

**NEWPORT VILLAGE HALL TRUSTEE MANAGEMENT COMMITTEE
ANNUAL GENERAL MEETING HELD ON
11th MAY 2022 AT 8.00 P.M. IN
THE MAIN HALL, NEWPORT VILLAGE HALL**

Present:

Patron	John Gordon, MBE	
Elected Trustee	John Oswin Smith	Acting Chair
Elected Trustee	Peter Gibson	
Secretary	Pat Pleasance	
Representative Trustee	Jane Nash	Newport Art Group
Representative Trustee	Yvonne Hannant	N.A.T.s
Project Manager	Peter Arscott	
Bookkeeper	Elaine Edwards	
Caretaker	Rob Willis	
Parish Council Rep	Sarah Burton	
Independent Examiner	Peter Hill	
Bingo	Sue Parish	
Bingo	Rob Myall	
Pilates	Tricia Ackron	
	Berenice Smith	Resident
	Sandra Amos	Resident
	Clive Edwards	Resident
	Leonie Llewellyn	Resident
	Fiona Strachan	Resident
	Maggie Pearce	Resident

1. Apologies

Apologies were received from Emma Murphy, Dee Harbridge and Christine Mayle.

Mr John Gordon chaired the meeting and welcomed everyone to Newport Village Hall's 2022 Annual General Meeting. He acknowledged the work of the Committee in managing the Hall through difficult circumstances throughout the COVID pandemic, and expressed his thanks to the Committee for continuing to run the Hall for the benefit of the local community over this challenging time.

2. The Minutes of the Annual General Meeting held on the 28th September, 2021

The minutes of the previous meeting were reviewed and approved. John Gordon asked the Meeting to accept the Minutes as a true and fair record. The Minutes were approved and signed and dated by John Gordon.

3. Matters Arising from Minutes of the Meeting held on the 28th September, 2021

There were no matters arising.

4. Acting Chairman's Report

The Acting Chairman reviewed the main issues faced by the Management Committee over the last year, namely managing the impact of the COVID pandemic and using the closures to carry out essential maintenance and decoration. The success of the vaccine programme and improved COVID treatments has permitted the Hall to run at more

normal levels. Sadly, not all our groups have been able to return to full capacity and it is likely that Ohio will not return in the near future if at all. We also lost the SLS Sports group. However, a Tea Dance has now been started and the Zumba classes have made a return. It would have been extremely difficult to maintain the running of the Hall without the assistance of Government and Uttlesford District Council (UDC) grants.

Special thanks go to Dee Harbridge for maintaining high cleaning standards and to Rob Willis for redecorating the Hall during closure and to Elaine Edwards and Emma Murphy for managing the finances and bookings. The workload for the Booking Secretary has been higher than expected with many new requests, particularly for private parties and her workload will be continued to be monitored and additional compensation made as necessary. Peter Gibson decided to step down as Chairman in the past year but is willing to continue as a Trustee. Yvonne Hannant expressed her thanks to Peter Gibson on behalf of the Committee for the many years he has devoted to the Village Hall. Clive Edwards has indicated he is willing to stand as Chairman for the forthcoming year.

Thanks were expressed to our Secretary Pat Pleasance and our Project Manager Peter Arscott. Pat Pleasance has indicated she will not be standing for re-election. Pat worked with the guidance provided by the Rural Community Council of Essex (RCCE) to establish the COVID regulations for Hall. The RCCE guidance has been invaluable in aiding the interpretation of the Government Guidance on COVID. Our Project Manager, Peter Arscott has also decided to step down but has agreed to see on-going projects to completion. Jane Nash is planning to move from the village so although willing to stand for re-election it is expected that she will be leaving before the year end. Jane is attempting to identify another representative from the Art Group. Special thanks go to Christine Mayle for securing funding from grants which will allow the refurbishment of the back stage area to take place later this year.

There is uncertainty for the coming year with increasing running costs, particularly for the utilities but the reserves are sufficient to cover the forthcoming year and the next. Storage continues to be an issue but recent changes to the table storage cupboard have alleviated the issue for the immediate future. There were some recent concerns that our Premises Licence may have needed amendment but it has been confirmed that it covers all our current activities.

John Gordon expressed his thanks to John Oswin Smith for stepping in as Acting Chair over the last few months. No day goes by without some aspect of the Hall requiring his attention! He also offered his thanks to the Secretary and the Project Manager for their long service to the Hall.

5. Bookkeeper's Report – Annual Report 2021/2022

The annual report for 2021/2022 had been circulated prior to the meeting. Despite operating restrictions, we were able to show an operating surplus of £8,138, largely due to the receipt of the COVID related grants of £14,196. There was an increase of £6,740 in letting income over the financial year to £14,196. Utilities costs increased by £1,254, cleaning by £1,637, premises expenditure by £1,087 and bookkeeping by £1,684. As at 31st January 2022 cash reserves amounted to £42,492 compared with £35,983 in 2020, largely due to the receipt of the Government COVID grants.

Elaine expressed her thanks to Peter Hill for his assistance in producing the annual report and to Emma Murphy for managing the booking system and to Christine Mayle for her work in obtaining the grants. Thanks also to Pat Pleasance and John Oswin Smith for operating the new finance control for the internet banking.

6. Refurbishment Report

Peter Arscott reported that no major refurbishment had been undertaken this year, just ongoing maintenance. Back stage improvements are planned for this summer with work commencing 1st August. Work is expected to take 2 weeks to complete. Peter Arscott will stay to supervise this work. No daytime activities will be allowed during this period but evening activities may be able to continue subject to a planning meeting to be held with the builder.

Concern was expressed regarding the proposed London Road development drainage plans as the Hall has previously suffered from flooding under the stage. No decision as yet has been reached where the water will discharge to the Cam from this development.

The CCTV installed in collaboration with the Parish Council has been used recently following a theft from the Village Hall car park. However, an effective method for extracting information from it is still to be resolved with the Parish Council.

7. Nomination of Officers

Currently the Hall has 5 Trustees, 2 Elected, and 3 Representatives. All Elected Trustees are required to resign at the Annual General Meeting and the following existing Trustees have offered themselves for re-election.

Peter Gibson – Yvonne Hannant nominated, seconded Rob Willis
John Oswin Smith – Yvonne Hannant nominated, seconded Sandra Amos

There being no objections both were re-elected. John Oswin Smith is also prepared to stand as Vice Chairman and was elected unopposed.

We currently have one nomination for the post of Chairman. Clive Edwards is prepared to stand as Chairman and become a Trustee. Clive runs a local theatre school and manages local venues. He is also involved with Saffron Walden Football club and is committed to supporting local clubs and activities.

Chairman – Clive Edwards – nominated John Oswin Smith, seconded Yvonne Hannant

The following have been nominated by their respective organisations to act for a year as Representative Trustees on the Hall Committee: Jane Nash, Newport Art Group and Yvonne Hannant, NATS, Christine Mayle Newport Essex Playgroup. The appointment of the Officers for the year will take place at the first Hall Committee Meeting in June.

Some potential candidates for Secretary have been identified. Rob Myall has indicated he wishes to stand down as the website manager and an alternative candidate is required.

Fiona Strachan has indicated she may be able to offer some assistance with particular activities such as Land Registry issues or sourcing alternative utility suppliers.

8. Appointment of Independent Examiner

John Oswin Smith proposed that Peter Hill should be re-elected as Independent Financial Examiner for the current financial year and seconded by Elaine Edwards.

9. Any Other Business

Yvonne Hannant expressed her thanks on behalf of the Committee to Pat Pleasance and John Oswin Smith for all their efforts in maintaining the Hall over the COVID period.

John Gordon requested that the Committee consider obtaining pictures of past Chairman of the Village Hall for display in the Hall.

John Gordon requested an interview with Clive Edwards for inclusion in a future edition of Newport News.

10. Date of Next Annual General Meeting

John Oswin Smith thanked John Gordon for his support and for chairing the meeting.

The next Annual General Meeting will be held on 10th May 2023.

There being no further business, the Meeting closed at 9.00 p.m.