

Minutes

THE RENDHAM VILLAGE HALL MANAGEMENT COMMITTEE AGM HELD ON: TUESDAY 9TH APRIL 2024 AT 7.00 P.M. IN RENDHAM VILLAGE HALL

Attendees: Jane Silvester, Peter Addington, Denis Moore, Jean Palmer, Mary Gregory
Chris Bishop, Charles Sealy, Roger Bennion, Gina Purvis, Gwenda Weeks

1. **Apologies**

David Willett

2. **Minutes of the 2023 AGM**

DM signed it to be a true account of the meeting

3. **Matters Arising from the Minutes**

None

4. **Chairman's Report**

Chairman's report was presented and discussion took place, debate took place concerning the issue of carpark flooding, but as presented in the report, there is no immediate resolution being offered by the highway's authority. It is recognised that individuals could correspond directly with the authorities to address this issue.

See attached report.

5. **Treasurer's Report**

See attached report.

The treasurer presented her report, concern was raised from the floor regarding how certain matters are recorded. This has come about after the trial and adoption of the bank card reader on certain occasions. The treasurer expressed concern about the matter raised explaining that it is the manner of the presentation in the accounts that is causing difficulty. A clearer method of accounting for income on the card reader is needed and the intention is to be persued with the external examiner. There is no suggestion of false accounting merely a presentation issue which proves to be difficult with old style bank account that we use. The intention is to review and possibly change to a more modern style bank account which will serve our purposes.

6. **Election of Offices**

Denis Moore to remain as Chairman – proposed by **MG** seconded by **PA**
Mary Gregory to remain as Secretary – proposed by **DM** seconded by **PA**
Jean Palmer to remain as Finance Officer – proposed by **PA** seconded by **DM**
Positions of assistant chairman and assistant secretary remain vacant, with no expressions of interest in fulfilling

7. **Election of Committee**

No change to the existing committee, members elected to remain on the committee.

8. **Election of External Examiner**

James Robins will continue as External Examiner. James Robins appointed as the external examiner

9. **Any other Business**

A question was raised from the floor regarding Fund Raising on behalf of the village hall and the PARK, as joint concerns both being village amenities. The committee recognises this and should be a consideration when undertaking and planning future fund-raising activities and functions.

A question was raised from the floor concerning the proprietary of parking issues raised since the reopening of Juniper Barn. The increase in parking of patrons using Juniper Barn Café caused disharmony with classes using the village hall. Consequently, this has impacted on village hall use, subsequently resulting in loss of income which will be now kept under regular review. The Chairman reiterated that the village hall is a user of the carpark which is owned by the church and does not consider the management of the carpark to be within the remit of the RVHMC. Further stimulating debate took place with no immediate resolution available and all matters relating to the carpark should be considered by the church authorities.

AGM finished 8:25pm

Rendham Village Hall Chairman's Report to AGM 2024

During this period of reporting the committee has continued to review and ensure the viability of the village hall facility with regard to legal requirements, safety and maintenance. Throughout this period the hall has been used on a regular basis by Pilates groups providing a regular source of income. A recent change in circumstances has resulted in a considerable reduction of future bookings which causes concern and will be kept under review. However, the hall is now frequently used by a table tennis user group. Private hire of the hall is intermittent.

The community café events have again proved to be a success throughout the winter months. These events are self-funding and have proven to be a welcome social event held on the first Tuesday each month.

We have trialled the use of a bank card reader. This will now continue to be used at certain organised events whereby payments can be made direct into the village hall bank account. This enables, in certain circumstances, an element of flexibility and convenience at social events. The trial was successful and the option remains in place.

The external lighting was becoming unreliable and in need of modernisation and has now been upgraded with modern replacements. A request was made to Suffolk Fire and Rescue for a fire alarm system audit. This was undertaken at zero cost and the system deemed to be perfectly adequate for the building. As an advice, a heat detector was recommended for the kitchen and this has been installed. The testing of the fire alarm system and firefighting appliances are carried out on a regular basis in accordance with legal requirements by an approved contractor and is another constant expense. The testing of the electrical wiring by an approved contractor is being arranged. This has to be undertaken every 5 years.

The village hall shed has been repainted and the hot water heating system in the kitchen upgraded with a modern replacement. The electricity supply contract has been renewed for a 3 year period.

The flooding of the road outside the hall has been a constant nuisance during periods of heavy rain. The road gully overflows into the car park, fills our septic tank and causes subsequent problems with the hall drains. The backup of excess water takes time to discharge and impacts on the use of the building. This is addition to rendering the entrance inaccessible and the need to use the rear fire door. The official highways response is that the problem cannot be solved by routine maintenance and no immediate resolution can be expected.

Denis Moore

Chairman Rendham Village Hall Management Committee April 2024

RENDHAM VILLAGE HALL ACCOUNTS

INCOME AND EXPENDITURE 2023-2024

<u>INCOME</u>	<u>JANE PILATES</u>	<u>CHARLIE PILATES</u>	<u>HIRE</u>
LETTINGS	2980.00	390.00	290.00
DONATIONS	426.00		
FETE	2100.00		
<u>TOTAL INCOME</u>	<u>6186</u>		

EXPENDITURE

SEPTIC TANK	275.00
WATER	84.17
RATES	33.00
ELECTRICITY	2560.90
FLAME SKILL	247.80
INSURANCE	685.62
REPAIRS	954.78
MUSIC LICENSE	154.80
WINDOWS	103.00
CLEAN GUTTER	50.00
HALL CLEANING	480.00
REPAIRS	381.87
MAINTENANCE	153.00
	<u>6113.94</u>

INCOME 6186.00

EXPENSE 6113.94

PROFIT 72.06

BARCLAYS £ 6938.51

BUILDING SUPPLY SOCIETY £ 6384.53

P. CASH