**Annual General Meeting 4th July 2022**

**Secretary’s Report**

In the past year we held 6 formal meetings, the minutes for which are available for inspection in the Committee room. In addition several informal planning meetings were held to support the delivery of one off and regular hall events including the Christmas tree light switch on. the Spring Fling and Jubilee events, Community Cinema, LinC lunch, etc

A Newsletter outlining Hall activities is produced on a (roughly) quarterly basis and is supplemented by “special” issues when required. Our most recent special edition publicised the wide range of events arranged in our Parish to celebrate the Queen’s Jubilee.. We now have a data base of 98 individuals plus 2 groups( Pencombe School PTA and Pencombe and Little Cowarne Parish Council) who receive our Newsletter digitally. In addition we print copies which are available on the notice boards in Pencombe and Little Cowarne. We ensure that copies are also available on the foyer table and at Community Coffee and LinC lunch.

Members of our trustee and wider team use Facebook and Round About the Parishes to publicise our regular activities and special events which also feature on our website. Posters and leaflets are also produced to inform parishioners. We value feedback on our outreach and welcome suggestions as to how we might improve our communication with residents.

Trustees have been asked by Community First to record from 1st June 2022 to the end of May 2023 the hours we spend in supporting Hall activities and we have agreed to do this. We will contribute to a large project monitoring the value of volunteering to local communities.