

**The minutes of the Annual Meeting of the Hutton Henry & District Community Association
Held Saturday 10th February 2018**

Present:

D Mitchinson	Trustee - Chairman
L Wardle	Trustee- Secretary
C Armstrong	Trustee
G Shears	Trustee
A Watts	Trustee- Treasurer
GT Armstrong	Member
H Gilbert	Member
P Gilbert	Member
J Grieves	Member
M Mitchinson	Member
M Lightowler	Member
C Lightowler	Member
C Pattison	Member
P Pattison	Member

Apologies:

L Humphries	Trustee
S Shears	Member
C Lee	Member
V Hughes	Member

1. Apologies for absence

Apologies were received and accepted

2. To confirm the minutes of the AGM held on the 11th February 2017

RESOLVED the minutes of the above meeting be approved, confirmed and signed as an accurate record.

3. Chairman's Annual Report

The Chairman, Dave Mitchinson, welcomed everyone to the 2018 Annual General Meeting of the Hutton Henry Community Association and gave the following report:

“The last 12 months has once again been very busy improving the Village Hall, work has been done to cut down on drafts in the building. This included new front door fitted and double glazing to the rear, a financial contribution received from Hutton Henry Parish Council helped to fund this project, for which we are very grateful.

There is still work to be done, which includes a bin shelter and total redecoration of the hall, any offers of help from residents would be much appreciated for these tasks.

This year has seen the return of the Hutton Henry Herald which we hope will help keep residents informed of forthcoming events and activities.

The last 12 months has seen an increase in activity in the hall and this shows definite signs of continuing with bookings and Leisa Humphries and the ladies of the Events Committee organising busy and ambitious programme of events for the coming year.

Without these events and the hiring of the Hall it would be impossible for us to continue to have what I personally consider to be a very valuable Community asset.

Thanks all of my fellow members Trustees and members who all rally round to help make things happen.

Thanks to Patrick and Hazel who cut the grass and to Patrick and John Berry and his JCB for helping to put up the Christmas tree. Marvellous what old fellas can do!

Thanks to the Events Committee without whom we would have no events.

Thanks to my wife Muriel, our bookings secretary, who is kept busy showing people round the hall and keeping the bookings up to date and the hiring of the hall income coming in.

The upkeep and running costs of the Hall is not only be paid for by this income but most importantly by the generosity and support from people in the local community who continue to support the functions and events in many ways, such as donating and buying raffle and tombola prizes.

On behalf of the Trustees and fellow members a MASSIVE THANK YOU TO YOU ALL

4. Treasurers Report including year-end accounts

Andrew presented the audit annual year end accounts for the financial year 1st January 2017 to 31st December 2017

A/C Balance brought forward from 31 st Dec 2016	£6991.20
Total Income in financial year 2016	£6681.00
Total Outgoings financial year 2017	£6011.44
Account Balance @ 31 st Dec 2017	£7660.76

On behalf of the Trustees Andrew expressed his thanks to all, but in particular an extra thanks to the community for their continuing support.

RESOLVED the accounts and financial summary be received and approved

5. Elections of Chairman 2018

Nominations were invited for the role of Chairman 2017/18, the current Chairman; Dave Mitchinson was nominated for re-election, no other proposals were received.

A vote was taken and D Mitchinson was unanimously re-elected as Chairman for the forthcoming year.

Appointment of Secretary 2018

Nominations were invited for the role of Secretary 2017/18, the current Secretary, Lynda Wardle was nominated for re-election, and no other proposals were received.

A vote was taken and L Wardle was unanimously re-elected as Secretary for the forthcoming year.

Appointment of Treasurer 2018

Nominations were invited for the role of Treasurer 2017/18, the current Treasurer, Andrew Watts was nominated for re-election, and no other proposals were received.

A vote was taken and A Watts was unanimously re-elected as Treasurer for the forthcoming year.

6. Any other business

Policies

The following policies were reviewed and approved:

- Finance Policy
- Children and Vulnerable Persons Policy
- Health & Safety Policy
- Equality & Diversity Policy

It was agreed that an in-house training session be arranged for all trustees, volunteers and members with regards to fire instruction and general housekeeping for the building.

Bar Provision

The Trustees have reviewed the current bar provision and have resolved that Mick Bloomfield continues to be the Association’s chosen provider. Mick has the required insurances/licences and experience to ensure that events are properly and lawfully managed. As the Association has not used his previous offer of one free bar hire a year, it has been agreed that he will provide a donation towards the Christmas tree lighting event. He will also ensure a price list is made available to the Association and also at any private functions.

No hirer will be permitted to either operate or engage the services of another bar provider

Noise control

All events held in the hall must end no later than 11.30pm and noise levels within the hall must be managed to ensure there is minimum disruption to neighbouring properties. To help facilitate a noise monitor is to be purchased and installed.

Events licenses

The Trustees have agreed not to apply to for a premises licence but to continue to request that persons hiring the hall and requiring a bar continue to apply to the County Council for a Temporary Events Notice. It was confirmed the building can have 15 licences in a calendar year and that all hirers will be requested to evidence a licence has been approved, for the Association’s records.

Hall maintenance

The hall is in need of redecoration, there is a need for a suitably qualified contractor to undertake the working at heights and funding is to be sought to for this project.

7. Date & time of next meeting- to be confirmed

To be confirmed.

Signed as a true and accurate record

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Chairman

Draft