

**Minutes of the Oving Village Hall Trust Annual General Meeting  
and Management Committee Meeting Tuesday 24<sup>th</sup> April 2018 at Oving Village Hall**

**Present: Trustees**

Ambrose McGinn ( Chairman )  
Jack Peeters  
Kit Couper  
Vanessa Wiggins  
Sue Severn (Treasurer)

**Management Committee**

Mary Peeters  
Mark Cheetham  
Diana Hilton-Jones  
Linda Nicholls (Bookings Secretary)  
Janet Russell (Book keeper)

**1. Apologies for absence**

Richard Devas

John Ireland

**Annual General Meeting of Oving Village Hall Trust**

**2. Declarations of interest in items on the agenda**

None.

**3. Report any changes to the Trustees or Management Committee**

None.

**To approve the minutes of the last Annual General Meeting on 17<sup>th</sup> April 2017**

The Minutes were approved as a true record.

**To approve the minutes of the Management Committee Meeting on 6<sup>th</sup> September 2017**

The Minutes were approved as a true record.

**4. To review and agree the Oving Village Hall Trust Accounts to 31<sup>st</sup> March 2018.**

The accounts were agreed as circulated.

**5. To review and agree Trustees' Report for the financial year ended 2017/18.**

The Report was agreed and signed by the Chairman and Treasurer.

**6. To agree the distribution of surplus funds for the benefit of Oving community for the purpose of improving recreation and leisure facilities in Oving Village.**

The Trustees considered the surplus generated in the year under review, expected running costs and income and resolved to grant the sum of £4,000 to Oving Parish Council for the above purpose.

## Management Committee Meeting

### 1. Finance

See above.

### 2. Building & Maintenance

Jack Peeters presented a list of items that had been repaired and suggested improvements since

1. Car park resurfaced
2. Better car park lighting
3. Improved external lighting to hall
4. Leaking gutters repaired
5. Sealed covers on rain gulleys.
6. Rainwater system overhauled and new pump installed
7. Broken paving slabs replaced
8. Panic bars and new lock fitted on rear door
9. Louvre door in corridor repaired and re-hung.
10. Sticking internal doors planed for free movement.
11. Draught proofing around front door and timber frame.
12. Damage to plaster filled and painted over.
13. Small external cabinet constructed for exposed pipes.
14. New supports fitted for water storage tanks in loft.
15. New and better rack acquired for chairs
16. Two minor flood incidents (caused by leaks) dealt with.
17. Two Airlocks (preventing toilets flushing toilet flushing) dealt with.
18. New stage purchased and stored
19. New table tennis table purchased and erected.

#### Jobs outstanding

1. Move thermostat control out of reach of children.
2. Pave area in front of shed for table tennis.
3. Remove shutters and clean inside of windows.
4. Filling plaster cracks and decorating.
5. Other jobs required by Management Group.

### 3. Housekeeping

Diana Hilton-Jones reported that the cleaner is possibly moving away from the area, but that the colleague who covers her absence is willing to take over the hall cleaning. It was agreed that she would be asked to take over, if necessary. It also thought necessary that the hall is checked after one-off bookings in particular to ensure it is clean and tidy.

4. **Bookings**

Linda Nicholls reported that bookings were steady and expected to continue at the present level. Linda requested the cost of AV equipment hire and set up be confirmed.

After discussion, it was agreed the cost of equipment hire would be £50 plus the cost of IT consultant, Chris Race.

It was also decided that the bookings system should be documented and processes put in place to ensure service level achieved and maintained. Deposits should be retained where the hall is left in a poor state by hirers, it may be necessary to check as soon as they leave.

5. **Events and fundraising**

Mary Peeters reported that the numbers were down for 50/50 with one member who had left having had 17 tickets. She will try to replace the ticket holders, but it is difficult with September being the main month for money being received.

Quiz Nights and Curry & Darts nights are popular events. The Milton Keynes poet laureate was popular, but wasn't particularly lucrative. Film night audience were declining at the end of last year, but are up to good numbers again following publicity in December.

The Pantaloons will be returning on 14<sup>th</sup> October with As You Like It.

A villager has mentioned putting on a pantomime but MP had not heard anything further. SCAMS talk proved popular and was very helpful.

MP believes events and fundraising income will continue at current rate. New ideas, and new people to put on event are always welcome.

6. **Fire Health & Safety**

John Ireland reported that there were no issues. All fire extinguishers have been serviced and placed on walls, the fire alarm is checked as required and fire drills have been held with regular group users.

Monthly inspections are carried out and any repairs instigated.

7. **AOB**

- Lost property: After discussion it was decided that any lost property will be kept for 3 months and then donated to charity or disposed of. All food left will be thrown away immediately.

8. **Date of next meeting**

11<sup>th</sup> October, 7.30pm, Village Hall.