HATHERSAGE WAR MEMORIAL HALL

Minutes of the 83rd Annual General Meeting held on Monday March 4th 2013, in the Main Hall.

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| 1. | Present: Bob Musgrave, (Chairman), Simon and Hilary Bull (Booking Secretaries), John Brunskill, Chris Cartledge, Anne Mainwaring (Secretary), Graham Markham (Treasurer), Zac Nicholson, Martin Robinson, Andrew Simpson, Amy Thacker, representing the Babies and Toddlers Group. and Brian Wilson.  Also in attendance: Alison Hartley and Catherine Nicklin. | ACTION: |
| 2. | Apologies were received from Jean Hodgkinson, Tim Pritt and Liz Webb. |  |
| 3. | Appointment of Chairman.  As Bob Musgrave was present, there was no need to elect a Chairman.  The Chairman welcomed Amy Thacker to the Committee. |  |
| 4. | There were no resignations of Officers. |  |
| 5. | Election of Committee  As there were no resignations from the Committee, the existing Committee were re-elected unopposed, proposed by Bob Musgrave and seconded by John Brunskill. |  |
| 6. | Minutes of the last AGM had been circulated. These were read and accepted as a true record, proposed by Graham Markham and seconded by John Brunskill. |  |
| 7. | There were no matters arising |  |
| 8. | a) Secretary’s Report  We have held six meetings with an average attendance of 10 members, which is the same number as last year.  As last year, we have achieved a huge amount, and my grateful thanks to Brian and Bob, who are always at the end of the phone to deal with emergencies – they carry out a huge amount of tasks without fuss, the installation and removal of the Christmas trees, clearing of gutters and the gulley, cutting back undergrowth at the back of the Hall, rat poison applied when necessary, organizing the chair cleaning and lots more jobs that probably don’t get mentioned.  Jubilee celebrations – the Hall was used as standby as the Sunday picnic was transferred from the wet park– it was incredible how quickly decorations were put up, tables were set out – I was so proud of our elderly Hall and how it stood up to the sudden influx of all ages. The Jubilee coffee morning was a great success and again the Hall rose to the occasion.  I know Bob will deal with the big projects that have been undertaken this year.  My thanks to Jean, we do a stocktaking every two months – counting every bit of crockery and cutlery.  Also grateful thanks to Simon and Hilary for their unfailing good humour – although how they manage it sometimes, with some of our ‘clients’, I can’t imagine.  Also many thanks to Victoria – for keeping the Hall in such good order, especially working unsocial hours at weekend, especially during the big events such as the Jubilee w/end and the pantomime and plays.  b) Booking Secretary’s Report  The Hall continues to be a popular venue for events and groups that meet regularly in the Halls are as follows:-  The Living Hope Church, Short Tennis, 6 Badminton groups, 2 Local Bands, Children’s Tennis, Pilates, Brownies, Rainbows, Choir, the Oddfellows Society, Parent and Toddlers, Youth Club, Hathersage Parish Council, Outseats Parish Council, Film Club and the Memorial Hall Committee.  Other bookings include the Rehearsals and Plays/Pantomime, Harvest Supper, Well Dressing Preparation and Gala events, the Horticultural Show, a week-long Dance Show, and School Rehearsals and Concerts.  Over the past 12 months there were also 5 Jumble Sales, 2 Weekend Camps, 11 Children’s Parties, 2 Wedding celebrations, 1 Election Day, 7 Private meetings, 42 Private and Public Events.  In total 806 bookings have been managed.  Many enquiries are now received by email through the website, as well as telephone and personal callers. Invoices and Hiring Agreements are sent out all users which have to be counter-signed and then a Confirmation Form sent out to validate all bookings.  Invoices are sent out to groups three times a year who have regular bookings along with a booking form which shows available dates for the coming term.  Each week a copy of the weekly schedule goes to Anne Mainwaring, the Secretary, who kindly organises access for bookings, and Phil Humphreys who programmes the heating schedule each week, and a copy to our cleaning support, Victoria Judson. A schedule is also displayed on the Hall notice board. Payments are passed on to Graham, the Treasurer, when appropriate.  We appreciate being supported throughout the year by an extremely hard working committee. |  |
| 9. | Treasurer’s Report.  The Treasurer reported that funds are in a healthy state. The turnover this year had been approximately £27,000, and although a deficit of £2472 was showing, the reserve of £25,000 was still in place.  It was AGREED unanimously that hiring fees should not be increased.  It was noted that a short paragraph relating to the Reserve should be included in our Constitution.  The occupancy of the Stanage Hall was discussed, but until Derbyshire County Council makes a decision as to the outcomes of the provision of Youth Club Services, the Committee cannot make any resolutions as to the Stanage Hall’s future. | A.MAINWARING |
| 10. | Chairman’s Report  Once again it gives me great pleasure to report back on another successful year for the Memorial Hall.  Utilisation of the facilities has again remained high and the number of complaints received low. We have this year continued with our improvement schedule firstly by replacing the old single glazed porch at the entrance from the car park with a new super double glazed unit this was followed by the replacement of single glazed windows in the front porch with double glazed units. We have also improved the appearance of the front of the building by putting infill’s resembling the original windows into the blocked off windows.  A major project which was not scheduled, but we were all well aware would one day be necessary, was the replacement of the Lawrence Hall floor. This became a priority when a lady attending a function in the hall managed to impale herself to the floor via her stiletto heel which went through the thin tongue and grooved boards. She had to be prised out by her friends. When work began on replacing the floor we were amazed when we found that we had a sough running the full length of the hall. The sough had become blocked and as a consequence the ground under floor was flooded resulting in many of the joists having rotted. These needed to be replace or repaired. New land drains were dug in an effort to solve the problem of damp, however we will always have damp conditions under the Lawrence Hall floor as the hall was built over a number of natural springs. The cost of remedying this problem permanently would have been prohibitive. So we took the decision that we would live with the situation, as the work that we had done had much improved the original drainage which had been effective for over 80 years. The new floor therefore should be good for at least another 80 years. *Should it be necessary will readdress the situation at that time!!*  As I have stated in previous annual reports, the success that the Memorial Hall enjoys is down to this committee. I would therefore like to once again thank you all for the work you have done during the past year. Each and every one of you is important to the successful running of the hall. There are however as with any organisation a number of key members who are involved on a daily basis and it is to these members that I would like to extend my special thanks.  Thanks to **Anne** for the tireless work that she does as our secretary and for keeping a close watch the hall on a daily basis. Anne always manages to keep calm and cheerful even when things are going wrong and is always ready to help in any way that she can. Anne’s attention to detail and efficient record keeping make my job much easier.  Thanks to **Jean-** who with **Anne** has helped to ensure that the general housekeeping of the Hall is kept up to scratch. **Jean** in March 2012 was responsible for raising funding for the building of the new side entrance porch, forever to be known as the new “*Foyer”.* The change of name from Porch, to that of the more impressive *Foyer* was one of the simple but effective ploys used by Jean to give our project more impact with the bodies that we were applying to, for funding. This obviously worked as Jean was, as with her previous quests for funding, successful in obtaining the necessary capital required for the project to go ahead.  Thanks to **Graham** who looks after our finances. Graham also has the task of keeping Brian in check when he is trying to spend beyond our means. Without Graham’s close, but sensible reign on our expenditure we would not be in the sound financial position that we currently enjoy. Graham has also this year managed the blocked off window improvement project. The appearance of frontage of the hall is now back to very much how it was originally and we have received many favourable comments on the improved look of the building.  Thanks to **Andrew** who maintains our web site. Andrew has also become our resident expert in double glazing. Three years ago Andrew headed up the project to replace all the single glazed windows in the three halls. This year he has managed both the *Foyer* installation and the project to fit double glazed windows to the front porch.  Thanks to **Hilary & Simon** our joint bookings secretaries. This is one of the most important positions on our committee and takes up a considerable amount of time and patience. Hilary & Simon have a daily involvement with the Hall and spend many hours a week sorting out the bookings and showing prospective users round the hall. You will realise how involved this job is when you consider that we have still have over 80% utilisation of the available time in the halls, with bookings covering activities that include; Birthday parties, Wedding Receptions, Concerts, Plays, Pilates, Indoor short tennis, Badminton, Film Club, Jumble Sales, Group Meetings, Youth Club, Children’s Groups, Camps, Band Practice and The Annual Horticultural Show to name but a few.  Thanks to **Brian** our maintenance supremo.  Brian has continued to be a major asset to the running of the halls. There is not a day goes by that Brian can’t be found at the hall ensuring that all is well. His duties cover, ensuring that we meet all statutory safety regulations, general maintenance, covering such items as unblocking drains, sorting out sticking doors, putting up Xmas trees carrying out regular safety checks on smoke alarms and fire equipment, ensuring that the fabric of the building is in good order, plus many other maintenance activities far too numerous to mention. Without Brian’s tremendous contribution to the running of the hall we would not be able to function to the level that we have achieved.  Thanks to **Victoria** who cleans the Hall on a weekly basis. Victoria continues to achieve the high standard of cleanliness that she set when she first joined us some three years ago. So thanks Victoria for a job well done.  Finally I come to **Phil Humphries** a key member of our team who many of you may not even have heard of. Phil weekly sets the heating for the various activities in the Halls. Each week the activities in the halls change, therefore the time and temperature settings required also change. Phil has to each week re-programme the timers to accommodate the new schedules. This is not an easy job, as outside temperature and personal preferences of the users, all have to be taken into account. On occasions we have five or more activities taking place in just one of the halls during the day, add the Lawrence, Stanage and Sampson Room into the equation and you will see how complex programming of the thermostats becomes. Phil manages to carry out his duties with great accuracy, which helps to ensure that we are not wasting money by overheating the building or applying heat when it is not required. Thanks Phil for a job well done.  That that brings me to the end of my thank you’s.  With regard to the coming year we have a number of projects on the back burner, these include:-  1 Repainting the Main Hall  2 Repainting the Kitchen  3 Renovation of the toilets.  4 Investigating the possibility of extending at the back and above the kitchen and toilet. (Long term project)  Obviously what we are able to achieve with these projects will depend on the state of our finances  In summary we have had a good year, with bookings remaining high. Financially we are still in a sound position. We do however need to look at ways of increasing our funding to help maintain the present high standard of the facilities and to help in financing future projects.  Well that brings me to the end of my report on the past year.  Finally once again thank you all for your efforts during 2012 and I look forward to working with you in 2013  Letters of thanks to go to Victoria Judson and Phil Humphreys | A.MAINWARING |
| 11. | Archive Material  Andrew Simpson reported that the website had received over 630 hits, and the Minutes of the last 12 months have been added to the site. |  |
| 12 | Any Other Business  It was decided to e-mail the Constitution to each Committee Member.  Alison Hartley thanked the Committee for all their hard work.  Chris Cartledge confirmed, that as Hathersage Parish Council owned the Hall, that the Deeds to the Hall, would be deposited in the bank, once Brian Ward had completed his application to the Land Registry. Hathersage Parish Council would pay the appropriate fee to the Land Registry.  Bob Musgrave recorded his thanks to Brian Ward and Hathersage Parish Council.  Brian Wilson, on behalf of the Committee, thanked Bob Musgrave for his fantastic efforts to ensure the Memorial Hall, which is such an asset to Hathersage, ran so smoothly.  Sue Wilson was thanked, most gratefully for the lovely cakes provided for our refreshments. | A.MAINWARING |
| 11. | Date of Next Meeting: Monday March 3rd, 2014 |  |

HATHERSAGE MEMORIAL HALL

AGENDA

For the 83rd ANNUAL GENERAL MEETING to be held on Monday March 3rd, 2014 *(in the Lawrence Hall*) in the Memorial Hall at 7.30 p.m.

1. Present

2. Apologies

3. Appointment of the Chairman of the Meeting (in the absence of the current Chairman or Vice Chairman)

4. Resignations of Officers: Bob Musgrave (Chairman) John Brunskell (Vice Chairman) and Anne Mainwaring (General Secretary) would not be seeking re-election.

5. Election of Committee

**Present Committee**: Chairman: VACANT; Vice Chairman: VACANT;

General Secretary: VACANT; Bookings Secretary: Simon and Hilary Bull

Treasurer: Graham Markham

Elected Members: B Wilson, S. Bull and G. Markham.

Co-opted Members: Andrew Simpson,

Representative Members:

Hathersage Players and Pantomimers Z. Nicholson

The Living Hope Church T. Pritt

Outseats Parish Council D.Palmer

Hathersage Parish Council B.Hanley

Hathersage Choir Liz Webb

Hathersage Film Club M. Robinson

Parents and Toddlers Group A. Thacker

6. Minutes of the last meeting [March 3rd, 2013] – see attached.

7. Matters arising

8. a) Secretary’s Report

b) Bookings Report

9. Treasurer’s Report –

Increase in fees – Any revision needed?

10. Chairman’s Report

11. Constitution – Any revision needed?

13. Any Other Business : Archive Material

14. Date of next AGM, Monday March 2nd 2015