

Village Hall Annual General Meeting (AGM) Minutes

Date: September 25, 2024

Time: 7:00 PM

Location: Village Hall, Southoe, Cambridgeshire. PE19 5YE

Committee Members in Attendees:

- Chair – Chris Faux
- Secretary – Laura Butler
- Treasurer – Ian Crawford
- Trustee - Chris Ritchie
- Trustee - Barry Butler - *Nominated member from Parish Council*

Apologies from Committee Members non-attendance:

- Scott Wells – *Nominated member from Parish Council*
- Sue Crawford

Additional Members of the AGM panel in attendance:

- Accountant

Call to Order:

Chair, called the meeting to order at 7:00 PM.

Approval of Minutes:

No approval of minutes from previous years AGM as a new Committee has been founded.

Introductions:

Personal Introductions by each member of the committee stating their reasons why they have volunteered to join the new committee.

Financial Report 2023/2024:

- Accountant presented findings from a financial review that have been conducted upon hand over from the previous committee due to the new committee finding some irregularities and discrepancies over multiple years' worth of bookkeeping.

Financial Report Outcome:

- Accountant advised that although nothing fraudulent could be evidently found, moving forward it would be best practise to keep correct financial booking keeping, and that it had not been done so in the past.

Public Comments:

- **Multiple Resident Members;** expressed concerns and asked for confirmation that there was indeed no fraudulent activity found.
 - **Response:** Accountant explained although there was no fraudulent activity found it is best practise to keep receipts and use correct invoicing practises moving forward with the new committee.
- **Resident;** asked why a financial review was conducted and not a full audit for the Charities Commission.
 - **Response:** Accountant stated that a full audit of accounts to charities Commission is not required as we are below the current turnover threshold, also a financial review was financially acceptable by the village hall committee whereas a full audit of the books would inevitably cost a lot more using village hall funds.

New Business:

1. Future Village Hall Plans

- Chair Explained to the public in attendance what the current village hall committee's intentions are with modernising the current building to enable frequent hires from external user groups, and to and to promote the use of the village hall for people within the local community. Chris stated that we have approached the Wind Farm Project and have an applied for a £65,000 grant for improvements to the village hall
- Trustee member also put his point across reference future plans and concepts that could be available, i.e. current village members with children etc having to travel to St.Neots and Buckden to use different varying facilities because there is currently minimal amenities/ activities within the village that are modern and usable for the local community.
- Trustee member spoke about the new webpage and how the committee are trying to modernise and automate booking systems and invoicing to reduce committee members personal time actioning manually taskings. Floor open to questions.

Public Comments:

- Residents suggested that contact forms on the site required reviewing and spelling errors within the website.
- Resident suggested the new webpage could link new and improved information directly across to the Parish Council
- **Response:** Trustee member agreed with all the suggestions and will be actioned promptly.

Naming of Village Hall Road:

- Chair suggested to the public that due to the village hall having no fixed address and currently postal information coming to his house which is not ideal for how the village hall is moving forward.

- **Response:** It was suggested by members of the public that if this was a viable option that it should go out to the members of the village for consideration and name suggestions. It was suggested towards the end of the AGM that the name for the road entering the village hall should be named after one of the founding members of the village hall.

Election of New Committee Members:

- Chair stated to members of the public that that and this is when the current committee now has to formally stand down and announced to the public that there are 11 positions available on the current committee.

Public Comments:

- Resident directly asked the chair if he knew the difference between the two types of committees that made-up the 11 members.
- Previous VH Chair explained as the previous village WH chair explained to members of the public and the current committee how the management group differentiated between the trustees and the custodian trustees.

- **Committee Responses:**

- Chair was honest and answered he was unsure/unaware of the correct information from the current deeds. This led to an open discussion reference the custodians of the village hall to which the chair explained to the members of the public at the AGM that it had been suggested by our governing body ACRE that it is best practise that the charities Commission are custodians of village halls. Much discussion between the chair committee members and the public it was decided by the current committee that nothing was had been decided. It was just a suggestion and no decisions will be made outside of a committee meeting. Many members of the public suggested that if this were to happen that a vote from the local community has to happen to whether this is a viable option or not.

Election of new village hall committee members:

- All current village hall committee members in attendance volunteered to stay on in their current role and one additional new member of the public at the AGM volunteered to become an added member of the committee:
 - Derek Ambrose (New Member)

- Chris Ritchie
- Laura Butler
- Barry Butler
- Ian Crawford

Any other business:

- Resident spoke about a Co-founding member of the village hall who is no longer able to attend meetings due to his age and situation but wishes us all the best in the future and the developments of the village hall.
- Question made by a member of the public as documented above in the minutes that the road name for the village hall Rd entrance should be named after one of the cofounders.

Adjournment:

Chair declared the AGM adjourned the meeting at 8:27 PM. All non-village hall committee members were asked to leave the building.

Assignment of village hall committee roles:

- **Chairman-** Chris faux proposed by Chris Ritchie seconded by Ian Crawford, agreed by all.
- **Secretary-** Laura Butler proposed by Chris faux seconded by Ian Crawford, agreed by all.
- **Treasurer-** proposed by Barry Butler and seconded by Derrick Ambrose, agreed by all.