



**Minutes of the Toft People's Hall Annual General Meeting
Monday 10 August 2015 held at 7.30pm in the Toft People's Hall**

Present:

Committee: Mr R Nicholson (Vice Chairman), Mrs L Allen, Mrs J Fletcher,
Mrs P Gouldstone, Mrs G Pugh, Mr B Roberts, Ms R Smith, Ms C Wilmot

There were 12 Toft residents in attendance:

Mrs M Coppin, Mr R Fletcher, Mrs L Hollow, Mr P Hollow, Mrs A Johnson,
Ms J McCarten, Mr M McCarthy, Mrs B Preece, Dr R Preece, Mrs S Roberts,
Mr M Sebborn, Mr M Yeadon

The Vice-Chairman welcomed everyone to the Meeting in the absence of the Chairman

1. Apologies for absence were received from:

Committee Members: Mr J Tebbit (Chairman), Miss E Harrisson
Toft residents: Dr P Johnson, Mrs A Mitchell, Dr C Nicholson

2. Minutes of the 2014 AGM

There being no matters arising, the Minutes were signed by the Vice-Chairman as being a true record of the Meeting.

3. Chairman's Report – read out by the Vice-Chairman in the absence of the Chairman, Mr Jake Tebbit:

"Under the Conveyance and Trust Deed, 16th March 1964, Toft Parish Council is the custodian trustee for the People's Hall in accordance of the provisions of the sub-section (2) of the Public Trustee Act 1906. The Committee of the People's Hall are responsible for all aspects of the running of the premises.

This has been a year of many changes for Toft People's Hall as well as celebrating our 50th anniversary.

The improvement work is now complete and we have a hall that is larger, acoustically neutral, lighter, warmer and more adaptable to our present needs and, we hope, for the foreseeable future. I would like to thank all the people of Toft and paying users for their patience whilst the work has taken place. I would like to thank Richard Fletcher for being Project Manager, Nick Nicholson for fundraising, Martin Sebborn for practical expertise and those of you I have forgotten who chipped in with help and suggestions and finally the Parish Council for their part in managing the VAT and not forgetting their substantial contribution towards the project.

The everyday business of the running of the Hall has carried on and the usual concerns of general management; hiring, paying the fuel bills, electrical safety checks, fire extinguisher checks and cleaning have carried on throughout the year. Indeed, after a well-attended training

day on use of the fire extinguishers the Committee decided to update all the appliances in the Hall; this has already been done

Bookings for the past year have been stable and now the Hall is finished some users are expressing more permanent arrangements, a very good sign that we have done something right. Carol Wilmot, in her Treasurer's report will go into more detail later.

The fuel consumption for the past year has been less than average, whether this is due to the milder winter or the zoning it is hard to calculate but I am sure that Nick Nicholson, who monitors the usage, will keep a watchful eye on our future usage.

In the near future it is planned to decorate the exterior of the Hall and we are looking at replacing the oil tank; quotations are being sought at the moment.

Over the year the Social Club has continued to flourish. I would like to thank them for the tremendous effort that goes into running the bar and all the other club activities which directly provides considerable financial support for the Hall, without which we would not be able to function. The substantial surplus that was generated last year has been donated to the building fund.

Also we must thank Jane Tebbit for her continuing contribution in the maintenance of the Hall gardens and car park also. I also wish to thank Betty Ward for cleaning the Hall over the last year.

Finally I must thank the Committee for all their hard work during the past year. It is not just a case of turning up for meetings but also involves bookings, financial matters, improvement and maintenance of the Hall. All the Committee have contributed to these functions. However, we are losing Jean Fletcher, our Bookings' Secretary. Jean has done a wonderful job, especially using her diplomatic skills in smoothing out potential problems with bookings during the building work. We are still seeking a replacement."

4. **Treasurer's Report** – Carol Wilmot

"The figures are generally self-explanatory - a couple of points to note:

Income:

Letting income is slightly down for the last year, a small amount can be attributed to the Hall being unavailable on a few occasions, but mainly we're still feeling the loss of a couple of regular high income bookings.

The Hall continues to benefit hugely from the Social Club both on letting income and also donations via the annual covenant & one off contributions to specific projects.

We also received generous donations towards the improvements from the Johnsons. Our grateful thanks to them & to the Social Club.

Expenses:

Remain largely unchanged due to careful management & contributions of voluntary expertise & labour. The exceptions are maintenance & sundry items.

These items include new skirting, after fitting the new flooring in the entrance, toilets & kitchen, two new sets of steps, fittings for the new toilets, new First Aid Kit, paint – it soon mounts up!

The cooker developed a problem for which a charge of £165 was made for repair. Both the boiler and the water softener needed attention & we paid for training on using the fire extinguisher equipment ahead of purchasing new extinguishing appliances.

We still have funds in hand, but we have some major expenditure coming up during the coming year, not least exterior and interior decoration, some changes to the oil tank & a cooler for the cellar."

5. **Project Management Group Report – Richard Fletcher**

“Background

At the last AGM I reported the first meeting of the Hall Improvement Project Group took place in March 2012.

The aim being to achieve hall improvements by extending the building, removing the chimney breast, improving the external area, creating a better storage area for the bins and internal improvements i.e. toilets, kitchen, heating, lighting, sound control and improving facilities for exhibitions.

Fundraising and Grants achieved the sum of £62,797.86, the result being that throughout the latter part of 2012 and early 2013 the first four items on the aims list were achieved with no outstanding debts.

On the 14th September 2013 the new extension was officially opened.

In March 2014 the Sub Group started the planning process to try to complete the allotted task.

Internal Improvements

Over the last 12 months more grant applications have been completed and more fundraising taken place.

We were successful in being granted £22,000 from WREN (this included a third party contribution of £2,420 from the Social Club). The Parish Council agreed a further £3,000 and fundraising continued resulting in further £7,000 has being added to the TPH Building Fund.

In the latter months of 2014 work was undertaken refurbishing the kitchen, including new units and improvements to the ceiling, the zoning of the heating system, adaptations to the toilets, new flooring in the entrance hall, kitchen and toilets and new storage cupboards in two of the upstairs rooms.

Over the last months work has been completed on the fitting of the new acoustic ceiling and lighting, curtain rail and screen. This also included installing the new exhibition system which was demonstrated at the Hall Anniversary Party held on 27th June 2015.

There are now only a few minor pieces of work needing* to be finished to complete the tasks specified by the sub group - these include work to the audio equipment and stage lighting.

Conclusion

The cost of the internal improvements once fully completed will be around £32,000 which has been achieved from within the funds specified above and once again without any outstanding debt.

The Project Group has specified further pieces of work it considers need to be undertaken as additional improvements, these have been recommended to the TPH Committee for future prioritisation dependant on available funding.”

6. **Election of Committee**

Mr Jake Tebbit, Ms Carol Wilmot and Ms Rowena Smith were prepared to stand for re-election. Mr Fletcher proposed that the 3 members be re-elected and was seconded by Mrs Coppin. The re-elections were passed unanimously.

Mr Robert ‘Nick’ Nicholson wished to stand for election to the Committee, having previously served as the Social Club Representative.

His election was proposed by Mr Sebborn and was seconded by Mrs Johnson. The election was passed unanimously.

The 5th elected Committee place of Bookings' Secretary was vacant.
There were no nominations received from the floor.
It was noted that *Mrs Jean Fletcher* is to continue in this role until her replacement is secured.

Representative Members

The Vice-Chairman confirmed the following had agreed to be representative members for the year 2015-2016:

- Brownies *Mrs Lucy Allen*
- Church in Toft *Mrs Pat Gouldstone*
- Friendship Club *Miss Elizabeth Harrisson*
- Parish Council *Mrs Gill Pugh*
- Social Club *Mr Brian Roberts*

7. Appointment of Independent Examiner

Ms Jean Verney had agreed to be appointed as the independent examiner for the coming year.

8. Any Other Business

No items for discussion had been received by the Committee.

9. Date of Next Annual General Meeting

The meeting will be held at the Toft People's Hall in 2016, actual date to be announced.

There being no other business the Meeting closed at 7.51pm

Rowena Smith
Minutes' Secretary

J. K. Tebbin 17/10/16