Minutes of the Annual General Meeting of Pulford Village Hall Management Committee held on Wednesday May 3rd 2023

Those present

David Ewins (DE) Chairman & Trustee, representing Parish Council, Peter Gosmore (PG) Treasurer & Trustee, Jan West (JW) Secretary & Trustee, representing Parish Council , Richard Cole (RC) Past Chairman & Committee Member , Mike Nethercott (MN) Committee Member & representing History , Kate Fairhurst (KF) Committee Member & representing Bells & Darts, Chris Brown (CB) Representing Art, James Harvey (JH) representing History , Scilla Green (SG) Representing Bridge

Apologies

Phillipa Wade (PW) Representing Yoga

DE opened the meeting and the minutes of the AGM held on 24/4/22 were agreed (as they were previously agreed at the Ordinary Meeting on 18/10/22 and updated to the Parish Council website)

Matters Arising

None

Chairman's Report

DE handed out a printed copy of his report to all present. It noted that we are continuing to fulfil the charity objectives and maintenance of Village Hall Facilities. Hall activity is now back to pre-Covid levels with a healthy bank balance and maintenance of adequate contingency fund. A Mother and Toddler group are expressing interest, members agreed this would be a good area to be involved with.

Most importantly DE spoke at length about the successful outcome of the fundraising project for the village hall toilet upgrade. Fundraising commenced in October 2022 using the CWAC-recommended Spacehive crowdfunding platform. Fundraising started positively with £6,845 from Poulton & Pulford Parish Council (PPPC) using money from the Community Infrastructure Levy (CIL) - these are funds that have come from new building developments in the local area .

Pledges were then received from 139 local backers including residents, friends, village hall group users, local businesses and charities. This excellent local support helped us to subsequently receive significant pledges from the CWAC Cheshire West Crowd Fund and from the CWAC Community Innovation Fund. We reached our target figure by 6/1/23 and when the project closed on 17/1/2023 the total was £23,325. Richard Edwards, a local plumber who has previously renovated toilets at National Trust Erdigg will commence work in June 2023 for approximately 3 to 4 weeks. During this time the hall will remain open as the toilet upgrades are being done sequentially. Following this, the toilets will be decorated in July.

There was a discussion about how donors could be thanked. It was agreed that all donors no matter the amount pledged were equally important. Some of the pledges

were detailed and RC suggested inviting some of the major donors to the opening of the new toilets.

Furthermore, it was noted that due to the successful fundraising new chairs could be ordered.

DE thanked everyone involved in the Village Hall management and fundraising. All present thanked DE and PG for leading this project and agreed that all their time and hard work were key to its success.

Presentation of accounts

PG provided paper copies of all our accounts which are always updated several times weekly. Our total assets, as of 31/02/2023, were a healthy £24,936 excluding the Spacehive appeal money (£22,043) deposited in the Lloyds Saver account. Cash is no longer used instead payments are by cheques or standing orders which helps with transparency. PG personally thanked Barry Evans (BE) clerk to the PPPC for all his time and diligence in allowing us to claim the VAT back on our expenditure.

PG was thanked by all for his time and the excellent way he organises our accounts. It is very much appreciated.

After due consideration and scrutiny the 2022/23 Accounts were unanimously accepted and signed by the Chairman.

Election of officers

DE was re-elected Chairman, nominated by KF and seconded by JH

PG was re-elected Treasurer, nominated by CB and seconded by MN

JW was re-elected Secretary, nominated by DE and seconded by JH

Any other Business

None.

There being no further business, the AGM was closed and the meeting reconvened for an Ordinary meeting.

Minutes of Ordinary Meeting of Pulford Village Hall Management Committee held on Wednesday May 3rd 2023

Those present and apologies

As per preceding AGM

DE opened this meeting at 8pm. Minutes of the Ordinary Meeting 18/10/2022 were agreed and signed off. DE confirmed that ordinary meetings are now held 6 monthly.

Matters Arising

RC stated that his name had been on the Entertainment license since 2005 and that a new licence may need to be issued whenever a new Chairman is appointed. DE will investigate this.

It was noted that our last Fire Safety Check was carried out on 7/11/2022 and will be next due in November 2023.

Treasurer's Report

Although the Treasurer had already given his report earlier in the evening (at AGM) he did now mention that due to the increased usage of the hall and our healthy bank balance we are able to keep the hire charges the same (they were increased last year). Deposits are taken for party bookings just in case the hall is not left in the condition it was found in.

Charitable status update

DE explained that PG and JW complete The Annual Charity Return online on a yearly basis.

Coronation Event

DE and PG spoke about the Coronation Event to be held in the Village Hall on Sunday 7th May 2023. A lot of preparation work by the Friends of the Park will ensure this will be a successful event. There are some spaces left if others wish to attend, please contact PG for further information.

Toilet Refurbishment Plans

Whilst fundraising details were discussed in the earlier AGM specifics of the actual works to be carried out were detailed at length here.

Replacement Chairs

There is a surplus of funds from the fundraising for the toilet refurbishments. Many hall users have commented on the poor condition of the hall chairs. DE and PG have visited Rosehill Furnishings in Cheadle to look at potential replacements. Members present were shown the suppliers brochure. The chairs need to be lightweight, sturdy, comfortable, stackable, smart in appearance and cleanable., There are a couple of chairs that might meet our needs. CB and MN mentioned that most important feature is comfort and that is why the current chairs were purchased, CB and MN were very keen to have some sample chairs for all hall users to try out before any actual replacement chairs were ordered. It was suggested that we should keep twenty of the best blue chairs and the plastic ones which are stored outside. The remaining blue chairs could be sold to other local groups. DE will attempt to obtain some sample chairs from Rosehill Furnishings for hall users to trial.

DE mentioned that new tables could also be purchased, and those present were shown examples of fliptop tables in the brochure. MN and others were concerned about tripping hazards if stored in the Lady Edna Room. KF stated that existing tables were fit for use. It was decided not to buy any new tables at the present time.

Any other Business

CB pointed out that disabled access from the main hall to the toilets is difficult through the narrow swing doors. Also, would it be possible to add a sanitary bin in the ladies toilet to the toilet refurbishment plans. It was agreed this was a good idea especially in the light of prospective new younger groups hiring the hall.

The curtains in the main hall were discussed. It was felt we did not need to replace the window curtains but we should consider a curtain for the main entrance door to reduce draughts.

JH spoke about the pull-down projector screen which was becoming difficult to use and tended to release (roll up) too quickly unless the user was very careful. As a potential replacement, particularly if remotely controlled, was likely to prove expensive JH and MN, on behalf of the History Group (who had purchased the current screen), felt we should continue to use the current screen but review the situation in due course as necessary.

RC asked about safeguarding procedures with party bookings. PG stated that the booking form has been amended and it now clearly states that the person hiring the hall is the responsible adult and must be present during the event. The form must be signed by this person prior to the event.

DE thanked everyone and closed the meeting.

The next meeting is on Tuesday 17th October 2023 at 7:30pm.