire exit and enhancing external features is appreciated.
- Trevor Jones for the administration of Hall Bookings, caretaker cover and, along with his wife Pam, weeding the carpark, cleaning internal windows and ensuring the Hall is clean for hall users.
- Linda Garvin for administering the 200 Club;
- The 200 Club collectors - Neil Muddiman, Doris Kendal, Sarah Gormley, Carole Morris & Peter Jones;
- Alan Mabbett for overseeing the project to procure an external noticeboard;
- Mike White for keeping our finances in order;
- All service contractors – Caretaker Services (Steve Brogan), Cleaning Services (Ellie Fowler);
- To Carol Brogan & Brenda Thomas for their support at meetings and for being there whenever tasks needed doing;
- Robert Garvin for strimming vegetation; and
- To all trustees for providing counsel during decision making.

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

Trustees have maintained the Village Hall as a safe venue and are frequently reviewing risks and carrying out the required checks. The 5-year electrical survey was undertaken resulting in the fuse board being replaced.

Other works undertaken during the year included:

- Replacing main hall fire exit;
- Replacing internal lights with LED;
- Replacement of front guttering, repointing of gable ends and addition/replacement of cladding/soffits;
- Installation of loft ladders; and
- Wooden guards for all the radiators.

The Committee hosted three Live & Local shows:

- Think of England (11<sup>th</sup> November 2016);
- Kimbers Men (25<sup>th</sup> March 2017); and
- Hickory, Dickory, Murder (coming to the Village Hall 6<sup>th</sup> May 2017).

Thanks to all volunteers promoting and supporting these shows, to Mary Fairbain and St. Mark's Church for providing refreshments and to Fairfield Village Community Association for helping to source raffle prizes.

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, New Year's Eve Party, Carolling Around the Christmas Tree, 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.

## **6. Treasurer's Report – Receive Examined Accounts**

The Treasurer reported that 2016 was a good year financially for the Village Hall, with a surplus generated during the year of just over £2,700. This was largely due to a significant increase in Hall Rents, up from £13,000 to just over £17,000, which enabled the Committee to increase expenditure in cleaning and maintaining the condition of the Hall to a good standard, and invest in hall improvements, which helps ensure the continued high level of bookings.

The Treasurer expressed thanks, on behalf of the Committee, to Worcestershire County Council and Belbroughton & Fairfield Parish Council for the capital grants received during the year which represented over £3,000 investment in the hall with improved LED lighting, new guttering and fascias. Belbroughton & Fairfield Parish Council were

also thanked for their continuing support with the annual maintenance grant of £730 to help towards the cost of maintaining the condition of the Hall.

The Treasurer noted that the accounts as prepared by the accountants, Pinfields Ltd, and presented at the AGM had been prepared just shortly before the meeting and didn't split out the grants received correctly. The Maintenance Grant of £730 and Capital Grants totalling £3,300 should be disclosed separately. The Treasurer expressed his thanks to Pinfields for their continued support in preparing the annual accounts.

The Treasurer concluded his report by confirming that expenditure has continued to be well controlled and the surplus generated in the year will help enable the Committee to continue to invest in the Hall in future.

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

The number of bookings continues to be high with Zumba dance (Thursdays) and Verve Martial Arts (Fridays) now established regulars.

The National Vegetable Society and British Fuchsia Society also use the venue for their shows together with a number of traditional users e.g. Bird Shows and 'one-off' children's parties.

## **8. 200 Club Administrator's Report**

During the year 2016, 18 members dropped out of the club and there were 12 new members.

At the end of the year, there were 183 members (compared with 189 at Dec2015).

At the end of Dec2016 the subscriptions in advance were £396.

The same 6 collectors were in place throughout the year and I would like to thank them for their time and efforts.

## **9. Questions from the floor**

There were no questions from the floor.

## **10. Election of Ordinary Members**

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

Tim Bradford  
Mike White  
Alan Mabbett  
Conrad Palmer  
Brenda Thomas

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

- i. Pre-school - vacant
- ii. Welcome Club - vacant
- iii. Sequence Dancing- vacant
- iv. Women's Institute – Wendy Jones
- v. Bingo Club - vacant
- vi. St. Mark's Church – Carol Brogan
- vii. Fairfield Village Community Association - vacant
- viii. National Vegetable Society - vacant

The meeting closed at 8.05 p.m.