

AGM of Denbury Village Hall Management Committee

Held on Monday 18th June 2007 @ Denbury Village Hall 7.30pm

Present (old hall committee)

P. Howe (Chair), L.Pead (Treasurer), T.Webber (secretary taking minutes), J.Foster-Turner (secretary), E.Grice (secretary), T.Brownhill, V.Cornell, J.Griffin, J.Harris, T.Head.

Present (new hall committee)

C. Ray (Chair), M. Hersey (Treasurer), T.Snow (Secretary), M. Head (Funding), J.Harris, E. Grice.

Members of the public

Six

Apologies

F. Badger, T. Hart, C Head

Welcome from Chairman (P. Howe)

Pam Howe welcomed all present at the meeting and thanked them for taking the time to attend this evenings meeting.

Review of last year's AGM minutes

Any amendments made and P.Howe signed as a true record

Chairman's Report by P.Howe for the old village hall committee

The AGM last year was a "crisis" meeting when the whole committee stood down. Vic as the acting chairman asked for volunteers to form a new committee to avoid the possibility of the hall closing. The new hall committee had reformed at that same emergency meeting. We are all working towards the same aim of providing a vital community facility in our village. Until we have the new hall it is essential that this one is run and maintained to the best possible standard within its limitations both practically and economically and the management committee is committed to this aim.

Since last June we have dealt with a number of issues. We have introduced a booking form not to produce unnecessary paperwork but to help all concerned. It is confirmation both for the hirer and the booking clerk of the arrangements made between them and at the same time advises the hirer of his responsibilities. There have been some problems with hirers not leaving the hall in as clean or tidy a state as they should or otherwise leaving lights on or doors unlocked. With a signed booking form advising them of these responsibilities it is hoped to cut down or even eliminate such occurrences and if not the relevant user will be contacted soon after the event. With last years reforming of the committee and changes in usage of the hall it also became apparent that the constitution needed some updating. A small working group looked into this and Thurston will be telling us a little later about the outcome.

The management committee is now an associate member of the community council for Devon - an important source of advice and a fund of information on many aspects of hall management.

On the more mundane but no less vital aspects of management, we have completed the annual electrical testing of both circuits and appliances, the fire extinguishers have been tested and a risk assessment of health and safety issues was recently completed. When we have studied the report on this, there may well be more issues to address. We have replaced the kitchen window – with the 2006 grant from the May Fayre Committee, repaired various doors and windows and unblocked guttering – a seasonal problem. Other matters in the pipeline are replacement of curtains on the windows for which we have been fortunate to receive a grant from this year's May Fayre Committee towards material. We have provided an outside tap which can be turned off in the kitchen to guard against wastage and also identified the need for repairs to the kitchen sink and cupboard as well as the provision of a replacement kettle.

A "Spring Clean" took place on Saturday 14th April and in the summer during the school holidays some redecoration is planned including further treatment of the floor. Finally it was suggested that the hall facilities should be actively promoted so we have been putting a quarterly letter in the Denbury Diary and for those who want to see the finer detail of what the Committee gets up to the latest minutes are displayed on the Hall's notice board and appear on the Denbury website. (www.denbury.net)

Finally I would like to thank all the committee members for their support and hard work during the last year.

Election of Officers (any new members and existing members)

All existing members who were prepared to stand again

Old Village Hall Committee:

P. Howe (Chair)

L. Pead (Treasurer)

T. Webber, E. Grice, J. Foster-Turner (joint Secretary's)

F. Badger

J. Harris

T. Head

T. Brownhill

V. Cornell

J. Griffin

C. Head

Thanks to Teresa Snow who has resigned from the Old Village Hall Committee, but will continue to be a member of the New Village Hall Committee. Pam would like to thank her for her contribution to the committee.

Treasurer's Report by L.Pead for the old village hall committee

Trading year down £2.00 on previous year, weekend usage of hall up.

Balance as at 31st March 2006: - £7779

Balance as at 31st March 2007: - £9875

Grants and profits for the year: - £2096

Grants and Donations: - £1892

Caretaker and Cleaning: - £1697

Cleaning and cleaning products much more cost effective.

New Equipment: - £658

Building and Equipment Maintenance: - £1748

All accounts have been audited by Keith Wakeham, and signed as an accurate representation of records that have been provided and examined.

Luke would also like it to be put in the minutes that he has just received an electric bill showing that the hall is in credit for the amount of £500

Chairman's Report by C. Ray for the New Village Hall Committee

New Committee

Claire told of the newly formed committee and how they have been working on three key areas to promote the future of the new village hall.

- 1) To tackle the church commission
- 2) The lottery grant application
- 3) Questionnaire to the community of the village

Planning for the new hall

Ed Chamberlain and Reg Burningham, a chartered surveyor and an architect from the village have both joined the committee.

New proposals have been drawn up and sent with a cover letter to Teignbridge District Council. They propose to re-position the hall and to have a multi court. The multi court has been taken on by Sally and Nick Roberts, who have offered to take on the task of raising funds for this project. The car park will have the same amount of parking spaces and they hope to use the space to the advantage of both the school and those who live near the school, allowing the car park to be used for parents to drop off pupils at the beginning and end of the school day, with a view to cutting down the build up of traffic at those times of day. Tracey Hart was asking for funding from the Education Department to improve the fence between the school grounds and the new village hall site and put in a secure gate.

They are also investigating the possibility of having allotments on the site, Andy Wallace was asked to put this to the village via the Denbury Diary, and having received 17 names of people who have expressed an interest is now looking into the legalities of such a project and will report back to the committee with any updates. These proposals have been put to the local Parish Council, who commended the new committee for their hard work and thought the proposals most impressive.

The hedging surrounding the plot has now been planted, and they had plenty of help from fellow villagers, and are now growing well.

A site hut has been acquired, with a view to using it to house mowers and ground tools.

All of the above will (in the very near future) be put to the villagers for inspection and they will welcome all views that come back.

Fundraising

Applications have been sent to The Big Lottery and are awaiting feed back.

Other areas are also being looked into; these include the Parish Council and the Community Council of Devon. They have also been taking advice from a Gill Gray who works as an advisor for Teignbridge District Council; she has been able to give pointers on whom to approach. Funding for the supplies of electricity has also been pursued.

The use of the site to raise money from events has also added to funds i.e. Proms in the Park and wedding venues.

Questions and answers regarding the new proposed plans

Lesley Groves (member of public and ex-committee member) said she understood the reasoning behind having to alter the scale of the hall but asked why the whole site had been moved to a completely different position.

Firstly, she (Lesley) was asked to explain why the hall had been placed so far back in the first place. She explained, along with Derek Groves, that the hall had been placed there after local people in the village had expressed their preference. Following an open day drop in at the village hall, villagers had the chance to look over the proposals and have an input before any proposals were submitted to the local planning office. Villagers' living right opposite the site felt that if the hall was set back, the noise levels would be less if a party or such like was being held. Also as the local Primary School would be using the hall's facilities, it would make for an easier and safer access. Lesley explained that a proposal had been put in place following a year long consultation, which was sound and been approved by the locals.

Claire Ray and Teresa Snow replied by saying that the committee for the new hall would also be showing the villagers the new proposals and would consider any suggestions. They said that the idea behind the relocation of the hall was that the multi court could be placed behind the hall. They also said that the school no longer wanted to use the hall.

Penny Stinton (member of public and school governor) wanted to point out that at no time had the school said they no longer wished to use the new hall, but that they had not been approached at any time to discuss this subject. Penny added that the school had applied for a grant to cover the cost of a secure boundary fence to allow access to the hall.

Tina Webber (Preschool Chairman and Secretary to old hall committee) asked if the new plans still included a secure unit for the preschool, as the preschool committee had not been approached on the matter, having gone through all matters previously concerning health and safety and security issues with Lesley Groves on the old plans.

Claire Ray responded by saying that as Emma Grice (preschool manager) was on their new hall committee, she felt this area was covered for our needs.

Tina Webber felt that the Pre-school committee should have been asked but would probably have been more than happy to have Emma represent them.

Claire Ray felt that maybe we should bring this up with Emma at a later date, as she had not said anything to them.

Thurston Head felt that the committee did not have to seek the approval of the local Parish Council and it was the voice of the village that should be valued more.

Teresa Snow said she had never realized this but would take it on board.

Pam Howe asked that we move onto the next subject, and readdress any more issues with the committee when the plans are shown to the whole village.

Trust and Constitution

It was raised that they should they apply as a village hall or as a parish hall? Thurston felt that if applied for as a parish hall, it would be difficult to get grants, just because you're calling yourself a "parish hall". Trustees must make it clear they are constitutional trustees and have to act for the charity.

New deeds are not needed every time, providing the Parish Council doesn't have an input. It was suggested they go to a Trust lawyer who may advise they get a vesting deed. Thurston has been looking into these matters because of the legal aspects, and the site is owned by Trustee ownership.

Treasure's Report (Margaret Hersey for new committee) 2006/07

Income total for year was £9871.00

£3500.00 was donated to a fund to do specific things with e.g. hedging which was done earlier this year.

£3106.00 was from donations and £2370.00 was from funding projects such as the Christmas market and French evening.

The money is in a high interest account a CAF bank and has earned £895.00

Expenditure was £2518.00; this was mainly for the water connection and maintenance of the site and the hedging outlay.

The amount in the bank at the moment stands at £31,403.00

It was suggested by a donor that we set up a system whereby anyone who wishes to make regular donations to the fund will be able to do so, thus providing a regular growth which will be a good selling point when applying to funders. We are looking into this possibility and will be putting it to the village for their thoughts.

Report on new constitution by Thurston Head

Following meetings with Thurston, Vic Cornell and John Griffin it was felt that the constitution was in need of modification as the original copy was first written in 1978, and the hall was being run in a very different way now in 2007.

The name of Parish Council has now been changed to Denbury and Torbryan.

Schedule of asset: - new major asset in the land destined for the new village hall had to be included.

Make up of committee not constituted properly: - need a minimum of 6 or more persons. Two ex-officio members, elected members and representative members.

Ex-officio member: - Keep the rector on to represent his office. Parish Council to fill empty chair on committee.

Elected members: - To remain the same

Representative members:- One member may be appointed by Denbury and Torbryan Parish organization which uses the hall more than 4 times a year for a purpose which meets the objects of the charity.

Object of project: - non commercial group to join the committee.

Co-optative members: - The committee may appoint if they think fit.

May need more trustees, it needs to be made clear what responsibilities they are accountable for, if trustees. E.g. had contact with hall management committee to start work on the site, so the people reasonable are the (village). Keep village hall project going (monies given by the villagers). Parish Council (not their role to try and take over).

Thurston proposed we adopt the newly modified constitution and go ahead and get the authorization from the Charities Commissions.

Meeting Finished, to be followed by a short Old village hall committee meeting