HALLMARK
a quality standard scheme for village halls
Hallmark 3 achieved

OFFORD VILLAGE HALL MANAGEMENT COMMITTEE

ANNUAL GENERAL MEETING
Tuesday November 18th, 2025

PRESENT:
Kathy Millward **(Chair)** John Kirby **(Treasurer)** Louise Burmeister **(Bookings Secretary)**
Helen Ellis **(Secretary)** Sarah Cutworth **(Elected)** Jenny Murby **(PCC)**
Lynne Harris **(OC &OD PC)** Helen Bosworth **(WI)** Janine Newby-Robson **(OGA)**
Rebecca Davis-Marsh **(Elected**) Ann Scott **(Senior Citizens)**
Angela Simpson **(Thursday Club)**

John Gatward supporting Janine Newby-Robson.

1. **Apologies for Absence**
   Patrick Ruddy

2. **Minutes of the previous AGM Meeting**
   The minutes of the AGM held on November 19th, 2024, 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, and the hall was very well used which brought its own problems when trying to maintain and keep it clean and in good running order for everyone to use. She hoped it would continue to be successful and bring the community together.
   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 10th, 2025, to approve the audited accounts. A summary was given 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 10th, 2025.
For the benefit of the members of the public he went through the main points.
The report will be sent to the Charity Commission.

7. ELECTION OF TRUSTEES

There are vacancies for 7 elected trustees, as well as the representatives from the 9 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	Helen Ellis	Lynne Harris
Helen Ellis	Sarah Cutworth	Helen Bosworth
Louise Burmeister	Recca Davis-Marsh	Kathy Millward
Kathy Millward	Helen Ellis	Ann Scott
Patrick Ruddy	John Kirby	Jenny Murby
Sarah Cutworth	Helen Ellis	Kathy Millward
Rebecca Davis-Marsh	Helen Ellis	Jenny Murby

The following were appointed as trustees representing specific user groups:

Senior Citizens	Ann Scott
WI	Helen Bosworth
OC&OD PC	Lynne Harris
Thursday Club	Angela Simpson

Brownies	Vacancy
PCC	Jenny Murby
Bowls Club	Jenny Green
Offord Gardeners	Janine Newby-Robson
Offord Tots	Vacancy

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.**
   John Gatward brought up the issue of regular users booking several years in advance on the Hallmaster booking system which he felt reduced the flexibility for others to book. He referenced instances where he felt this had been an issue. This matter is on the agenda for the Management Committee to discuss in more detail.

   There being no further business the meeting closed at 20.04.

   DATE of the NEXT ANNUAL GENERAL MEETING

The next Annual General Meeting will be on Monday November 16th, 2026, at 7.30 pm. in the Village Hall.

Minutes agreed at AGM on 16/11/26 and approved for publication