

**YETMINSTER JUBILEE HALL (YJH)**  
**ANNUAL GENERAL MEETING**  
**MONDAY 17 JULY 2019**

The meeting was held at 19.30 hrs in the Trim Room.

**Present: Trustees:**

Rev Tony Gilbert	Chair
Mr David Gould	Trustee

*Advisory Committee Members:*

Mr Graham Nutt	Treasurer (acting)
Mrs Sue Eadon	Representing the YCP and Yetminster Film Nights
Mrs Sue Gilbey	Representing the Methodist Church
Mr Antony Brown	Representing the History Society
Mrs Valerie Rowsell	Representing St Andrew's Church
Mr Brian Crumpler	Representing the Bowls Club
Mr Philip Jubb	General member

*Members of the Public:*

Mrs Pat Smith	
	Mrs Barbara Driver
	Mrs Margaret Shipman
Mrs Elizabeth Jubb	
Mr David Torrance	Chairman Y&RPC
Mr Dennis Gilbey	

**1. Apologies for absence**

Apologies were received from:

Mr Brian Rowsell	Cttee Member Representing the Indoor Bowls Club
Mrs Margaret Bedding	
Mrs Pandy Brown	Secretary Yetminster Garden Society

**2. Review of Previous Minutes**

The minutes of the previous meeting held on 18<sup>th</sup> July 2018 were distributed. Philip Jubb noted that there was an error in Item 7 Kitchen. The costs of the 100 sets of crockery was in fact shared between the Hall, Barbara Driver and Pat Smith (not the YFA as recorded). The Chairman sincerely apologised to Pat Smith for this mistake and thanked both her and Barbara Driver for their generosity. Adoption of the corrected minutes was proposed by the Chairman, seconded by Sue Eadon and agreed unanimously.

**3. Matters Arising (not covered elsewhere)**

The Chairman noted that during the year the Treasurer, Geoffrey Goater, had resigned and Graham Nutt, the then Independent Examiner, had kindly offered to step in as acting Treasurer.

Mike Lobb has kindly agreed to take on the role of Independent Examiner.

#### **4. Chairman's Report**

Tony Gilbert reported that the Hall was holding its own financially and was being put to good use. He noted that there was plenty of space for more bookings and it would be nice if this was utilised.

The Chairman thanked all those, both organisations and individuals, who had made donations during the year. He particularly thanked the Yetminster Community Project (YCP) who regularly helped out financially.

Jazmin Kinsman had been taken on as the hall cleaner during the year and was doing a very good job. The Chairman thanked Sue Eadon for a) finding Jaz in the first place and b) coordinating the cleaning regime.

#### **5. Hall Improvements Completed and Ongoing**

The following improvements were completed during the year:

- a. New chairs for Trim Room. The cost was largely covered by generous support from the Garden Society, History Society, Yetminster Film Nights, YFA and YCP with donations also from Stuart Grant and Paul Hallett plus a soup lunch organised by John Summers.
- b. Decorating of the main hall.
- c. Replacement of main hall strip lights with LEDs.
- d. Replacement of main hall curtains. Very many thanks to Pat & Jenny Sims for donating the curtains and to Mary Kachel for making the necessary alterations.
- e. Replacement of the boiler burner and faulty room thermostats. The radiator bleeding arrangements have also been improved.
- f. Replacement of 6 broken windows.
- g. Compilation of a hall user manual which is kept in the kitchen cupboard.

#### **6. Treasurer's Report**

Following discussions between the acting Treasurer, Graham Nutt, and the new Independent Examiner, Mike Lobb, it has been agreed that creating a balance sheet for the Hall is unnecessary and erroneous. Previous balance sheets made attempts to quantify and include the value of assets, ie the hall itself, which was incorrect.

The Chairman explained that the building and the land was owned by the Salisbury Diocese and managed on a 'self-contained' basis by 3 Trustees, the Rector and the 2 Churchwardens of St Andrews Church (*as per an Indenture dated 1919*). The Trustees in turn, relied upon assistance from an 'advisory' Committee of residents to run the Hall operations on a daily basis. Given this set-up the Hall was an asset of the church and the value should not appear in the Hall accounts.

In response to questions from the floor it was noted that the Hall pays for its own insurance. If, however, significant building works were required which were not covered by the insurance then the Trustees would be responsible for seeking financial assistance.

The Income/Expenditure report for 2018 showed a deficit of £3,057, primarily due to costs approximating £6,000 for the new lighting, decorating, windows, boiler burner and chairs. This level of expenditure was not expected to occur every year.

Expenditure for the first half of 2019 showed a surplus of £1,780 and a forecast surplus for the year of £3,000.

Current account balance is £6,181 (*post meeting note – we plan to maintain a reserve of min £5,000*).

Normally, in the past, when the Hall was used as a Polling Station the whole of the Hall had been taken over. For the last two elections (local and EU) in May, the Polling Station was located in the Trim Room only. The Presiding Officer is happy with this arrangement, and whilst it means a reduced income from the Electoral Commission it does mean that the main hall is available for other uses.

## **7. Election of Officers**

The current Committee members are:

Trustees:

Gilbert, Tony	Chairman	Three Valleys Benefice Rector
Gould, David		St Andrew's Churchwarden
Lindsay, Clare		St Andrew's Churchwarden

Advisory Committee Members:

Nutt, Graham	Treasurer (acting)	General member
Brown, Antony		Rep History Society
Crumpler, Brian		Rep Bowls Club
Eadon, Sue		Rep YCP & Yetminster Film Nights
Gilbey, Sue		Rep Methodist Church
Rowsell, Brian		Rep Bowls Club
Rowsell, Valerie		Rep St Andrew's Church
Jubb, Phil	Minutes Secretary	General member

The Chairman noted that if any resident, especially those representing a regular hall user organisation, wished to join the Committee he would be very pleased to hear from them!

The Chairman also requested that there should be a formal position of Bookings Officer on the Committee. Currently the Benefice Office are handling the taking of bookings but the follow up activities are not properly coordinated. The position was agreed but there were no volunteers in the audience! A job specification is to be drawn up and published in the WVM.

Graham Nutt was nominated to formally take on the role of Treasurer – proposed Chairman, seconded Sue Eadon. Agreed.

Philip Jubb agreed to continue as Minutes Secretary (not a formal office).

The Chairman thanked the Committee members for their efforts during the year, in particular:

Sue Eadon for coordinating the cleaning

Sue Gilbey for coordinating the rubbish disposal roster (which was working very well)

Graham Nutt for stepping in and sorting out the finances

Philip Jubb for tending the gardens

Brian Rowsell for his knowledge of all things practical as regards the hall maintenance.

## **8. Q&A**

Q. Pandy Brown (by email) – advised that one of the large tables was broken and hoped it would be fixed in time for the Garden Society Summer Show on 17<sup>th</sup> August.

A. The Committee will look into it.

Q. Mrs Smith – noted that quite often food/drink was left in the fridge, sometimes out of date. Can it be thrown away?

A. Yes.

## **9. Any Other Business**

David Torrance, as Chairman of the Y&RPC, apologised for a package of support posts that had been wrongly delivered to the Hall. They were 3m long and difficult to move. He asked if they could stay stored at the Hall until the contractor could pick them up. The Committee confirmed that this was OK but took no responsibility for them.

## **10. Date of Next AGM**

This will be on Wednesday 15<sup>th</sup> July 2020.

The meeting closed at 20.05 hrs.

19 July 2019