



# Barsham & Houghton Village Hall Committee

## Annual General Meeting Minutes

Monday 21 March 2022 at 7pm

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Those present: Andrew Ross, Grace Howlett, Robert Fletcher, Frank Chapman, Jodie Bond.

**1. Welcome by the Chairman and consider any apologies for absence**

The Chairman welcomed all those present.

Apologies received from Stuart Laws. Apologies accepted.

**2. To elect a chairman**

Andrew Ross was nominated by members' present and it was agreed to elect Andrew Ross to serve as Chairman for the coming twelve months. Proposed by Grace Howlett, seconded by Robert Fletcher.

**3. To appoint a treasurer**

Grace Howlett was nominated by members' present and it was agreed to elect Grace Howlett as Treasurer for the coming twelve months. Proposed by Andrew Ross, seconded by Robert Fletcher.

**4. To appoint a secretary**

Jodie Bond was nominated by members' present and it was agreed to elect Jodie Bond as Secretary for the coming twelve months. Proposed by Andrew Ross, seconded by Grace Howlett.

**5. To approve minutes of meeting held on the 17 May 2021 and 21 March 2022**

The minutes were approved without amendment and signed by the Chairman as a correct record.

**6. Receive report from the Treasurer & discuss financial matters**

Financial report received (please see Appendix 1).

The gas tank was filled up at a cost of approx. £600 which was organised via Stuart Laws, which has made us a considerable saving. Thanks, given.

It was noted that no rent had been received from 1<sup>st</sup> Academy of Dance for April 2022. However, it was agreed that as the hall was closed for the roof work and as they do so much to help with the hall this rent would not be pursued.

It was discussed that the electricity costs are difficult to judge at the moment due to the current market. It was therefore agreed to continue to monitor the usage over the next 6-12 months and consider reviewing the rental fees if necessary, after that.

Grace did mention that the exterior security light on the side of the hall was on during the day, which is wasting electricity. It was agreed to get this looked into.

It was also considered whether to change the internal lighting to LED to save on energy and costs. Grace agreed to look into some costs for consideration. Thanks given.

**7. Village Hall Bookings & Events**

A member from NNDC wish to visit the hall on 28<sup>th</sup> June ahead of the May 2023 elections. Andrew agreed to let them in at 11am.

An enquiry had been received about a booking for a 50<sup>th</sup> birthday party on 30<sup>th</sup> July.

**8. Receive an update on the hall roof**

All works have been completed. Andrew visited site; it ran over a little due to a delay in receiving guttering materials and it was noticed that some of the gutter joints were leaking which was rectified. Also the fascia's looked like untreated wood, this was painted and it now all matches. Secretary advised that the associated invoices and photos are required for the NNDC end of grant form. Grace to supply these. Thanks, given.

**9. Consider correspondence**

There were none.

**10. AOB**

A scam email was received which Grace reported to the local branch of Lloyds. Robert advised that the asbestos on the rear shed will be done soon but the contractor has had a few delays due to Covid but it is in hand.

With there being no further business, the Chairman closed the meeting at 7.21pm.

Signed:.....Date: .....

**APPENDIIX 1**

<b>Barsham and Houghton Village Hall</b>			<b>Banking Movement July 2021 to 10 May 2022</b>		
1st July 2021	<b>Opening Balance</b>		25839.49		
Date	<b>Income</b>			Date	<b>C/N Expenditure</b>
July	1st Academy Dance	575.00		July	98 Calor Gas 15.45
					100 Anglian Water 32.85
August	1st Academy Dance	575.00			101 NNDC Rates 64.03
				Sept	103 Paul Taylor Boiler Service 85.00
September	1st Academy Dance	575.00			104 PP/PRS LTD Music Licence 84.86
October	NNDC Grant for Roof	15000.00		Nov	105 Steward Safety Fire Equipment 43.80
	1st Academy Dance	575.00			106 Anglian Water 61.41
Nov	1st Academy Dance	575.00			107 Alan Boswell Insurance 1121.94
	Hire of Hall	20.00			
					Local Roofing & Cladding
					108 Deposit Industrial Ltd 5707.80
December	1st Academy Dance	575.00			109 Volera Boilers 299.00
2022 January	1st Academy Dance	575.00			110 Anglian Water 43.45
February	1st Academy Dance	575.00			
March	1st Academy Dance	575.00			
					111 Calor Gas 20.31
March	NNDC Covid Grant	2667.00			112 NNDC Rates £125.44
				March	114 E'on Next electricity 1131.26
April	1st Academy Dance	0		April	115 Wave Anglian water 43.55
					116 E'on Next electricity 101.84
					118 East Coast Insulations Ltd 10020.00
					119 Local Roofing & Cladding Industria 10600.20
	income to date	22862.00			Expenditure to date 29602.19
	<b>Bank balance 10 May 2</b>	<b>19,099.30</b>			
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	Awaiting				
**	Calor credit due	20.31			
	E'on Electricity due	95.76			
	Gas (KFP)	599.94			
	Church hire	12.00			