

# ILSINGTON VILLAGE HALL EGM

10<sup>th</sup> January 2023

**Present** – Penny Simpson, Liz Butler, Suzi Norris, Nicol Bush, Penny Biggs, Chris Sheldon, Sarah-Jayne Warner, Mark Parsons, Malc Littley, Steve Mann, Emma Grant, Lisa Tandy, Angela Brassley, James Luxton, Catriona Pinnington, Rose Underhill, Sarah Kersey (Teignbridge CVS)

**Apologies** – Jenny Prior, Carol Retallick, Rob Steemson.

## **Welcome all**

2 weeks ago a public meeting was held to discuss the need for a new committee, for the continued running of Ilsington Village Hall. This meeting is being held to form the new committee.

## **Chairpersons Report**

Many improvements have been carried out over the past few years to the village hall, the most recent to refurbish the toilet. Thank you to Steve Mann, they look amazing. We have received a plaque from the National Lottery Community Fund to be displayed in the new area.

Notice to resign from post and confirmation that a handover will be arranged with the new chair including keys.

## **Treasurers Report**

Current account - £2907

Savings - £20,562

A large sum has recently been spent on the toilet refurb but balances are healthy and we always aim to hold at least £15,000 in the savings account. Accounts are presently with the auditor.

Notice to resign from post and confirmation that a handover will follow.

## **MAIN AGENDA**

Liz and Penny announced their resignations and asked for nomination of a new chairperson.

CHAIR - Chris Sheldon proposed by Rose and seconded by Sarah-Jayne. Unanimous vote from floor.

Chris Sheldon stepped into post and the nominations of committee members followed. All unanimously agreed by floor.

Vice Chair - Penny Biggs – Proposed by Mark, seconded by Angela

Minutes Secretary – Angela Brassley – Proposed by Rose, seconded by Penny

Secretary (agreed later in meeting) – Rose Underhill – Proposed by Chris – seconded by Angela

Treasurer – Sarah-Jayne Warner – Proposed by Penny, seconded by Liz

Booking Clerk – Nicol Bush – already in post and will continue.

Hall Manger – Steve Mann – Proposed by Emma, seconded by James

Web Manager role to be filled at later date as Liz will continue to manager for now.  
Site Manager role needs to be discussed and filled at a later date.

General Committee Roles:-

James Luxton, Lisa Tandy, Emma Grant, Mark Parsons, Malc Littlely, Catriona Pinnington

In addition

Suzi Norris – Shop Representative  
Jeremy Sacket – Table Tennis (not present)  
White Eagle Lodge (not present)  
Jenny Prior – Parish Council (not present)  
Ilington Toddlers – Rose Underhill  
School Friends – Sarah-Jayne Warner

All members automatically become trustees of the Ilington Village Hall. 3 members will be named on the Charity Commissions Website (Chair, Secretary and Treasurer) Penny will pass on details of login information.

Passing on and updating of legal documents will begin and Sarah Kersey will advise and set up a meeting with committee shortly. Chris has begun enquiries into this.

## **AOB**

Banking mandates will need to be changed. Penny will meet with Sarah-Jayne and other members to arrange signing documents. Sarah-Jaynr proposed setting up a new email address just for finance.

What's app Group – This might be something to do in the future to allow quick messages about meetings and info only etc. A short policy will be needed.

Liz mentioned some of the companies we use for ordering items including Viking. Info will be passed on.

Request for a full list of email addresses to be sent to Chris from Liz.

Rubbish/Recycle bins – Cleaners used to do this but don't always work on the correct days. Rose agreed to put bins out in future. Thanks Rose

Liz agreed to do a walk around building and site with Chris. Date to be arranged.

Keys handed over to Chris (2 sets)

Discussed management of the hall key for users. Further discussion at next meeting. The key is usually collected from the shop. If the shop is closed we arrange an earlier pick up.

Insurance – Penny has all documents for building, playground, public liability, PRS, PPL. She also has utility bill paperwork to pass on. We don't pay council tax. No TV licence as request no live tv is watched.

Solar Panels – brief discussion and will talk more to ensure hall and shop are getting benefit.

Services Used - Sanitary Bin – PHS collect regularly, Fire Systems – regular checks done. PAT tests annual checks done, Cleaners employed, plumber usually local and water compliance we pay for.

Shop – Lease with shop, paying small amount of rent. Hall is responsible for external décor etc. Shop internal responsibility.

Website – We have paid for Domain name up front. WIX website subscription paid to date and Liz will hand over managing at a later date.

Training Days – Various training days are coming up to help understand running of village halls. Nicol is booked on tomorrow (11/1/23 and future dates). Others welcome in the meeting room (9.30 start).

Fundraising – We don't presently have any just giving or gift aid in place. Research this further. Grant funding is often for bigger projects. Liz did a lot of research for the toilet project. Sarah-Jayne offered to do some research.

Energy – brief discussion about more solar panels and energy wall.

Bookings – We use Hall Master System. Penny will show Sarah-Jayne. We keep it simple to produce invoices and allow users to see calendar. Bookings done through bookings email.

Emergency Number – Discussion needed at future meeting.

INTRODUCTIONS – everyone introduced themselves.

THANK YOU to Liz and Penny for all their hard work over many many years and we hope they will attend a future meeting to be thanked properly. (at AGM?)

Understanding that there will be a period of time for handing over.

Next meeting to be held MONDAY 6<sup>th</sup> FEBRUARY 7pm at Ilsington Village Hall meeting room.

AGM date set for Monday 15<sup>th</sup> May. Committee Meeting at 7pm followed by AGM at 8pm.