

Minutes of the Annual General Meeting held 8.00pm on Wednesday 8<sup>th</sup> June 2016 in the Village Hall

In the absence of the Chairman, John Stone, Clerk to the Parish Council welcomed those present to the meeting.

**1. Present and Apologies**

Apologies were received from Oenone Cordingley, Jean Fawley and Chris Dean.

Present: Terence Patrick and Linda Street.

In attendance: John Stone, 8 residents and Councillors David Reeve and Matthew Sarti

**2. The role of Chairman and arrangements for chairing the meeting**

As the Tony Budd had left the Village it was agreed that Terence Patrick should chair the meeting until such time as a permanent appointment could be made.

**3. Vote of thanks to retiring members**

The Chairman called for a vote of thanks for the retiring Chairman, Tony Budd, and Secretary, Oenone Cordingley, for their years of service to the Village Hall and local community. This was passed unanimously.

**4. Minutes of the half yearly meeting held Friday 27<sup>th</sup> November 2015**

These were agreed as a correct record.

**5. Matters arising**

It was noted that the references to JA March and Hilarys under any other business referred to the same quote.

**6. Membership of the Management Committee and Election of Managing Trustees**

It was reported that Anthony Budd and Oenone Cordingley wished to step down as Trustees.

The following representatives of village organisations had been nominated and had agreed to stand:

- the Parish Council – Terence Patrick;
- the West Clandon British Legion- Jean Fawley;
- The Clandon Society – Christopher Dean;
- Clandon Dance- Linda Street.

John Stone reported that he had written to the Rev Barnaby Perkins cc Anne Lazenby asking for a nominee from the PCC but had yet to receive a reply.

#### **7. Election of Officers**

There being no nominee for the post of Chairman/Treasurer it was agreed that further sounding should be made with a report back to the meeting of the Parish Council on 28<sup>th</sup> June.

Jean Fawley was re-elected as Booking Secretary.

#### **8. Administrative arrangements**

John Stone agreed to provide administrative support to the Management Committee until such time as alternative arrangements could be made.

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

It was reported that hall bookings were in good shape.

#### **10. Cheque Signatories**

It was agreed that Terence Patrick and Linda Streat should be Cheque signatories on all the Charities bank accounts

It was further agreed that Oenone Cordingley and Tony Budd should be removed as signatories in due course.

The registered address of the Charity should be changed to Hunters End, Lime Grove, West Clandon, GU4 7UT.

#### **11. Financial Matters and Annual Accounts**

A copy of the 2015 accounts taken from the Charity's Cash Book was distributed. It was reported that these had been approved by Colin Ryall, the Charity's independent assessor. John Stone undertook to seek confirmation of this from Mr Ryall. **(JS)**

The accounts were approved.

#### **12. Charity Commission Return**

It was reported that Charity Commission Returns for 2014 and 2015 had not been made. Stephen Meredith and John Stone agreed to meet to try and resolve this. **(SM/JS)**

#### **13. Operational Matters**

It was noted that Caretaker/daily tasks/Supplies were undertaken by Roger Carter. It was agreed that this should continue. It was agreed that Linda Streat should pay/reimburse Mr Carter direct and deduct the payment from her rental payments until such time as new cheque signatory arrangements were in place. It was reported that operating the heating might be a problem.- Terence Patrick agreed to call in a heating engineer to investigate. **(TP)**

John Stone agreed to ask to Parish Council's contractors to quote for maintenance of the side garden adjacent to Brownlow Cottage **(JS)**

Future projects identified for further consideration were as follows:

- A key cabinet with a complete set of key
- Annual Tasks Spring Clean
- Floor polishing

#### **14. Maintenance and Projects**

The following projects were identified for submission to Guildford Council for Grant Support.

- Store room windows- Linda Streat to supply quotes **(LS)**
- Stage Curtains- quote supplied at the meeting **(JS)**

Future Projects for further consideration

- External painting around new windows and new side door
- Rendering on back wall
- Lobby Floor sinking at one point
- Lobby/Kitchen Painting
- Future programme: Hall painting, Windows in Hall, toilets, Boiler replacement, Stage area and piano

#### **15. Any other business**

There was none

#### **16. Date of next meeting- 9<sup>th</sup> November 2016**