



Pencombe and Little Cowarne Parish Hall Trustees Committee

AGM Minutes of Meeting

Date: 3rd July 2023

	Attendees: Andrew Mottram (Chair), Susan Drew (Treasurer) Frank Nicholson (Maintenance), Janet Legge (Vice Chair), Emily Barrett, Colin Hadley, Karen Hodges. Members of the Public: Sue & Eddy Prince, Jenny Matcham, David Legge, Ann Pedder, Allan Drew	Written notes by: Emily Barrett
No.	Topic & Decisions Taken	Owner
1	Apologies for Absence Rosemary Brown, Monica Clarke Hannah Ambler (PYFC chair) Lizzie Davies (PU5's Manager), Julia Brazier (PU5's committee Chair)	AM
2.	Minutes of the last meeting 4 th July 2022 SD posted last year's AGM on the projector, this is a fair assessment and all attendees are happy. All amendments from last meeting raised by Allan Drew, have been rectified.	AM
3	Matters Arising	
4	Treasures Report and Annual Accounts: Annual General Meeting 2023 Prior to Covid our income was between £5000 and £7000 per year. Following the Govt Support grants, we achieved approximately £20,000 in income for each of the last three years. For 2022-23 we have £13,237 excluding club reserves, which is a substantial increase from our pre-Covid situation. This income has been boosted by significant fundraising of £4500 after costs through LinC lunch, the Cinema and the Bar as well as successful events such as the Jubilee celebrations and Burns Night. This is more than £3000 greater than in previous years and supplements hire charges which mounted to £5392. I would like to thank everyone who has helped make these events so successful. Total expenses for the year were £15,179 which reflect running costs, fundraising and repairs in the year. General overheads are increasing and amounted to £9411, including insurances, fire alarm, utilities, website and cleaning. Our oil and water costs have increased by 40% though electricity costs were held to previous levels due to a fixed contract. This has now ended and costs will be £1260 higher for the coming year. Repairs and maintenance were held to £2245 and included an unexpected fault with the cooker. Improvements amounted to £1586 and included replacement of the fridge freezers and some additional serving equipment. We completed the year with £5136.93 in our COIF Charities Deposit Fund Account and £3677 in our current account. We continue to benefit from the Gigaclear 900mb broadband service installed at no cost to the community as part of their rural support initiative. This is proving invaluable to attendees and is frequently used to facilitate and support meetings and events. The asset register for the Hall is growing and the list currently contains 58 items with a calculated current value of £28,162 and replacement value of £36,966. The coming year will see significant changes as we move to the Hallmaster booking system which will allow hirers to request bookings online through an individual account. We hope the transition will be well received and the benefits will be seen in ease of use and reduced administration time. Our budget for the coming year has been prepared using expected income and outgoings month by month and it is likely we will find it difficult to break even, even accounting for £2500 support for the Parish Council this year, due to the high cost of electricity. We have current account reserves in excess of £3000 which should absorb these costs but it is clear we will have to watch spending against budget very carefully this year to try to break even. As Trustees, we are continually looking for practical ways to increase our income, and to this end, I have recently applied for and been granted a small lotteries license for selling raffle tickets in advance of events and this may be one way to help raise	SD



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	<p>further funds for our fine community asset. Susan Drew Hon. Treasurer SD thanked all volunteers that have helped over the past 12 months, everyone has worked really hard, and it is really appreciated, SD asked the public that were in attendance this evening if they think of any fundraising ideas they can bring to the table. A member of the public asked about the insurance price as it has doubled, and SD explained that we will pay this year in instalments, and next year which will be in the same financial year, we will pay in advance the whole account to save instalment fees.</p>	
5	<p>Building & Maintenance report Pencombe and Little Cowarne Parish Hall Building Maintenance AGM Report 2023 Summary - Another busy year maintaining the Parish Hall, which can be seen from the list of works below, undertaken since the last AGM. This Hall has been open since 1999, and as well as we might maintain the building and equipment, sadly after 23 years items come to the end of their life and have to be replaced. We have seen this in the replacement of heaters that provide hot water to wash basins and double glazed sealed units. I list below the work activities carried out this year and the future known work to action in the coming year. So rather than go through each item I will just mention the headline areas: Repair to the Falcon electric induction oven - The left half of the Induction Hob ceased to work just before the Young Farmers Big Breakfast. Unfortunately, the oven was 7 months outside its warranty period. We quickly arranged a repair through a company in Hereford, which resulted in a cost of just under £700. The Trustees felt that it was poor that such an expensive item from AGA Rangemaster should have such a serious fault so early in its use. The Trustees drafted a letter of complaint, which ultimately resulted in AGA Rangemaster contributing £419 (60% of the cost). Health & Safety Policy and Fire Risk Assessment - These have now been updated, including the Location of Emergency Exits and Fire Fighting Equipment and the Evacuation Procedure (which are posted in the Entrance Foyer). Please note that when the building is occupied all Fire Escapes should be unlocked. That refers to the Foyer, Kitchen and Bar Doors to the outside; the two Emergency Exits from the Hall unlock by Push Bar. A special thank you goes to Suzanne Burge who undertook an audit of these documents, which led to them being updated. New Circuit and Double Socket Outlet - A new 32 amp double socket outlet was installed in the Hall to increase the amperage and hopefully eliminate any future tripping out of power circuit breakers that was experienced at the PYF Big Breakfast in February. Now we have a new circuit, the Electrician advised us that we must ensure we spread the load. Ricky Baker Glazing - Adjusted both leaves on both sets of Fire Doors in the Hall to improve security, free of charge. Ricky has now replaced two sealed unit panes in the South Fire Door and the one in a hall window. The side screens in the Entrance are hardly perceptible and it was agreed to leave those until next year. Maintenance/Health & Safety - Ongoing boiler servicing, fire alarm, emergency lighting and fire extinguisher testing and servicing was carried out. In 2024 we will be employing specialists to undertake the Electrical Installation Testing and P.A.T. Testing. Finally, I would like to pay tribute to our retiring Chairman, who has been a stalwart in the maintenance of the Parish Hall for its use by the Community. Given he lives almost opposite at the Mulberry Dock, he has acted like a Caretaker for this building undertaking tasks such as; programming and re-programming the boiler controls, undertaking the weekly fire testing and safety regime, painting the School Store floor, re-charging the water softeners, managing the bookings, meeting and greeting hirers, etc. Andy Hazlehurst has kindly agreed to help me take over Andrew's Maintenance type work, I am updating my Spreadsheet, which identifies the maintenance tasks, to incorporate those Andrew does at the moment. I will sit down with Andy and go through and create a rota going forward. I just hope it does not scare him off! Activities since the last AGM 1. Disabled toilet - Leak repair completed, involving a new water pressure reduction fitting. 2. Committee room, Kitchen and Toilet Radiators - Further work to re-balance the radiators, including valve replacement completed. 3. Kitchen Dishwasher - a) Technician attended and replaced the blue and green LED (which respectively indicate the machine is on and water temperature achieved). b) Lime scale build up</p>	FN



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in the Dishwasher - APM and AFN recharged the water softener. c) The chlorinated dish washer feed together with a wipe down internally (following each use) is helping keep the limescale under control.

4. School Store - Three coats of floor paint were applied by APM, assisted by AFN and completed during the Summer holiday.

5. Door closers - adjusted to slow closure and reduce sound on closing. Particularly the Bar and Hall doors.

6. The six monthly fire alarm and emergency lighting inspection and testing was carried out on 21 September 2022. The annual fire alarm, emergency lighting and extinguisher inspection and testing was carried out on 16 March 2023. A 6 litre fire extinguisher was replaced after reaching the end of its safe life. Next year we are likely to be required to replace the dry powder extinguisher in the Kitchen. On advice from Unifire no Emergency Lights were replaced. We will monitor the situation and, when required, replace the existing emergency lights with LEDs.

7. 1,000 litres of fuel oil was ordered from Ford Oils at a rate of 82.95p per litre. It was delivery Friday 11 November 2022. A big thank you to Bob Good who sourced the oil at this price. The price is now down to about 50p per litre and we need to judge the best time to order our next delivery.

8. We have replaced an external white plastic waste pipe, which had disintegrated from the Female Toilets. Thanks to Brasso for providing a pipe and elbow f.o.c.

9. The extension to the bar counter and additional shelf have been completed, including making good paintwork and the addition of 2 No. drink optics. The plug for the freezer under the counter in the Bar has been installed.

10. Health & Safety Policy and Fire Risk Assessment - APM and AFN met to review and complete the update of these documents ready for signature. We have updated and laminated the drawing showing the Fire Escape routes, including Fire Extinguisher types and locations, as well as the location of the electric switchboard and external oil tank. Please note that when the building is occupied all Fire Escapes should be unlocked. That refers to the Foyer, Kitchen and Bar Doors to the outside; the two Emergency Exits from the Hall unlock by Push Bar.

11. List of responsible persons - The list, as required by the Health and Safety Policy, was agreed laminated and posted in the Foyer, along with the Evacuation Procedure.

12. Woofer Cable and Box - APM/AFN drilled a hole between the Chair Store and the Hall to pass the Woofer speaker cable to a cable tidy box ready for use in the Hall. APM re-soldered the jack socket.

13. Village Hall Insurance Policy - The policy was renewed which covers the building and contents, third party liability and Employer's Liability and we managed to obtain a 5% discount for being a member of Community First.

14. Boiler Service - Grange carried out the boiler service on 4 April 2023. They made one fire risk observation that we should cut back the hedging within 1.8m of the oil tank on the eastern boundary? It was agreed to do that once the nesting season is complete.

15. Falcon Induction Cooker - After contacting AGA Rangemaster, they have agreed to pay £419 (60%) of the cost of £698.40 required to repair the Induction Cooker Hob, which was 7 months outside its Warranty period

16. New Circuit and Double Socket Outlet - A new 32 amp double socket outlet was installed in the Hall on Tuesday 9 May 2023, to increase the amperage and hopefully eliminate any future tripping out of power circuits that was experienced at the PYF Big Breakfast in February. Now we have a new circuit, the Electrician advised us that we must ensure we spread the load. For example: Don't run the two Burco boilers, on the same circuit as the kitchen, while other appliances are plugged in because it will place a huge load on the system.

17. Ricky Baker Glazing - Adjusted both leaves on Fire Doors in the Hall both north and south and has much improved the security. He carried out this work out free of charge. However, he has identified 5 windows with blown sealed units. Three in the Hall and two in the side screens to the main entrance. Ricky has now replaced the two sealed unit panes in the South Fire Door and the one in a hall window. The side screens in the Entrance are hardly perceptible and it was agreed to leave those until next year.

18. HDMI Socket Outlet Box - The HDMI socket, from the audio visual equipment in the Chair Store, to enable the use of Computers and the like for presentations had a poor fixing in the box and was kindly improved by Mr Allan Drew.

Future Actions Needed



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	<p>19. School Playing field - Use of the school Playing Field in future for Parish Hall events will involve entering in to a hire agreement with the School and ensuring that theirs and our insurances cover all eventualities for such usage.</p> <p>20. Electrical Installation Testing and P.A.T. Testing will be arranged and carried out by a Specialist in 2024.</p> <p>21. Making good and painting where the ducting taken off in the Kitchen for the recent new electric circuit.</p> <p>22. External plastic waste pipes - Replace further old and damaged pipes and fittings.</p> <p>23. Soft paving outside the Kitchen - Clean the moss build up potential risk of slipping.</p> <p>24. Paving from the South Fire Escape Doors and making good the road at the bottom of the ramp being looked at by the Parish Council?</p> <p>25. Long term planning vis-a-vis Boiler life - APM has liaised with Richard Hill from Intellegy and has reported on their findings to the Parish Council. Monitor existing boiler.</p> <p>26. School long pole - If required by the School, for plays or other performances, we will replace the long pole at ceiling level. To be fitted behind the cinema screen housing.</p> <p>No questions from the attendees.</p>	
6	<p>Secretaries Report No report as the position is still unfilled; the committee are looking to appoint a new secretary in the near future.</p>	JL
7	<p>Chairs Report Chair's Report I gave notice at the AGM last year that I would be standing down as a trustee at the next AGM, which is today. So this report is less of a review of the significant events and issues of the past year and more some thoughts from the 15 or so years that I have served as a trustee for the hall, many years of which I was chair and, given the proximity of where I live key holder, caretaker, trouble shooter and general dogsbody. Over the past year hirings have steadily increased and are, at last, beginning to match those of the pre-Covid times. The school and Under 5s have continued to be a regular hirers even if the number of hours have been reduced. The trustees have supplemented the hiring income with funds raised from LinC lunches, the Community Cinema and the bar. The Wine Society and Garden Club and Book Club are now stand alone operations but they also make a good contribution towards funding the hall. These various activities are essential to ensure the trustee can meet the operating costs of the hall which you will see from the accounts are now in the region of £10,000 per year. Without the fundraising and the grant from the Parish Council it would be difficult for the hall to stay solvent. A recent review of costs against hired hours indicates that the charges are too low and that the hall is being hired out at a loss! The trustees are ever mindful of the need to control costs and, given the range of other options available in the area, keep the charges at realistic and competitive. The trustees are keen to ensure that the hall is both appreciated and used by the local community. The original hall and this successor was set up in accordance with the Village Halls Act which means it is held in trust by the Group Parish Council on behalf of the residents. The trustees do not own the hall, rather they run it on behalf of the Parish Council and residents. If they are to succeed in this task they need the support of both Parish Council and the residents. Running the hall does take quite a bit of time and energy. At times it can seem to be a bit of a burden as there is always something that needs doing or people who need attention. Things break, go wrong or, like in any human organisation, get forgotten or miscommunicated. An ability not to take offence or be too quick to make a judgement is essential together with an appreciation for the contributions that volunteers bring to the enterprise. No job is for life and, especially, no volunteer role is for life. In addition to me stepping down, two trustees have resigned this past year both for personal health reasons: Alison Maynard and Karen Davis. The trustees are grateful for their contributions. There will be a new way to book the hall, a new contact phone number and rota to share the phone responsibility among the trustees for 'customer contact'. Susan Drew has masterminded the initiation of Hallmaster, an on-line application to both the book the hall and invoice the hirers. Our intention to keep the website up to date was initially something of a challenge but has been recently overcome thanks to Susan Drew and Karen Hodges persistence to get the better of WordPress.</p>	AM



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	In the meantime I am sure we are all thankful that Janet Legge, Susan Drew, Emily Barrett and Frank Nicholson will continue to serve as trustees for the coming year. Without doubt these four undertake a great deal of work to make sure this Parish Hall serves the community. They are supported by other Trustees drawn from the various community groups and other volunteers. We are keen to recruit more people to serve on the trust and also recruit some volunteer supporters who are willing to help with the community activities undertaken by the trustees. Andrew Mottram	
8	Question & Comments No questions were asked from the 6 attendees at the meeting.	
9	Community Group representations to serve as trustees Karen H – PTA rep Janet – LC Colin – YFC Monica – Church, WI & Tuesday Club Susan – Wine Club Susan & Janet L - Gardening Club PU5's – is closing as of the end of the academic year, so no rep needed.	
10	Nominations and Elections of Trustees Ann Pedder has opted to become a trustee. Opted in by AM and seconded by JL Janet Legge – Chair Susan drew - Treasurer Frank Nicholson – Building and Maintenance Emily Barrett Colin Hadley Karen Hodges. All other positions remain the same, Janet Legge will be co-opted in at the next meeting.	
11	Non-Trustee Volunteer Supporters Celia Barrett, Pauline Elwell, Sue Prince, Helen James, Jules Hazlehurst, Jenny Matcham have helped recently and the hope is that they will step up to help at future events.	
12	Any Other Business Ann Pedder – communication issues, happy to produce a newsletter, a hard copy would be very beneficial especially for the residents that are not confident on the internet. Look at Microsoft sway. Janet, thanked AM for his 15years service. Going forward: Support car park, Fundraising, looking forward to using hall master, and recruiting new trustees and a secretary.	
13	Date of next meeting: 17 th July 730pm	