

Minutes of the meeting Appledore Village Hall Management Committee (AVHMC)  
Annual General Meeting Friday 10 June 2022 Monday  
Appledore Village Hall 7.30pm

1. Apologies - Steve Burton (recreation ground rep) Jemma (Mother and toddler group rep).
2. Present Huw Jenkins (HJ) (Chair, and minute taker), Linda Hiskey (LH), Marilyn Ray (MR), Jenny Maclaughlan (JM), Frances Smith (FS), Chris Self (CS), Gary Kinsley (GK) ( Appledore Parish Council), Derek Winter (DW) (Appledore Parish Council), Brian Knight (BK) (Gardening club rep), Terry Blaney (TB) (Appledore Local history Society). Various members of the public.
3. Declarations of interest - None
4. HJ apologised for the fact that there has been no annual general meeting since before the pandemic and subsequent refurbishment. However told the meeting that he had written to residents in March 2020 and March 2021 (published in the village magazine) to keep them updated. Copies of those letters were available to the public at this meeting.
5. Election of Committee members. HJ explained that his understanding of the deed of trust was that Appledore Village Hall Management committee should comprise
  - a) five elected members of the management committee. Currently Linda Hiskey, Marilyn Ray, Jenny Maclaughlan, Frances Smith and Chris Self (Huw Jenkins retiring this year)
  - b) There should be two members appointed by the Appledore Parish Council. Gary Kinsley and Derek Winter.
  - c) Appointees from the list of local groups having the right to appoint members to the committee. Namely Appledore Football Club (vacancy), Appledore Parochial Church Council (vacancy), Appledore Local History Society (Mr Terry Blaney), Appledore Recreation Ground (Steve Burton), Appledore Mother and toddler Group (Jemma) Appledore Gardeners' Society. (Brian Knight).

HJ the deed of trust required that "*All members of the committee shall retire from office together at the end of the Annual General Meeting next after the date on which they came into office ... but they may be re-elected or re-appointed.*" Therefore the meeting had to go through the process of re-electing members. This included elected members and appointed members as the deed of trust did not distinguish.

BK said that before we started this we should ask if any members of the public present would like to stand.

HJ thanked BK asked the if any members of the public would like to stand. There were no volunteers.

Appointment of elected members.

HJ asked Jenny Maclaughlan (JM) if she wished to stand for election for a further year. She stated that she would. Proposed LH, seconded MR, carried by a show of hands.

HJ asked Frances Smith (FS) if she wished to stand for election for a further year. She stated that she would. Proposed JM, seconded LH, carried by a show of hands.

HJ asked Chris Self (CS) if he wished to stand for election for a further year. He stated that he would. Proposed DW, seconded GK, carried by a show of hands.

HJ asked Linda Hiskey (LH) if she wished to stand for election for a further year. She stated that she would. Proposed FS, seconded CS, carried by a show of hands.  
HJ asked Marilyn Ray (MR) if she wished to stand for election for a further year. She stated that she would. Proposed CS, seconded FS, carried by a show of hands.

TB asked if he might raise a point before leaving this item. He asked HJ if Mr Roger Hiskey, the chair of Appledore Parish Council, was a member of the Appledore village hall management committee. HJ said that Mr Hiskey was not. TB asked HJ whether there were executive committee members as well as committee members. HJ said that the term executive committee member was not mentioned in the deed of trust. TB asked HJ why Mr Hiskey had "executive committee member" of the village hall (and of the Appledore recreation Ground) listed under his pecuniary interests as a Parish Councillor. HJ said he could not answer that question. Ms Mary Philo Clerk to the Appledore Parish council was present as a member of the public. She kindly explained that a councillor's interests ... TB interrupted "pecuniary interests" ... Ms Philo continued that a councillor's declaration of interests extended to their household and relatives. Therefore such a declaration did not mean that a councillor necessarily sat on any committee merely that they had a connection to a committee or organisation that they felt it was in the public interest to declare. TB asked why the term executive member was used. Ms Philo replied that she was obliged to record such declarations precisely as they were presented to her. HJ said that the term might well have some specific meaning with the remit of local government but that it meant nothing within the deed of trust.  
HJ thanked TB for raising this important issue.

#### Appointment of parish council representatives

Ms Mary Philo the clerk to Appledore Parish Council spoke to the meeting from the public gallery. She said that Mr Gary Kinsley and Mr Derek Winter (representatives from Appledore Parish Council) had been reappointed as representative members by a meeting of the parish council. This had been done in anticipation of this meeting.

#### Appointment of local group representatives

HJ. The deed of trust required that "*Any such appointment must be made according to the ordinary practice of the appointing body and must be notified in writing to the management committee.*"

Therefore each group needed to go through their own internal process, to be compliant with the deed of trust, it was not possible to deal with the issue at the meeting.

ACTION: HJ to email the organisations and ask them to make the proper appointments.

TB asked if the meeting was going to elect the officers to the committee. HJ replied that he had not had any volunteers to take on the role of chair. Therefore he felt the election of the new Chair and, if necessary, other offices should be dealt with at the next ordinary meeting of the committee.

4. Chair's Report HJ read the Chair's report viz:

Appledore Village Hall  
Chair's Report June 2022

There has been no annual general meeting since before the pandemic and subsequent refurbishment for this I apologise. However I wrote to residents in March 2020 and March 2021 to keep them updated.

Paradoxically, whilst so much has changed physically at the hall, there is relatively little to report. In short the hall has been closed, effectively from the outbreak of Covid, refurbished and reopened in April this year.

The refurbishment was paid for by Appledore Parish Council. The trustees would like to express their warmest gratitude for this. Very many people have been involved in the refurbishment and it is invidious to name names. However special thanks must go to Mr Derek Winter who acted as liaison between the hall trustees, the council and the developers. Derek's smoothing of the occasional ruffled feathers went a long way to ensuring the efficient running of the project.

The trustees would also like to thank the the developers. They were very open to changes to the build suggested by the trustees during the project. The developers also very kindly made a donation of £10,000 which went towards the new furniture for the hall. They have also, since completion conducted minor works items for us that were never included in the original scope.

We have been fortunate in that the regular hirers of the hall have returned. In addition we have a new group, mothers and toddlers, using the hall. The hall is therefore in use most days of the week. Casual bookings are now being made into 2023. The Lady Mayoress remarked, during our Jubilee tree planting ceremony, what a lovely building it had turned out to be and we should be proud of it. As indeed we are.

We have effected a change to our deed of trust during lockdown. This specified, by name, the local groups who must be represented on the hall management committee. Drawn up in the 1970s the list of groups was outdated. One cannot draw up a new deed of trust and change is very a formal and complex process. Under the amended deed of trust the trustees now maintain a list of groups from within the parish that they consider to be supportive of the hall's objectives. Each group has the right to appoint one member to the hall management committee. The current list of groups is:-

The Football Club  
The Parochial Church Council  
The Local History Society  
The Recreation Ground  
The Mother and toddler Group and  
The Gardeners' Society.

There is a synopsis of the governing document of the Hall section of the village website.

My wife and I moved from the village last summer. Whilst there is nothing in the hall deed of trust that bars non residents from holding office, it is not appropriate that I should remain as Chair. I shall not be standing at the forthcoming annual general meeting.

I would like to finish, on behalf of myself and my fellow trustees, by thanking everyone who has had a hand in helping run the hall including our volunteers, our hirers and our users. The hall is there for the benefit of the residents of Appledore and its hinterland. I would urge you to use and support it.

FS proposed a vote of thanks to HJ for his work and this was seconded by LH.

## 5. Financial report

CS read the financial report viz:

### Appledore Village Hall. Finance Report for the period April 2019 to March 2022.

We started our Financial Year in 2019 with a balance in our bank account of around £13,500. The year itself was a good year with the hall being used for many activities and with some additional money raising events we ended the year in March 2020 with a balance of £12,500. The main problem we encountered during this period was a complete breakdown of the heating system, this happened a couple of times and the second we were told it was not repairable.

The next year we, like the rest of the country we were in lockdown; and we are not in a position to open the hall, so we had no income, and still no heating system. We did however have some opportunity during this time to open the hall for hire during the winter of 2020 but for this we had to heat the hall. We purchased and installed electric radiators to maintain some heating in the hall, and that was the main hall only, at a cost of £900. This did allow us to get some income from the hall but that was no more than £1,000. Our expenses for that period, around £7,000. We managed to secure grants from the County Council and other sources of around £20,000, this left us with a healthy bank balance of £27,500 to start the next financial year.

For our 2021/2022 financial year the Village Hall was being refurbished by Martello, so again the Village Hall Charity had no income, although we did manage to secure another grant of £8,000. Also managed to get a refund from EDF energy of around £1,000 for being overcharged. Our expenses for this period are in excess of £10,000, this was made up of Insurance, utility bills, paying for storage existing equipment in the hall and having some additional work beyond the remit of Martello. We ended this period around about the time the Village Hall refurbishment was complete with a balance in our account of £26,500,

TB asked if there was a document of projected income over expenditure. HJ replied that there was not. CS stated that the given the refurbishment there were too many unknown to make this viable. Income had generally been in the £10,000 region. However the main expense, heating was now completely unknown both because the hall was, in effect, new and because electricity prices were also an unknown quantity.

6. Open Forum. Public Denise art club,"could the art club be admitted as one of the local groups having representation on the committee". HJ the deed of trust states " *Any application for representation from any existing or newly-formed organisation will be accepted if two thirds of the committee members agree.* " Therefore this was someone to go on the agenda for the next meeting

ACTION new chair to ensure this item is on the next meeting agenda.

## 7. Any Other Business

Denise art club The lighting in the hall makes is inadequate for the art club participants. After some discussion HJ asked DW if he would look into options as to how the committee could help the art club in this respect.  
ACTION DW to look at options for improving lighting for the art club.

GK raised the prolonged issue of updating the banking the authorised signatories on the banking mandates and moving to internet banking.

HJ noted that all the trustees were present. The trustees discussed the issue and agreed that the individuals on the mandate will be

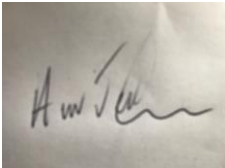
Gary Kinsley,  
Chris Self  
Marilyn Ray  
And  
Frances Smith

10. Date of next meeting 5 July 2pm Appledore village hall.

11. HJ the deed of trust states “ *All members of the committee shall retire from office together at the end of the Annual General Meeting next after the date on which they came into office ... but they may be re-elected or re-appointed.*”

Therefore all members of the committee who were appointed during the preceding 12 mouths or earlier are hereby retired.

Meeting ends 8.20pm

A handwritten signature in black ink on a light-colored background. The signature appears to read 'Huw Jenkins'.

Huw Jenkins Chair Appledore Village Hall Management Committee