**Darsham Village Hall Management Committee**

**Annual General Meeting**

**October 25th 2022**

**Present: Keith Rolfe - chairman, Paul Diamond - treasurer, Katherine MacIntosh - secretary, Heather Ballantine, Jill Edwards, Annie McPhail, Michael Shipp, David Taylor and 24 members of the Village.**

1. **Apologies for Absence –** none
2. **Minutes of the previous meeting held on 11th October 2021 (distributed in advance and available at the meeting) –** These were duly agreed as an accurate record and were signed by the chairman.
3. **Appointment of Elected Members –** There were 5 nominations which had been proposed and seconded – Paul Diamond, Jill Edwards, David Taylor, John Meggison and Keith Rolfe. They were all duly elected by those present.
4. **Appointment of Representative Members from the Village Groups –**
* Alan Holland – Table Tennis
* Mark Hemingway – Petanque
* Heather Meggison – Darsham Dames
* Heather Ballantine – Crafty Club
* Michael Shipp – Carpet Bowls
* Anne McPhail – The Church
1. **Chairman’s Report: Keith Rolfe**

There are probably a fair number of people that are fed up with the delays that have occurred while we have been trying to get the Developer to finish all the items listed on the exchange of documents for the hall and green. I won’t go into too much detail but for those of you who are not aware it has been three years 16 days since we exchanged only to find that a mistake or incorrect information had been given by Solicitors to Land Registry. We learned that at that time we were technically not the owners as it had not been registered which raised many concerns over spending money to rectify the list in case the Developer went bankrupt.

We engaged our Solicitors to get things rectified and still await confirmation from the Land Registry of our ownership. We received confirmation in May this year from our Solicitors that our ownership was not in question and that the Registration, although it could be several months to receive, was a formality.

During this time we were also taking advice as to likely costs to force the Developer to finish the many items outstanding. It was going to be too expensive to go to court over £10k and after several months of trying we got a face to face meeting when both parties decided to separate and forget what they hadn’t finished and what they considered we owed them.

I mention these items above by way of apologies for the many items we are working our way through including fencing to The Street side, pollarding to trees and hedges, pedestrian access from Cheyney Green front and play area.

Petanque court has been in place sometime and some areas have been partially levelled by John Butler.

Additional heating has been placed in the Hall, sound absorbent panels installed.

Projector/screen & film night. Ventilation to outside of SVP.

Bicycle rack. Stays to external doors.

Di-bond plastic chair panels protecting walls.

Control via an app on a telephone for the external lights and now heating has been organised and overseen by Peter MacIntosh.

A working party has been formed to look at installation and preparation and planning approval of play area. This is Chaired by John Meggison, Bonnie Clifford vice chair, and Alan Davidson secretary.

Licenses for 100 Club, PAT testing and Extinguishers are all up to date and our defibrillator is away having its software replaced.

This year a brochure was published so that the attributes of the hall were visible to all in and around the village.

 As well as coping with Covid a start has been made on flowers and shrubs to the front corner of the car park, and an application for planning permission is due for a replacement hut.

This list does not include when somebody has left the hall dirty and members & partners rush in to clean before the next hall user arrives. The hall is cleaned professionally every two weeks.

All these things have been achieved by your volunteer Management Committee who have worked their socks off to achieve this, and included in this are all of the other members of the village that have helped too.

Whilst thanking you all we must also thank the Parish Council for their Wi-Fi/broadband contributions and continued support, and to 100 Club members monthly draw run by Heather & Michael Shipp. Contributions and money raised by local members of the village towards the running of the hall & village green by fetes, coffee mornings, Darsham Dog band concerts, guitar ensemble concerts and wine tasting to name just a few.

Finally, we will be having a couple of vacancies on our committee in the next few weeks and I would just like to thank Katherine for all her hard work in carrying out the Secretary’s job, and if any of you feel able to fill a post then please let us know.

1. **Treasurer’s Report: Paul Diamond**

In summary - financially the Village Hall started the year with:  £9390.04 in the current account and £27,801.18p in the deposit account. So £37191.22p in total.

 During the year the:

1. 100 Club received £4317, and paid out £2070
2. Hiring the hall was £6198.50
3. Events/donations was £3797.06 of this £2844.81 was for Andy Smith donations.
4. A grant of £64.93 was carried over from previous financial year – A COVID grant.
5. And the new film club income was £495.

Our outgoings included:

* Cleaning the hall – some additional costs due to COVID - £1040.78
* Licences including – 100 Club, Premises, and PRS Music licence - £310.94.
* 100 Club wins – a cheque of £100, £50, and £25 as stated in our Lottery/Gambling licence per month.
* Electric and Water – WAVE/SES costs, and NNDR.
* Works to the Village Hall of £12635.34 which covered:
	+ Acoustic panelling
	+ WiFi
	+ Electric Heating
	+ Petanque court build
	+ Sum up machine
* And we also started to incur bank charges….
* And on 28/2/22 we met with Sunbury Homes for a key negotiation meeting. And agreed to not pay SH for works they had done for us – sent an invoice which we didn’t agree with. In return for the works outstanding on the hall that they hadn’t done. Financially we were slightly in the positive financially, and more than that in hassle factor.

At the end of the year we had 4397.70 in the current and £27810.45 account.

Looking forward into the end of this financial year……

* We are in a sound financial position.
* We are currently on top of E-On and monthly readings will enable us to monitor any monthly increases sensibly.
* Water and Sewage are also now monitored with monthly readings and currently in a good position.
* We may revisit hire costs for non-Darsham hirers first, and will do a monthly analysis of income/expenditure to do this.
* We have now started to look at possible grants.
* Chris Fox audited the accounts.

**Comments on Treasurer’s Report**

- One member of the Village asked for a paper copy of the accounts.

- Chris Poupard asked if the members of the committee were trustees and were they covered for insurance purposes. It was pointed out by **KR** that we were covered through the Hall’s insurance company, Zurich.

- **PD** added that a meeting with Angus Bates of Sunbury Homes had taken place earlier in the year regarding outstanding work (see Chairman’s Report). An agreement was reached and secured. It was a sensible conclusion and way forward.

1. **Bookings Report: Jill Edwards**

As you will have seen from Paul's treasurer's report Hall income is very much holding its own and the hall committee have been exceptionally pleased with the number & variety of bookings at the Hall in 2021/2022.

We have regular bookings from all the village groups – Table Tennis, Carpet Bowls, Petanque, Crafty Club, Ladies of Leisure & the newer Darsham Dames group.

There are weekly classes of Yoga, Pilates & Seated Exercise plus the Sequence Dancers use the Hall 2 afternoons a week.

DASH Astro run meetings and hold observing sessions during the autumn and winter on alternate Sunday evenings.

Film Nights also provide us with entertainment during the winter months.

Darsham Dogs Band regularly use the Hall to practice and will be holding a gig on Saturday 29th October as a fundraiser – for both the Hall & Ukraine.

Coffee Mornings have once again become a popular monthly event, with the Parish Council hosting next months.

The Parish Council use the Hall on a monthly basis for their meetings.

And in addition to all the above there has been an increased number of one-off private bookings – birthday parties, family celebrations, meetings, seminars & training sessions.

Most of these have not caused any issues but in view of the very few that have, we may well be a little more discerning in the future.

And to conclude, we are very pleased to advise that so far during 2022/2023 the Hall continues to be well used for a variety of events.

**Comments on Bookings Report**

* Mark Hemingway asked if it might be wise to ask for an extra charge when we have one-off events. **JE** said this was going to be discussed. Bookings are taken at the discretion of the committee and that they have the right to refuse.
1. **Any Other Business**
2. **JE** proposed a vote of thanks to Keith Rolfe for his time as chairman and the huge amount of hard work and determination he had shown in securing our Village Hall. He was presented with a gift by members of the committee. A round of applause was given.
3. A member of the village asked, who would be the next chairman. It was explained that this position would be elected by the new committee.
4. **KR** mentioned the Householders contract that would need to be set up with the developers and all the dwellings in Cheyney Green, to include the Village Hall. This would provide upkeep of the road and public places etc and would cost £100 per household, per year. A member of Cheyney Green pointed out that Birketts, the solicitors for Sunbury Homes, would be issuing a household pack very soon. The Limited Company has already been set up by the householders of Cheyney Green and would need a representative of the Hall Committee to be on it too. It was pointed out that it was a legal requirement to have this management committee for Cheyney Green.
5. A member of the Village asked if the Village Green was accessible to everyone and did people have the right to walk on and use the Green. It was thought that there was some confusion. **Heather Ballantine** pointed out that once the new pedestrian gate and path were in place it would make the Green more obviously accessible. **Keith Rolfe** pointed out that there would be another gate leading from the children’s play area to the field, giving even more access.

There being no further business, the meeting closed at 8:00pm.