HALLMARK
a quality standard scheme for village halls
Hallmark 1 achieved

OFFORD VILLAGE HALL MANAGEMENT COMMITTEE

ANNUAL GENERAL MEETING
Tuesday November 19th, 2024

PRESENT:
Kathy Millward **(Chair)** John Kirby **(Treasurer)** Louise Burmeister **(Bookings Secretary)**
Helen Ellis **(Secretary)** Sarah Cutworth **(Elected)** Patrick Ruddy **(Elected)**
Jenny Murby **(PCC)** Rod Arnold **(Bowls)** Simon Young **(OC &OD PC)**
Helen Bosworth **(WI)**

John Gatward representing OGA until new representative found.
Malcolm Reece representing Senior Citizens as Ann Scott absent
Sue Dorrington and Lynne Harris members of the public.

1. **Apologies for Absence**

Ann Scott (Senior Citizens)

2. **Minutes of the previous AGM Meeting**

The minutes of the AGM held on November 28th, 2023, were agreed by the Committee, taken as read and signed by the Chair as a true record.

3. MATTERS ARISING

There were no matters arising.

4. **CHAIRMAN'S REPORT**

The Chair reported it had been a busy year which she hoped would continue to bring the community together in the hall.
She thanked the previous Management Committee for their active running of the hall, fundraising and the challenges and the rewards this brought.

5. **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 presented at the meeting held on November 11th, 2024, to approve the audited accounts. It was read by John K for the benefit of members who were not present at that meeting. It was then signed by the Chair and will be sent to the Charity Commission to be published on their website.

6. TREASURER'S REPORT

The treasurer 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 11th, 2024. They will be sent to the Charity Commission.
For the benefit of the members of the public he went through the main points.

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:

Trustee's name	**Proposed by**	**Seconded by**
John Kirby	Patrick Ruddy	Jenny Murby
Helen Ellis	Kathy Millward	Patrick Ruddy
Louise Burmeister	Patrick Ruddy	Kathy Millward
Kathy Millward	Helen Ellis	Patrick Ruddy
Patrick Ruddy	Kathy Millward	Jenny Murby
Sarah Cutworth	Helen Ellis	Kathy Millward

Rebecca Davis-Marsh (absent)

The following were appointed as trustees representing specific user groups:

Senior Citizens	Ann Scott
WI	Helen Bosworth
OC&ODPC	Simon Young
Thursday Club	Angela Simpson
Brownies	Vacancy
PCC	Jenny Murby
Bowls Club	Rod Arnold
Offord Gardeners	Vacancy

Offord Tots Louise Byam-Cook

Trustees were asked to sign the Charity Commission's Trustee Eligibility Declaration. The details will then be sent to the Charity Commission.

8. **A.O.B.**

- Sue D asked for help to save Out & About magazine which is free to all the Offords' households and relies on advertisers buying space. It is in danger of folding due to lack of money to print and distribute it.

Offers of help were given by Lynne Harris for email appeals and John Kirby for looking at grants that may be available.

- Lynne Harris has had some picture frames donated to her and would like to make a memory wall of historical photos of the village to be displayed in the Committee Room.

She has also been given a large TV screen on a mobile trolley which could be used by all the community user groups if the Village Hall were able to store it.
These items will be put on the agenda for the next meeting.

DATE of the NEXT ANNUAL GENERAL MEETING

The next Annual General Meeting will be on Tuesday November 18th, 2025, at 7.30 pm. in the Village Hall.

Minutes agreed at AGM on 18/11/25 and approved for publication.