

MINUTES OF THE ANNUAL GENERAL MEETING OF UPTON VILLAGE HALL – 23rd July 2024

Present:

Mr. P. O'Neill	Secretary/Treasurer	Mrs. S. Clarke	H&S Officer
Mr. S. Turner	Maintenance Manager	Mrs. J. Jones	Caretaker
Mr. P. Pearn	Booking Secretary	Mrs J. Smith	Trustee

Mr. C. Jones, Mrs. M. Gillespie, Mrs. J. Smith, Mr. P. Meakin, Mr. K. Calvert, Mrs T. Calvert, Mrs S. Kift, Mrs. M. Chadwick, Mr. C. Dunne, Mr. S. Bolland

- 1. Apologies** Mr. I. Hughes, Mr. I. Mayne, Mrs. S. Fearnall, Mrs. P Wade, Mr. W. Gardner, Mr. D. Whittaker, Mrs. F. Bailey

2. Minutes of the AGM held on 18th July 2023

The minutes were accepted as a true record, proposed by Mr. C. Jones and seconded by Mrs. J. Smith. They were then duly signed by the Chairman.

3. Matters arising from the minutes

There were no matters arising.

4. Reports

Mrs. S. Clarke deputised for Chairman, Mr. Hughes, in his absence.

This year's 4-page Annual Report had been previously distributed to the attendees. The report once again covered our User Base, Activities & Special Events, Operations, Maintenance & Enhancements, Finances, Board of Trustees & Employees and can be viewed on the Upton Village Hall website. Mrs. Clarke, Mr. Turner, Mr. O'Neill and Mr. Pearn took the meeting through each section of the report, and these minutes should be read in conjunction with the Annual Report.

Mrs. Clarke reported on the first section of the report covering our user base, activities and special events. We welcome two new regular users, Karate on Saturday mornings and Sound Healing Bath one Sunday a month. Our Tuesday afternoon art class has been suspended as their leader, Sarah, is on maternity leave. We hope to have her back in 2025. Travis Academy have reduced their afterschool sessions and we are seeking new activities for Wednesdays and Fridays. The long running twice a week French for Fun classes have unfortunately now ceased.

For two consecutive days in April we hosted BBC Radio 4. Gardeners Question Time was hosted by the Horticultural Society and this was followed by The Kitchen Cabinet. Both events were extremely well received. Mrs. Clarke later commented that the BBC H&S requirements were very extensive, but our work on achieving the Hallmark 1,2&3 quality standards had paid off as we had all the necessary procedures in place.

Regular users will be well aware of the increases in our gas and electricity charges in September 2023. These, together with significant rises in other operations and maintenance costs forced us to put up hire charges. However, the last time we increased our rates was in 2006 for community users and 2009 for commercial users.

During the year we commissioned several surveys and inspections designed to give us a thorough understanding of the overall state of the building. The conclusions of these are detailed in the Annual Report, but Mr. Turner summarised them for the benefit of the

meeting. The net result is that we now have a sound basis for prioritising and scheduling future maintenance and project works.

Mr. Pearn then said a few words about our new website, with which we are very pleased. The site has a fresh look and is easy to navigate around. He commented in particular on the new bookings and calendar package, Hallmaster, which has some 2,000 implementations across the country. It has many useful features that we hope to exploit going forward.

Mr. O'Neill then presented his treasurer's report. At the start of the year there was a balance brought forward of £54,344. Over the year we made a surplus of £8,405, resulting in a balance carried forward of £62,749.

Hiring income from main hall bookings totaled £28,529, up £4,542 (19%) on the previous year. Income from the Meeting Room totaled £3,457, up £778 on the previous year. UVH Events at £1,100 were down £697 on last year, with just one Cheshire Rural Touring show being staged. However, bank interest totaled £1,586 compared to a meagre £112 the previous year, as we were able to take advantage of some attractive interest rates offered by savings accounts for charities that had finally come on the market.

Caretaking, Cleaning & Gardening at £9,727 was up £464 on the previous year and Utilities at £6,735 were £1,876 up on the previous year. Maintenance (£5,779) was up £1,226, £1,240 having been spent on replacing the blown double-glazed units in the bay window.

Administration & Insurance at £2,314 was £2,166 down on the previous year, which had carried a once off cost of £2,230 for transferring out the Friday Luncheon Club funds.

Project expenditure totaled £1,309 and Purchases totaled just £403.

This all left free reserves carried forward of £37,749, plus our minimum reserve level of £25,000, as we build up funds for future major projects.

Finally, we are pleased to welcome our new trustee, Mark Prescott, who will in due course be taking on the booking secretary role.

Before proceeding with the acceptance of the reports, Mrs. Calvert made a couple of complaints. Firstly, she said that the cups were always stained and they were disgraceful. She now has to use her own cups. The staining is caused by tannin and the dishwasher isn't always able to completely remove this. Mrs. Jones tries to keep on top of this by cleaning batches of cups by hand. The condition of the glaze will be examined and if this has deteriorated, then new cups will be purchased. Mrs. Calvert then complained that she has seen flies on the hanging glasses on the racks and that flies were everywhere in the kitchen. Mrs. Fearnall will be asked to ensure that glasses are cleaned before the Friday Luncheon Club, and the electric fly killer will be left on permanently – it had been turned off because so few flies were being caught.

The reports were accepted, proposed by Mr. Meakin and seconded by Mrs. Chadwick.

5. Election of Trustees for the year 2024-2025

On this occasion, the current trustees could not be re-elected unanimously because Mr. Calvert objected to the re-election of Mr. O'Neill. He told the meeting that he resigned as a trustee earlier in the year because he felt undervalued and underappreciated, and that changes he was being asked to make to the website he had been developing were not in line with industry standards. On his resignation he had demanded that all digital and hard copy personal data and images of himself be expunged from all Upton Village Hall and trustees' records within 30 days in accordance with GDPR. He said that Mr. O'Neill, who as UVH Secretary was responsible for the application of the UVH GDPR policy, did not take his request seriously and had disrespected him. Mr. O'Neill responded by saying that the 30 day deadline had been met but apologised for not having taken Mr. Calvert's request as seriously as he probably should have done.

However, Mr. Calvert stated that subsequent to this an image of his face had been sent to a 3rd party, the developer of our new website, even though Mr. O'Neill had assured him that no personal data or images were still being kept. Mr. Pearn explained the circumstances of this breach to the meeting and that it was an honest and unforeseen error for which he accepted responsibility and apologised.

Proposed by Mr. Dunne and seconded by Mr. Bolland, the current trustees, with the exception of Mr. O'Neill were re-elected unanimously:

Mr. I. Hughes
Mr. S. Turner
Mrs. S. Fearnall

Mr. P. Pearn
Mrs. J. Smith

Mrs. J. Jones
Mrs. S. Clarke

There was then a vote for the re-election of Mr. O'Neill (nb. Mr. O'Neill did not vote), the result being:

9 in favour

1 against

5 abstentions

Mr. O'Neill was hence re-elected.

The election of Mr. Prescott to the Board, proposed by Mr. Jones and seconded by Mrs. Smith was carried unanimously.

Mr. Colin Hedley was once again appointed as the independent examiner of our accounts for the coming year and thanked for his services; proposed by Mrs. Chadwick and seconded by Mr. Meakin.

6. Any Other Business

The representatives from Chester P's & Q's asked if their quilting stands could be kept in the furniture store. Trustees said they would see if this was possible.

There being no other business, the meeting closed at 8.31pm.