HALLMARK
a quality standard scheme for village halls
Hallmark 1 achieved

OFFORD VILLAGE HALL MANAGEMENT COMMITTEE

ANNUAL GENERAL MEETING
Tuesday November 28th, 2023

PRESENT:
Kathy Millward **(Chair)** John Kirby **(Treasurer)** Helen Bosworth **(Bookings Secretary)**
Helen Ellis **(Secretary)** Sarah Cutworth **(Elected)** Patrick Ruddy **(Elected)**
Rebecca Davis-Marsh **(Elected)** Jenny Murby **(PCC)** Will Headen **(TOPS)**
Ann Scott **(Senior Citizens)** Rod Arnold **(Bowls)** Angela Simpson **(Thursday Club)**

Louise Burmeister, Fred Simpson, John Gatward and Malcolm Reece members of the public.

Kathy as Chair welcomed everyone to the Meeting.

1. APOLOGIES FOR ABSENCE

No apologies were received.

Organisations not represented, Brownies, TOTS, OD & OC PC, Offord GA.

2. MINUTES OF THE PREVIOUS AGM

The minutes of the AGM held on Tuesday November 22nd, 2022, were taken as read, agreed by the Committee, and signed as a true record.

3. MATTERS ARISING

There were no matters arising.

4. CHAIRMAN'S REPORT

The Chairman stated that it had been a busy year which she hoped would continue to bring the community together in the hall. The AV system was now fully installed, with the slight issue of a buzz being fixed.

She thanked the previous Management Committee for their active running of the hall. John K for keeping the finances on track and communicating with ACRE, HDC and the Insurance company and energy providers to make sure we got the best service possible. All the grant applications and being there to advise.
Helen B for her work as Booking Secretary, running the diary and dealing with bookings smoothly. Also working on the transition to the new system, Hallmaster. Helen is retiring from this position but will continue as trustee for the WI. She was thanked for the years of dedication she had given to this position. She will assist the new Booking Secretary until they are confident in the role.
Jenny and Helen B for running 300 + Club.
Helen E for her work as secretary.
Sarah and Rebecca for helping to organise and run events.
Malcolm Reece for being a key holder.
Kathy said it was vital that all organisations helped with fundraising as it was a vital source of income especially with the high running costs.
John K thanked Kathy on behalf of the trustees, for her hard work over the year as Chair.

5. TREASURER'S REPORT

John K reported that the accounts had been independently examined and certified by Val Seekings and were presented to the Management Committee at the meeting on November 13th, 2023. They will be sent to the Charity Commission.
It was agreed to thank Val Seekings with a gift of £50.

6. TRUSTEES' ANNUAL REPORT

The Trustees' Annual Report is required by the Charity Commission, reporting on the previous year. The purpose is to help with future planning and outlines the financial risks involved. This had been previously circulated to the Management Committee and will now be sent to the Charity Commission.

7. ELECTION OF TRUSTEES

There are vacancies for 7 elected trustees, as well as the representatives from the 10 village organisations. Up to 5 co-opted trustees can be elected by the Management Committee.

The following were elected as trustees:

	Proposed by	**Seconded by**
Sarah Cutworth	Helen Ellis	Kathy Millward
John Kirby	Helen Bosworth	Helen Ellis
Helen Ellis	Kathy Millward	John Kirby
Kathy Millward	Jenny Murby	Will Headen
Rebecca Davis-Marsh	Patrick Ruddy	Jenny Murby
Patrick Ruddy	Kathy Milward	Helen Ellis
Louise Burmeister	Rebecca Davis-Marsh	Jenny Murby

The following were appointed as trustees representing specific user groups:

Senior Citizens	Ann Scott
TOPS	Will Headen
WI	Helen Bosworth
OC&ODPC	Simon Young
Thursday Club	Angela Simpson
Brownies	Vacancy
PCC	Jenny Murby
Bowls Club	Rod Arnold
Offord Gardeners	Steve Iddon
Offord Tots	Louise Byam-Cook

The details of trustees will be sent to the Charity Commission.

A.O.B.

The Accident Book needs to be prominently placed with a sign to say where it is kept.

The correct instructions for the location of switches needs to be updated on the website.

The named H & S officer needs changing.

8. DATE of the NEXT ANNUAL GENERAL MEETING

The next Annual General Meeting will be on Tuesday November 26th, 2024, at 7.30 pm. in the Village Hall.

Agreed at AGM 19/11/24 and approved for publication