

MINUTES OF LAVANT MEMORIAL HALL MANAGEMENT COMMITTEE  
**ANNUAL GENERAL MEETING**  
HELD AT LAVANT MEMORIAL HALL  
ON TUESDAY 3 DECEMBER 2019 AT 7.40pm.

PRESENT      Mrs E Gray                      Mrs S Ings  
                  Mr D Kent                        Mr R Mayne  
                  Mr P Rivett                      Mr J Sharrod  
                  Mrs S Sims                       Mr R Wignall  
                  Mr P Winter                      Mrs E Woodford

IN ATTENDANCE

Mr A Bleach - Caretaker

1.      APOLOGIES

Apologies tendered and accepted from Mrs E Sheppard

2.      MINUTES of the meeting held on 4 December 2018 having been previously circulated were approved as a true record of the meeting and signed by Mr. Winter.

3.      MATTERS ARISING

There were no matters arising from the minutes.

4.      CHAIRMAN'S REPORT

The Chairman, Mr Winter, gave a very comprehensive and informative report on the work of the committee over the past twelve months.

See report attached Appendix 1

5.      TREASURER'S REPORT AND ADOPTION OF ACCOUNTS

5.1      Adoption of accounts. Due to the change in treasurer the accounts are currently being prepared and will be forwarded to the examiner in the New Year.

An Extra-ordinary Meeting in the spring will be held for adoption of the accounts - date of meeting to be confirmed.

**ACTION - CALL EXTRAORDINARY MEETING**

6.      SECRETARY'S REPORT

Mrs Sims, as Secretary gave a short report.

See report attached Appendix 2

7. APPOINTMENT OF ORGANISATIONS' REPRESENTATIVES

Lavant Horticultural Society	Mr J Sharrod*
Lavant Short Mat Bowls Club	Mr P Winter *
Lavant Cricket Club	Mr R Wignall * until CC AGM in February 2020
Lavant Football Club	Mr D Kent *
Lavant PCC	Mrs E Woodford *
Lavant Parish Council	Mrs S Ings * until Annual PC meeting April 2020
Lavant Players	Dr P Rivett*
* re-elected members	

Lavant WI No representative at the present time.

8. ELECTION OF OFFICER AND VILLAGE REPRESENTATIVES

Treasurer The nomination of Mr. Mayne for the position of Treasurer was proposed by Mrs Sims, seconded by Mr Wignall and this was unanimously agreed. There were no further nominations. Mr Mayne kindly agreed to accept the post.

Secretary The nomination of Mrs. Sims for the position of Secretary was proposed by Mrs Woodford seconded by Mr Sharrod and this was unanimously agreed. There were no further nominations. Mrs. Sims kindly accepted the post.

Village Elected members

9.1 Mrs Elaine Sheppard was proposed by Mrs Sims seconded by Mr Winter and all present were in favour.

Mrs Elaine Gray was proposed by Mrs Sims seconded by Mrs Woodford and all present were in favour.

There were no further nominations therefore the Chairman declared the above persons duly appointed to the committee for the coming year.

9.2. There is one vacancy for a village representative and committee members were asked to try to find someone to fill this role.

There being no further business the Chairman closed the meeting at 7.53pm.

Signed: \_\_\_\_\_ Chairman Date: \_\_\_\_\_

LAVANT MEMORIAL HALL

CHAIRMAN'S REPORT 2018/19

The major change this year has been the retirement of Tony Bleach from the role of Booking Secretary and his replacement in this role by a new incumbent recruited from outside the immediate Lavant orbit. The new incumbent, Mrs Jennie Lindfield, took up the job in August and is now settling into it with assistance from Tony where required. It was a major learning experience for her becoming involved in the running of a Hall with which her previous contact had been simply as an attendee at occasional activities. I am happy to report that Jennie is settling into the job now and is gradually learning the various problems and complications involved with the different users. Unfortunately, this change has resulted in a significant increase in Hall running costs as we have been obliged to pay Jennie rather more than the very small amount that Tony would accept. I would like to record here the immense gratitude that the Management Committee has to Tony for all his work in what is now over 50 years association with the Hall. This milestone was marked by a presentation to Tony and Hazel at the Christmas Fayre.

With all the changes in the running of the Hall we have not this year carried out any major improvements although the 3-year cycle of painting has continued with this year it being the turn of the Corridors and Committee Room.

There have been a number of changes on the Management Committee with the retirement from the role of Treasurer of Eric Baldwin to whom we are very grateful for his work in that role. He has been replaced in the role of Treasurer by Robert Mayne who we welcome onto the Committee and hope he will not find the task too onerous.

The usage of the Hall remains healthy with regular bookings remaining steady. The 200 Club continues as an increasingly vital source of income and we are again grateful for the work of Jim Sharrod in recruiting new members. Of our three regular fund-raising events the Jumble Sale was its usual success, but unfortunately the Quiz Evening was cancelled due to the small number of teams entered with less than a week to go to the event. The Christmas Fayre was a success thanks to the number of stall holders who supported it. Once again I am grateful to the Committee members who helped set up and run these events and in particular again to Sheila Sims who does an enormous amount of work before and during these events.

We reviewed the charges this year with the increase effective from September. We have tried to keep our charges competitive with other Halls whilst covering our running costs and we are grateful to Richard Wignall for his work on this and his support for the new Booking Secretary.

My thanks go to all the members of the Management Committee who have supported me during the year and helped out in various ways at our fund raising events. Finally, and most importantly my thanks to Sheila Sims who has served another year as Secretary and whose assistance and support I find invaluable.

Peter Winter  
3 December 2019

We continue to hold meetings every month apart from August and attendance by committee members has been average and at least one meeting was not quorate, something that has not happened for quite a while. The governing document states that the committee should consist of nine representatives from village organisations together with three elected village members, a Treasurer and a Secretary. Mr Baldwin resigned as Treasurer early in the New Year but continued to help us out with the financial side of things until a replacement was found. We were lucky to obtain Mr Mayne as a Treasurer who took up the role in September. Again this year we have been running the committee with two vacancies, namely a representative of the WI and one village representative. Mr Bleach relinquished the role of Booking Secretary during the year and Mrs Lindfield took on the role during the summer months. The election for Chairman from representatives and village members is held at the first meeting following the AGM - at present January. The Caretaker is invited to and attends meetings when the committee receive his monthly report.

The number of members throughout the year of the 200 Club varies and its continuing success provides a steady source of income and is something I hope will be maintained. Our thanks go to Mr Winter for completing all the administration regarding this.

This year we held two fundraising events, namely the Jumble Sale and Christmas Fayre. The planned October Quiz Night was cancelled a few days before the event due to lack of interest. The Fayre were enjoyed by those who came. Income from these events helps with the running costs of the Hall.

This year at the Christmas Fayre we were able to thank Tony Bleach for his 50 years of dedicated service to the Hall. We were able to present him with a small gift and we were also able to thank Mrs Bleach for all her work by presenting her with a bouquet of flowers.

I must say a big thank you to our Chairman, Peter Winter, for guiding us through this year. Particular thanks go Mr Wignall for all his work not only on keeping the website up to date, but ensuring that we keep up to date with all necessary GDPR regulations. He has also been the lead in trialling, setting up and overseeing the installation of the Hallmaster booking system which is now in use. I'm sure you will join me in saying a big thank to them both. Without either of them we would not be in the position we are today.

The Hall is coming up to its Centenary - it was officially opened in June 2021 so we need to think about plans to celebrate the event. I hope that the Hall will remain well used, and that we can all work together to plan for the future of the Hall in our community.

Sheila Sims - Secretary

December 2019