**MINUTES**

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

**ANNUAL GENERAL MEETING**

**Monday 15th May 2023, Ilsington Village Hall Meeting Room, 7.30pm**

**Present:** Chris Sheldon (CS), Penny Biggs (PB), Sarah Jayne Warner (SJW), James Luxton (JL), Steve Mann (SM), Catriona Pinnington (CP), Jeremy Sackett (JS), Suzi Norris (SN), Nicol Bush (NB), Rose Underhill (RU), Lisa Tandy (LT), Jenny Prior (JP), Kate Hobbs (KH), Penny Young (PY), Liz Butler (LB), Ty Lynne (TY), Belinda Hayes (BH)

**1. Apologies for absence:** Malc Littley (ML), Mark Parsons (MP)

**2. The Minutes of the AGM on 18th May 2022** were agreed as an accurate record.

**3. Chairperson’s Report - CS**

CS thanked the new IVHC that has formed since the last AGM. Thanks to LB (20 years) and PY (17 years) for keeping the village hall running smoothly and efficiently. The new IVHC has taken on many additional responsibilities from health and safety policies to bookings, to negotiating contracts and managing suppliers. Biggest challenge is the doubling of our electricity costs. In consultation with the shop JL has negotiated a new electricity contract that will start on 1st July (JL has used Utility Aid who partner with ACRE for this contract).

Some classes have ended as the regular users were unable to attract enough interest. The IVHC and the village shop continue to work closely together. LT has been updating Facebook and other social media which is delivering good results. CS hopes that more events will be organised. First concert is planned for 21st June. Such events are important to secure the long-term future of the village hall and village shop. Thanks to JL for all the time he has spent negotiating the new electricity contract.

**4. Booking’s Clerk Report - NB**

New users have commented positively on the venue and liked the new refurbishment.

**5. Treasurer's Report – PY**

As PY was Treasurer for the tax year 2022, PY gave the Treasurer’s report for this AGM. The accounts show we made a loss of ~ £8K for 2022. The Village Hall toilets were entirely refurbished during 2022 with a National Lottery Grant of £10k and the Committee used its own funds to cover the remaining cost (as they were unsuccessful in obtaining the Parish Council grant) which caused a loss for the year. In 2021, the school used the hall full time as they were undertaking building works and that is why the rent income is down compared to 2021. Water charges for 2021 were considerably higher and LB confirmed this is because during Covid they had to flush the whole system every 2 weeks due to potential Legionnaires Disease and the shop was using a lot of water during Covid too. In 2022 there were only 3 water bills not 4, despite chasing South West Water. In 2021 the school paid for all cleaning costs whilst they were hiring the hall but in 2022 these reverted back to the hall. Licences and affiliations were lower in 2022 due to an incorrect association in the accounts. Miscellaneous payment of £759 was for the Village Hall 60th Anniversary celebration.

PY gave a big thanks to LB who instigated the refurbishment of the hall and as a consequence hugely improved the facilities. PY also thanked NB for all her work with the bookings. PY wishes everyone success in the future.

PB asked if there are always two Simms Hill donations p.a. LB confirmed that it varies and there will not be a second event this year. The second event often doesn’t make as much as the first event in the year.

**6. Election of Committee and Officers**

CS – ML, EG, SM expressed interest to leave the committee.

CS advised the following proposed committee members:

PB: Chair

CS: Hall Manager

Rose: Secretary, Toddlers Rep

SJW: Treasurer, School Rep, Minutes Secretary

NB: Bookings Manager

LT: Social Media & Communications Manager

MP: Hall Site Manager

JL: IT Manager

JS: User Representative

CP: Fundraising and Grants Manager

JP: Parish Council Rep

BH: Village Shop Observer

Propose and second all these people - TL proposed, PY seconded.

**7. Future Plans & Opportunities**

LT – trying to market further afield. PB asked for people to let PB/LT know if they have ideas how to do this.

BT – Village shop income has been down. Now open longer hours. BT will be sending a newsletter to encourage more customers. There will also be a survey to understand why people use the shop. LT and BT will be coordinating shop/hall advertising/marketing as appropriate e.g shared website. Village Hall promotional flyers printed at no cost thanks to shop. SN thanked PB for the leaflet drops.

PB – shop collaboration is key going forward. CS mentioned the village shop will offer an incentive/discount for people hiring the hall to purchase items from the village shop. A ‘menu’ of items available is pending from Amy Luxton. BT mentioned how PB came to the last village shop meeting to identify ways we could work together. It was also noted that food/drinks need to be ordered for the Jazz evening.

PB – increased social media presence. LT provided a few facts about social media – 220 members for the IVH website now and growing. 200 new visitors to the website, 85% new. Website views are up 1000 per cent since Feb. LT is improving the website. Facebook comments up by 700% since Feb - posts are generating more enquiries for village hall hire.  LT suggested other ways to use Facebook – including polls and other tools.  Generating 30-40% of website visitors are directed from our Facebook page. LT would like to see more events on the calendar.

PB – events. The Coronation Cream Tea worked very well. A lot of work but generated £200 just from donations for the IVH (as well as £200 for Friends of Ilsington School). The jazz event is a low risk but important to assess appetite for similar activities. Other options: Comedy, Blues – the question is will we sponsor these events or will acts manage events themselves with our support. Also discussed a future Coffee and Cake morning – Catrina, Rose and Nicol leading and a Clothes/Household Sale’ where people pay to hire a table – more to follow. LB proposed Mid-Devon cycling club Sunday morning pop-up breakfast in September/October. All thought this was a good idea.

PB – need to start identifying grants that are going to be useful e.g. grounds improvements. SN is applying for small grant. PB chasing Councillor Gribble re Locality Grant. JL – update on Teignbridge Green grant for new solar panels. We missed out on initial rounds of funding but will keep persevering. JL noted a new smart meter was installed recently.

The new MCC bench will be put outside the front door - PB will let the MCC know that it has been approved. Need to consider locations for Sustran’s sponsored cycle rack/tools as we are on a national cycle route.

ACTION: Steve to remove broken troughs in car park

**8. Community Engagement**

KH – appreciate what the IVHC is doing.

SN – Villages in Action – 1 possible event for next summer (theatre/ circus/ music for families)

LB – village hall is an excellent training venue. Great for teaching in the meeting room and then use the hall. More potential to promote as business hub and training venue - quality venue that other halls don’t have with kitchen, meeting room and village shop next door. JL noted there is fibre – shared internet and phone connection between the village hall and shop. How do you promote training venue concept - Mid-Devon Advertiser, paper press release, Devon Radio Live? Who might use e.g. NHS.

ACTION: LT to consider targeting plan for use as a training venue / BH to advise contact details for Devon Radio Live

CS: Devon Communities Together Audit – need to follow up with corrections as this will be important to attract users.

ACTION: CS/PB

**9. AOCB**

CS – Zoom meeting with Bickington Hall to discuss insurance, other general hall issues.

ACTION: Defib to be handed over to CS from SM. SM to arrange. Action: CS to consider future defib training.

Young Farmers Pig Racing : recent event: 60 people, raised £300.

SN: The polling station would have allowed the Yoga class in the village hall main room.

**THE MEETING ENDED AT 9 pm**