**MINUTES OF ILSINGTON VILLAGE HALL MANAGEMENT COMMITTEE (IVHC)**

**ANNUAL GENERAL MEETING**

**Monday 17th June 2024, Ilsington Village Hall Meeting Room, 7.00pm**

**Present:** Chris Sheldon (CS), James Luxton (JL), Mark Parsons (MP) Catriona Pinnington (CP), Jeremy Sackett (JS), Lisa Tandy (LT), Kirsten Day (KD), Mervyn Wills (MW), Charlotte Reeve (CR), Penny Biggs (PB)

**1. Apologies for absence:** Sarah Jayne Warner (SJW), Nicol Bush (NB), Rose Underhill (RU), Jenny Prior (JP), Belinda Hayes (BH)

**2. The Minutes of the AGM on 15th May 2023** were agreed as an accurate record.

**3. Matters Arising** - the outstanding actions regarding i) the Devon Communities Together (DCT) Audit and ii) the Defibrillator were discussed. The DCT Audit will be revisited again in due course. Concerns re defibrillator maintenance/ responsibility were discussed and whilst no ideal centralised solution is forthcoming CR advised a ‘test’ can be arranged through the equipment provider which may offer some reassurance re the working of the equipment. ACTION CS. Defib training is still under discussion led via the owners of the Carpenters Arms. ACTION PB.

**4. The Minutes of the Committee meeting on 29th April 2024** were agreed as an accurate record. ACTION PB to send to CR and MW. Matters Arising will be reviewed at the next Committee meeting.

**5. Chairperson’s Report**

PB presented her report summarising the role, responsibilities, aims and objectives of the Committee. She noted the challenges and achievements of the past year and outlined plans for the months ahead with a view to achieving our six primary objectives including: i) running the hall on a day-to-day basis ii) navigating the responsibilities resting on the Committee, iii) ensuring the ongoing positive financial position of the hall iv) striving to minimise our environmental footprint v) working in close alignment with the village shop and vi) encouraging more community use of the hall. A copy of the full Chairman’s report is available on the shared Google-drive.

 **6. Annual Accounts and Treasurer’s Report**

In the absence of the Treasurer SJW, PB presented the Annual Accounts and Treasurer’s report.

The Annual Accounts reflected income of £21594 and expenses of £18597, leaving a profit of £2637 vs a loss of @£8000 in 2022 (loss largely due to refurbishment). Income from rentals and event-related activities had increased. Savings had been made by bringing certain activities in-house. Water and cleaning costs had reduced but electricity costs had increased. Other income and expenses were largely in line with the previous year. ACTION SJW to prepare the accounts for submission to the Charities Commission and advise PB of the template to complete for supporting information.

The Treasurer’s Report reflected year-to-date expenses of @£47000 (including some invoices pending payment) and year-to-date income of @£57,000 (including anticipated income), resulting in a year-to-date profit of @£10000, versus £7400 in 2023. The current account balance stands at £2500 and the savings account balance at £32260, a total of £34760. The Committee agreed the need to continue to be prudent around expense management given the uncertainty about future income from bookings and future expenses related to fire safety and other maintenance works required. ACTION: SJW to prepare a ‘projections report’ for the Committee.

 **7. Nominations for Election of Committee Members and Officers**

The Committee noted the resignation of Jenny Prior, the current Parish Council representative, effective May 2024.

Regarding nominations for the forthcoming year, the IVH governing document (Trust Deed of 30th June 1961) states the Committee shall consist of six elected and representative members and may include co-opted members.

Nominations for the six elected members and seven co-opted members of the Committee were proposed and seconded as outlined below and all were elected for a term of office commencing at the end of this AGM and expiring at the end of the 2025 AGM.

The following persons were nominated for IVH Management Committee Officer positions:

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Person** | **Proposer** | **Seconder** |
| Chairman | Penelope Biggs | Christopher Sheldon | James Luxton |
| Treasurer | Sarah Jayne Warner | Penelope Biggs | Christopher Sheldon |
| Secretary | Rose Underhill | James Luxton | Christopher Sheldon |
| Hall Manager | Christopher Sheldon | Penelope Biggs | Mark Parsons |
| Grounds Manager | Mark Parsons | James Luxton | Christopher Sheldon |
| Booking Clerk | Nicol Bush | Christopher Sheldon | Penelope Biggs |

The following local persons were nominated for election to the IVH Management Committee:

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Person** | **Proposer** | **Seconder** |
| IT Manager | James Luxton | Penelope Biggs  | Lisa Tandy |
| Fundraising Manager | Catrina Pinnington | Lisa Tandy | Penelope Biggs |
| Marketing Manager | Lisa Tandy | Jeremy Sackett | Christopher Sheldon |
| Parish Council Representative | Charlotte Reeve | Penelope Biggs  | James Luxton |
| Parish Council Representative | Mervyn Wills | Christopher Sheldon | Penelope Biggs  |
| Table Tennis Representative | Jeremy Sackett | Penelope Biggs | Christopher Sheldon |
| Shop Representative | Belinda Hayes | James Luxton | Lisa Tandy |

**8. General Hall Updates**

Hall

CS provided an update on various hall maintenance and safety matters including the appointment of a new fire safety provider (Totnes Fire). CS noted that investigations had been carried out regarding any potential fire risk from the newly installed Tesla batteries but no concerning findings were identified. It has, however, been decided to install additional protective fireproofing in the relevant areas to mitigate any potential fire risk.

CS noted concerns re the defibrillator maintenance and the responsibility that rests on the Committee for its ongoing working condition. CR/MW noted that no central solution would be forthcoming from the Parish Council due to the complexity involved in the PC taking ownership for 11 different machines but suggested we ask the manufacturer to perform a test to ensure it is working adequately. ACTION: CS to request manufacturer test.

CS provided an update on the insurance claim, confirming all the required information has been provided. We have been advised that it may be some time before the case is concluded.

CS also advised of future improvements to the WIFI and updated the new Committee members on the Google-drive shared document storage. ACTION MW and CR to provide Gmail addresses to JL to enable access.

Grounds

MP provided a detailed review of works undertaken in the grounds over the past year including the garden make-over last Summer and the recent grounds/playpark/storage clearance day supported by members of the Committee and volunteers. The latter was important in responding to the recent ROSPA report re the condition of the playpark surface and equipment. Specifically MP advised i) the playpark surface has been pressure washed (to be repeated in due course) and ii) the play equipment has been mended by Rhinoplay. Disappointingly one item was not fixed/replaced as required and we were not notified. Through MP’s ongoing due diligence he has challenged Rhinoplay who advise this is additional work for an additional fee. MP and MW discussed alternatives to address the issue and the Committee agreed for MP to investigate options through MW’s contact and proceed accordingly. ACTION MP.

MW asked about the grant from the Parish Council for the playpark works. MP advised he was seeking further funding from Rob Steemson and PB is doing the same via George Gribble of Devon County Council. Both actions are pending the election result. ACTION PB and MP.

MP also noted the installation of the new MCC bench which has enhanced the approach to the building and is seeing significant use. MP also discussed the previously agreed actions re putting new safety signs up in the car park, plus painting of new directional signs on the tarmac. MW advised someone who could assist with this if required.

CS commented on the information in the parish magazine regarding ‘exclusive use’ of the car park. ACTION CS to request the relevant information be removed.

Electricity/Solar/Batteries

JL provided the following detailed update:

The solar array and Tesla Powerwall installation cost £40,877. The IVHC secured grant funding for £36,655 leaving a cost to the hall of £4222. The projects are almost complete with only a few optimisations and additional monitoring to be added.

We expect the solar panels to reduce the shop and hall's electricity bill by over £4000 a year (a 50% saving) and therefore should protect both from any further price shocks as well as benefitting the environment.

Since the solar and battery system has gone live the shop and hall’s electricity use has come from 53% solar, 38% batteries and 9% grid. In real terms this means the shop and hall have already saved a combined £180 in electricity costs in the 11 days the system has been active. The dependence for grid (unclean energy) should be significantly reduced going forward, especially during the sunnier months. This project completes a major part of the hall/shop green strategy to reduce our carbon footprint.

During this time we have also generated £20 from our export tariff due to unused solar generation. Further discussions will follow re how best to demonstrate these achievements in the shop/hall.

The next project will be EV chargers. We are waiting to hear from Devon CC if we have been successful in being selected as a potential site for a county-wide EV charger programme. CS is leading this initiative.

The Committee thanked MP, CS and JL for their ongoing hard work and diligence which is delivering excellent results on many dimensions. KD conveyed particular thanks on behalf of the Shop Committee.

**9. Future Plans & Opportunities**

PB outlined the events planned for coming months specifically i) the Ceilidh evening on Saturday 19th October and ii) the hall/shop Christmas social event on Friday 13th December. The Committee decided to defer the folk music evening until 2025.

**10. Community Engagement**

We continue to promote the hall’s facilities and activities via LT’s ongoing hard work on Facebook/ social media. This is appreciated and continues to generate interest in the hall across the community. LT advised she would continue in her role post her forthcoming move out of the village. This news was gratefully received by the Committee.

We also continue to promote our activities via door-to-door leaflet drops around the parish. This is time-consuming but helps generate further interest in our events. The Committee asked CR if she could assist in ensuring our event posters and other materials are placed in the parish notice boards for broader awareness. The best mechanisms for achieving this were discussed and it was subsequently advised (by the parish clerk) that materials should be emailed to her and she would ensure these are sent to local councillors for printing and placing on their notice boards.

 **11. AOCB**

JL updated the group re his ongoing work with the Shop to get a new/updated lease in place. This is progressing well and should be concluded soon. ACTION JL to advise as discussions progress.

PB reminded the group that we still need to secure the appointment of a replacement booking clerk as NB will be retiring from the Committee at the beginning of September. It was agreed that JL and CS would assist PB in automating parts of the booking process but all noted that this in itself is not a solution as there are other important aspects of the role that will not be covered by automation e.g. liaising with the cleaners, dealing with hirer questions/quotes. This remains a significant concern that needs to be addresses. ACTION: JL/CS to assist PB with booking automation. ACTION: PB to send CR/parish clerk the advert for placement on the parish notice boards.

KL commented on the positive relationship between the hall and shop and the significant improvement in terms of interaction, engagement and working together constructively. All agreed.

Further discussions were raised re i) water butts and ii) 20 mph signs in the village. Both were deferred to a future committee meeting.

**THE MEETING ENDED AT 8.40 pm**