

Offham Village Hall Management Committee

AGM Meeting

Thursday, 5 November 2015

Present: Irene Bird
Caroline Dyer
Phyllis Jones
Fiona Lloyd-Williams
Valerie Patrick
George Rothschild
Valerie Taylor
Wendy Williams (Offham Parish Council)
Philomena Wright

Club reps: Jo Coombs and Andy Storey (1st West Malling Scout Group)
Bridget Marrison (Yoga Club)
Angela Story (West Malling Art Club)

Apologies: Marie Therese Hosey

1.	Chairman's Report <ul style="list-style-type: none">• FLW read out the Chairman's report (see attached)	
2.	Treasurer's Report <ul style="list-style-type: none">• PW read out the Treasurer's Report Year to End of December 2014 and presented the accounts (see attachments).• She thanked Brian Jones, the VH Auditor.• The Treasurer reported that 2013 was not a good year. Spent over £7,000 on maintenance. In 2014 spent £3,600 on Maintenance and ordinary Hall expenses amounted to just over £10,000.• Hall lettings down by £1,000 due to loss of Gym Club.• Lighting and heating down in 2014. Water bills have dropped. Fund raising produced £3,200 - after costs £2,400. May Day gave £1,500.• Overall the Village Hall made a net loss of just over £2,500 in 2014.	

	<ul style="list-style-type: none"> • At year end 31 Dec. 2014, the Village Hall National Savings Investment a/c stood at £7,754, current a/c £1,403 and Special Project a/c £4,185. • All Sundry Debtors were cleared in early 2015. <p>3. Election of Officers</p> <ul style="list-style-type: none"> • FLW to continue as Chairman. Proposed by CD, seconded by VT. • PW to continue as Treasurer. Proposed by CD, seconded by VT. • MTH voted as Secretary. Proposed by IB, seconded by PJ. • PJ to stand down as Bookings Secretary on 31 Dec. 2015. • Valerie Patrick to take over as Bookings Secretary w.e.f. 1 January 2016. • IB to continue as Maintenance Manager. <p>4. User Groups' Issues</p> <ul style="list-style-type: none"> • WW suggested it may be an idea if the regular Groups were aware when regular monthly meetings were held. Discuss ways to improve communications with regular hirers. • Yoga - Bridget will send us a note of her skill settings. Sometimes has to clean floor before use on Monday mornings. • 1st West Malling Scout Group - Jo checked the rate to be charged for their meetings. Trudie Rose is new Treasurer as Robin Taylor has resigned. • Cubs' meetings on Wed. evenings often clash with School events. C'ttee to discuss alternatives and report back to Jo. • The Scout Group have a display case with a piece of rope they made showcased in it. They asked C'ttee for permission to put it on display in VH. C'ttee to decide where to hang it and report back to Jo. 	<p>ALL</p> <p>PJ</p> <p>FLW</p>
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	<ul style="list-style-type: none"> • FLW asked Jo to check Lost Property box as it is building up a lot. Scouts reported they do check. • Parish Council - WW reported that the new noticeboard should be ready this month. Delays encountered as it is being made in white, not usual black. • Brown sign is in hand. At the last PC meeting it was decided that the traffic calming should hopefully happen this year and the ideal would be for the sign to be erected at the same time. The PC have to hold a Village meeting before traffic plans can be implemented. • Bridge Club - Number of people has dropped. Hardly covering the rent. They will consider reducing their hours. Will continue with same times until January as they are having a special event. Then review. <p>Representatives from User Groups then left meeting.</p> <p>5. Approval of Minutes from last meeting (1 Oct.15) and matters arising</p> <ul style="list-style-type: none"> • Discuss at next meeting <p>6. Bookings</p> <ul style="list-style-type: none"> • CD reported that Hall was very dirty after party some weeks ago. She and her husband cleaned. • PJ to hand over to VP at end of year. Will pass over regular User Group contact details. VP prefers to use emails as something is in writing but also very happy with telephone. • Scout Group to start back on Friday, 8 January. Beavers to commence on Wednesday, 13 January.. Scouts will be out most Fridays next term as they are taking part in an Outdoor Challenge. • PJ mentioned emptying the bins every week. FLW to ask Bridget as she is in the VH on Monday mornings. • PJ reported that Whiteman and Parrish called her to arrange delivery. FLW is the usual contact. 	<p>ALL</p> <p>FLW</p>
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	<ul style="list-style-type: none"> • PJ gave PW invoicing details for the end of month and cash from bookings. Reported that she is encountering difficulties with many people not now using cheque books. Consider ways of dealing with problem as it affects their Hall hire party deposit. • Early next year VP to ask regular hirers to fill in a form giving us their Skill Sets which may prove useful information to the Committee. • Several C'ttee members require VH keys cut. <p>Hall Checking Rota</p> <p>Saturday, 7 November - 10.00 am to 1.30 pm - FLW " " - 3.00 pm to midnight - PJ Sunday, 8th November - 1.30 pm to 4.30 pm - IB Saturday, 14th November - 2.00 pm to 11.00 pm - PW/FLW Sunday, 15th November - 9.30 am to 12.30 pm - PW Sunday, 22nd November - 10.30 am to 1.30 pm - PJ Saturday, 28th November - 2.00 pm to 7.00 pm - GR Sunday, 29th November - 10.00 am to 4.00 pm - VT</p>	<p>ALL</p> <p>VP</p> <p>VT</p>
7.	<p>Maintenance</p> <ul style="list-style-type: none"> • IB still awaiting date for hedge to be cut around car park. Adrian Marchant to be contacted. • IB to contact Brindles Electrical to remind them quote required for new strip light fitting in MH. • Main Entrance flat roof. No news re. donation from May Day. 	<p>IB</p> <p>IB</p> <p>IB/FLW</p>
8.	<p>Table Top Sale Review</p> <ul style="list-style-type: none"> • Total profit from the event (including sales of tea, coffee and cakes) amounted to £644. This is a record. Steam Rally was very busy. FLW thanked. 	
9.	<p>Christmas Dance - Saturday, 12 December</p> <ul style="list-style-type: none"> • Ticket sales have proved difficult as people have so many other events around Xmas time. Much more advertising than normal. At present there are 62 tickets sold. • VT to contact Brenda Heath to get some support from Kings Hill WI. Not a member of U3A as was thought. 	<p>VT</p>

	<ul style="list-style-type: none"> • FLW to promote at OS Quiz on 14 November and hand flyers round although most Village people present have already been contacted by VT. 	FLW
	<ul style="list-style-type: none"> • WW suggested putting on OPC website and the VH website. FLW will arrange. 	FLW
	<ul style="list-style-type: none"> • C'ttee to meet on Saturday, 12 Dec. at 9.30 am ish to decorate VH and prepare food. 	ALL
	<ul style="list-style-type: none"> • WW has several sets of Xmas lights if required. 	WW
	<ul style="list-style-type: none"> • PJ to provide usual table decorations. 	PJ
	<ul style="list-style-type: none"> • FLW to provide usual lights. 	FLW
	<ul style="list-style-type: none"> • Food CD to produce menu (£1.50 per person max.) - suggestions nibbles, sausages on sticks/silver onions, Xmas ploughmans with extras. Mince pies and boxes of Celebration sweets. 	CD
	<p>PJ and VT to do shopping.</p>	PJ/VT
	<p>Raffle prizes Phyllis - Xmas pudding, box Ferrero Rocher Philomena - bottle wine Fiona - bottle wine George - bottle wine Irene - box Xmas crackers Val - Poinsettia Val - Xmas hamper Already got Xmas table decoration</p>	
	<ul style="list-style-type: none"> • VT to write to Asda and B&Q for raffle prizes 	VT
	<ul style="list-style-type: none"> • In Kitchen on Saturday night PW, WW, IB, VP, FLW, C and RD 	PW/WW/ IB/VP/ FLW/CD
10.	<p>AOB and date of next meeting</p>	
	<ul style="list-style-type: none"> • Next meeting Thursday, 3 December at 7.30 pm in the Kings Arms 	
11.	<p>Check emergency lights and flush back toilet</p> <p>All working OK.</p>	
	<p>Meeting finished 10.15 pm.</p>	

