

## Great Cressingham Village Hall Committee AGM

Thursday 26<sup>th</sup> September 2019 at 7pm

### 1) Welcome and Apologies

#### **Present:**

Merrick Smith, Anna Smith, Sally Lovick, Elaine Hatherly, Lavinia Chapman, Maxine Robinson

#### **Apologies:**

Ann Jarvis

### 2) Minutes of previous meeting

The minutes of the previous meeting held on the 3rd May 2018 were accepted.

### 3) Matters arising

There were no matters arising

### 4) Chairman's report

MS delivered his Chairman's report (appended)

### 5) Finance

SL presented the 2018 accounts for 1 January to 31 December 2018. The VAT received will appear on this year's accounts.

SL thanked MS for sorting out new bank accounts after the problems which arose when the TSB changed their computer software.

MS thanked SL for producing meticulous accounts and dealing with all aspects of Village Hall finance.

### 6) Election of 2019/20 Village Hall Committee

Position of Chairperson:

SL proposed MS continue as Chairperson and this was seconded EH, MS was duly re-elected as Chairperson.

PN would like to relinquish her position of Deputy Chairperson

PN proposed MR to join the committee and take on the role of Deputy Chairperson

MS seconded the proposal and MR was duly elected.

All committee members agreed to be re-nominated to the committee and they were duly re-appointed. A summary of the committee membership is detailed below:

<b>Committee Member</b>	<b>Role</b>
Lavinia Chapman	Church Representative
Keith Ford	Trustee
Pauline Ford	Trustee
Elaine Hatherly	Trustee
Ann Jarvis	Trustee
Sally Lovick	Treasurer/Trustee
Pat Newman	Trustee
Maxine Robinson	Trustee/Deputy Chairperson
Anna Smith	Secretary/Trustee/Parish Council Representative
Merrick Smith	Trustee/Chairperson

MR and EH to be added to Charity Commission records as trustees for Great Cressingham Community Association.  
MS to upload summary of financial year to Charity Commission website to complete annual report.

**7) AOB**

No points of any other business were raised.

Meeting closed 19:25

## Appendix

### Great Cressingham Village Hall Committee AGM

#### Chair's Report for AGM 26th September 2019

I would like to welcome you to this year's Village Hall AGM.

If there are any particular matters you wish to raise please let us know under Any Other Business.

It is a surprise that over a year has passed since the last AGM, but time always passes quickly when you are busy and it has been a busy year for the Village Hall. Since the last AGM we have strengthened the Village Hall management team with Elaine Schofield joining the committee and meetings have also benefitted by involvement of villagers such as Maxine and Caroline, whose support is much appreciated.

My thanks go to all committee members for their work in supporting events and activities during the year. I particularly would like to thank Sally for continuing to do a sterling job as Treasurer and Bookings Clerk and Anna for keeping me on track with secretarial support. During the year Pat Newman had to relinquish her role in cleaning the hall and we have appointed not one but two replacement cleaners.

During the year we have reviewed the running of key annual events with a view to further improvement and greater community involvement. Effort continues to be put into publicity for events with posters and notices around the village and the Diary Dates leaflet posted to every house in Great and Little Cressingham. The Village Hall now has its own website where details of upcoming events can be found and more general information about the Village Hall.

To mention one or two highlights by name, the Easter Saturday 'Great Cressingham Gnome Hunt' proved very successful and fortunately this year we were blessed with good weather. The year also continued with our regular events which included the Horticultural Show, Pudding Night and Christmas Fair. Regular users have remained faithful to Bingo sessions, Quiz Evenings, Taekwondo and keep fit. Another highlight of the year was the performance put on by 'The Old School House (TOSH)' theatre group. It was good to see the stage in use again and the enthusiasm of all those involved. We look forward to future performances including a pantomime in the New Year. The introduction of a series of 'nostalgia' coffee and cake mornings was well received and provided an opportunity to view Great Cressingham through time, we would of course welcome more regular events like this that involve the local community. One-off bookings have been at a very pleasing level with groups using the hall for family parties, wedding receptions, meetings and other activities.

The Committee has continued to consider improvements to the Hall's facilities and operational needs. The refurbishment of the kitchen area has been completed and the new cupboards, cooker, fridge and worksurfaces are a big improvement. The replacement of the hall lighting with LED lights and installation of a new public address system is a significant step forward. We remain committed to improving and managing the Hall to provide a suitable venue for the local community. We are actively considering improving exterior lighting, obtaining external storage to de-

clutter the stage area, refurbishment of the bar area and redecoration where necessary.

During the year routine maintenance and Health & Safety duties were carried out including electrical servicing and PAT testing, routine fire and safety checks.

I am optimistic about the coming year and hope that improved facilities and attractive events will see further improvements in community involvement and use of our Village Hall.

Merrick Smith  
Chair Great Cressingham Community Association