



**PETT VILLAGE HALL MANAGEMENT COMMITTEE  
ANNUAL GENERAL MEETING – 13<sup>th</sup> MAY 2019**

**Present:** Tim Rothwell (Chair), Richard Smith (Treasurer), Fran Pitts (Secretary), Carol Pecorini.

**In Attendance :** Eve Button, Chris Saint (Short Mat Bowls Club), Mary Saint, David Penfold (Parish Council), Philippa Strickland, Bob Harris, June Harris, Ann Nicholls, David Nicholls, Richard Cooke, Lue Cooke.

**Apologies for Absence :** Judith Dean, Carol Glasson, Terry Cornish, Helen Wilson.

**Minutes of AGM 14<sup>th</sup> May 2018 :**

Correction : The spelling of Paul Turner's name was corrected in the Chairman's Report. The Minutes were then agreed and signed as a true record.

**Chairman's Report :**

TR directed the Meeting to tabled paper copies of his report. See Appendix A. - available at <https://www.pettnet.org.uk/pe-tt-village-hall-management-committee-agendas-and-minutes>

TR confirmed that he is happy to stand again as Chair and Booking Manager and to continue to run the Website for the Village Hall Committee.

He thanked the previous Committee for their help especially in the early part of the new Committee's work.

TR also thanked Committee Members who are not standing for the following year : Mike Wilkins who stood down earlier this year for his help, particularly with the Charity Commission's requirements, Helen Wilson for her help with fund raising events and David Hanse who helped to get the Committee started but now has other commitments.

TR thanked those present for attending and in particular those members of the local community who had regularly supported the meetings during the year.

TR also thanked Chris Saint for his assistance with the Broadband installation and Philippa Strickland who confirmed she was happy to continue responsibility for Health and Safety.

TR thanked Richard and Lue Cooke for 'going the extra mile' in cleaning and maintaining The Hall and Terry Cornish for volunteering to help fill the gap left by Ray Barden's departure.

ARC – There was a discussion about the progress made on this and TR noted that if any group is worried about disruption caused by the building of the partition wall, he will make sure that work does not take place during the group's use of the Hall.

**Treasurer's Report : See Appendix B <https://www.pettnet.org.uk/pe-tt-village-hall-management-committee-agendas-and-minutes>**

RS noted that outgoings and income had remained very steady and followed a pattern very similar to last year.

Insurance costs have been reduced through a new broker and RS hoped to reduce costs and increase the range of cover again this year through negotiation with the broker.

Energy cost increases seem unavoidable however.

Like TR, RS is keen to further improve what is offered to groups and hirers (eg WiFi) without increasing charges this year.

**Booking Manager's Report : See Appendix C <https://www.pettnet.org.uk/pe-tt-village-hall-management-committee-agendas-and-minutes>**

At the beginning of the new Committee's work, TR made a decision not to use a separate mobile phone for the Hall Bookings and this seems to have been successful.

Posting the calendar of bookings on the Village Hall pages of Pett on the Net has also worked well and probably increased the number of bookings.

Appendix C includes an analysis of the bookings – briefly, booking numbers are up with an increasing number coming from outside Pett.

TR noted that the Hall was asked to host the ESCC Chairman's Tea last October and he had received good feedback from this.

Bouncy castles are very popular for children's parties and it has been agreed to continue these on the condition that users or providers of the equipment have their own insurance.

DP noted that the Parish Council asks to see copies of the insurance certificates and it was agreed that TR would follow this up where opracticable.

There was a brief discussion about suitable parking for Village Hall events, particularly when it is too wet to park on the grass. It was suggested that Mrs Darnell could be approached to open the field if this is a problem.

### **500 Club**

The number of members is around 300 at present.

£4,000 was given towards the new boiler and a balance of £2380 remains.

The new system of awarding prizes has proved much easier to administer.

PS noted it was proposed to change the application form so that payment can be made by BACS, and the facility to add more numbers to the form.

TR thanked Philippa Strickland and Caro Pecorini for running the 500 Club so efficiently which results in an invaluable contribution towards the cost of running the Hall.

#### **Election of Officers:**

It was proposed by PS that the present Committee should continue .

This was seconded by TR and agreed. It was also proposed and seconded that TR should continue as Chair and Bookings Manager, RS as Treasurer and FP as Secretary.

TR proposed that Terry Cornish should join the Committee

This was seconded by RS and agreed.

It was agreed that the small Committee of 6 members was viable and TR stressed that others are very welcome to help without being members of the Committee.

PS stated she was happy to continue looking after Health & Safety and the 500 Club.

DP, on behalf of the Pett Parish Council, thanked everyone for their work this year.

#### **Open Forum:**

PS noted that the wooden notice board outside needs relining and TR agreed to look into replacing it with another of the same size.

Lue Cooke noted that a notice board in the foyer would improve its appearance as at present notices are spread around. It was agreed that this should be investigated.

PS explained that she has the Artwork for notices (to be used instead of handwriting ) which could be used by other groups and TR agreed to follow this up.

It was noted that the Hiring Licence displayed in the Hall was now very old and a new one needed to be applied for. RS offered to follow this up.

DP raised the issue of the unsatisfactory doors to the kitchen and Richard Cooke agreed to follow this up, along with a possible tape to pull down the screen in the Catharine Holman Room. (David Nicholls has now very kindly seen to both these issues.)

**Any Other Business :** None raised.

**Date of Next AGM :** Monday 11<sup>th</sup> May 2020

The Meeting closed at 8.30pm.

