

## Lydeard St Lawrence Village Hall Management Committee

### Minutes of the Annual General Meeting held on 21 April 2020 by video conference, commencing 7.30 pm

**Present:** Don Hobson (Chair), Pauline Smith, Paul Yeomans, Steve Baines, Jo Stewart, Anna Broad.

**Apologies:** Mel Horner, Michaela Greener.

**Minutes of the last AGM** of 16 April 2019 were proposed by Pauline, seconded by Jo and signed by Don in the chair.

**Matters arising:** None

#### **Chairperson's report:**

The Chair thanked the members of the Committee for their work over the last year. He paid particular thanks to Mel Horner for his many years of service as a Village Hall Trustee and his tireless work for the community. Mel has now resigned from the Committee. His spare keys for the hall are now with Don, who will ensure that Anna receives one, as she is taking over Mel's role as Bookings Secretary. It was agreed that Mel should receive a leaving gift of £100 towards the cost of a bird table.

#### **Presentation of accounts:**

The accounts for 2019 submitted to the March Committee meeting have now been signed by the Chair. These accounts are attached. A summarized budget for 2020 is also attached to these minutes.

#### **Election of Trustees and designation of roles:**

The following list of Trustees and designations was proposed by Don, seconded by Anna and carried unanimously:

- Chair: Don Hobson
- Vice Chair: Paul Yeomans
- Secretary: Jo Stewart
- Treasurer: Steve Baines
- Bookings Secretary: Anna Broad
- Procurement: Pauline Smith
- Community events: Michaela Greener

Signatures for the Declaration of Acceptance of Office will be gathered when coronavirus restrictions allow.

#### **Hall hire charges**

The following changes to hourly hire charges were agreed

Event	Current hourly rate (£)	Hourly rate from 01/06/20 (£)
Local organisations	5.50	5.60
Children's parties (before 6pm)	5.50	5.60
Children's parties (after 6pm)	8.0	8.20
Adult parties	8.0	8.20
For-profit organisations	9.0	9.20
Any non-standard bookings will be separately negotiated		

The following changes to quarterly hire charges were agreed

	<b>Current quarterly rate (£)</b>	<b>Quarterly rate from 01/06/20 (£)</b>
Large garage	85	87
Small garage	60	61.50
Parking	30	30.75

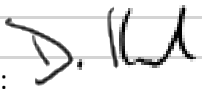
The following monthly rates of remuneration were agreed:

	<b>Current monthly rate (£)</b>	<b>Monthly rate from 01/06/20 (£)</b>
Cleaner	60	61.50
Gardener	60	61.50

**Any other business:**

It was agreed that, in view of the extraordinary circumstances of the AGM during the Coronavirus lock-down, the minutes should be made widely available on the Village Website and the Village Newsletter.

**L. S. L. VILLAGE HALL ACCOUNTS YEAR ENDING 31 DECEMBER 2019**

RECEIPTS		£	PAYMENTS		£
HALL LETTINGS		3510.00	BUILDING MAINTENANCE		
GARAGE/PARKING		1275.00	Yeomans (various)	203.21	
			Simpson (painting)	320.00	
DONATIONS			Quantock & Exmoor Ltd (wall)	648.00	
For use of equipment etc	99.00		Parker (hot water heater)	635.29	1806.50
Parking	10.00				
		109.00			
			RUNNING COSTS		
INSURANCE CONTRIBUTION		0.00	Water Rates	56.40	
			Council Tax	0.00	
			Insurance	659.42	
FUNDRAISING			Electricity	820.43	
Coffee Shop	296.00	296.00	Fire extinguisher & alarm service (£198.60 net)	266.40	
			Grounds work	600.00	
GRANTS			Cleaner	420.00	
Parish Council		500.00	Sundries	66.43	
			Rev. Maureen (reimbursed)	150.00	3039.08
GARAGE DEPOSITS	0.00				
Booking deposit	0.00	0.00			
			OTHER		
BANK INTEREST			Community Council sub. Vouchers	40.00	
Scottish Widows	19.41	19.41	Tables	396.72	436.72
CLUB FUNDS			PETTY CASH		
Over 60s Lunch Club		0.00			
Reimbursements	250.80	250.80			
PETTY CASH					
Total Receipts		5960.21	Total Expenditure		5282.30
			Excess of income over expenditure		677.91
<b>TOTAL</b>		<b>5960.21</b>	<b>TOTAL</b>		<b>5960.21</b>
Signed: 	Chairman				
	Treasurer				
				Date:	21-4-20
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**LYDEARD ST LAWRENCE VILLAGE HALL  
ACCOUNT Y/E 31.12.19**

<u>ASSETS AT 01.01.19</u>	£	<u>ASSETS AT 31.12.19</u>	£
PETTY CASH	16.40	PETTY CASH	16.40
CASH ON HAND	195.00	CASH ON HAND	16.50
CURRENT ACCOUNT	22955.19	CURRENT ACCOUNT	
8792.19			
SCOTTISH WIDOWS	<u>9967.95</u>	SCOTTISH WIDOWS	
<u>24987.36</u>			
TOTAL	33134.54	TOTAL	
33812.45			
EXCESS OF INCOME OVER EXPENDITURE	<u>677.91</u>		
<b>TOTAL</b>	<b>33812.45</b>	<b>TOTAL</b>	
<b>33812.45</b>			

*D. Hill*

21-4-20

## **Budget statement for the year ending 31/12/2020**

### **Capital brought forward: £33812**

Including certain sums held:

Petty cash/floats	16.00	
Youth Club funds	500.00	
Lunch Club funds	800.00	
Garage Deposits	<u>200.00</u>	
	1516.00	1516.00

Contingency		10000.00
Est. expenditure		9756.00
Available capital		<u>12540.00</u>
		33812.00

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### **Estimated expenditure 2020**

Running costs	1300.00
Rates/Insurance	716.00
Gardening	720.00
Cleaning	720.00
Decoration	1300.00
Wall repair ?	<u>5000.00</u>
	9756.00