

PATCHAM MEMORIAL HALL
Charity number 213464

Approved MINUTES of the Annual General Meeting

held Thursday 21st September 2017 at Patcham Memorial Hall, at 4.30pm

Trustees and members of the management committee present: John Williams (acting Deputy Chair), Hugh Woodhouse (Treasurer), Jan Mulreany (Secretary), Mary Taylor, Pamela Hubbard, John Hogg.

In attendance: Local residents: Elizabeth Dwiar, Elizabeth Garrett, Jane Varey, John Mason, Maura Mason, Julia Parr; Lesley Bull (RTWilliams, Insurance Broker, in connection with the Aviva grant), Trevor Powell, Brighton/Patcham U3A Chair, Brenda Almonacid, WI rep.

Apologies: Elizabeth Storey (PMH Chair), Richard Shipley (PMH caretaker), Katy McGrory (Swing Dance group), Karen Lintern (Fitsteps group), Valerie Shipley, Wendy Clegg (Commissioner Brighton West Guides).

The AGM followed on from a Trustees meeting, to the previously published agenda below:

1. Welcome from the Chair/Deputy Chair
2. Register of people present (& notification of AOB)
3. Confirmation of approval of minutes of previous AGM, 1st July 2016 (recorded using “Quaker-style” active-approval technique at the end of last year’s AGM), and any Matters Arising.
4. Presentation of the Chair’s Annual Report to 31st December 2016
5. Presentation of Treasurer’s Report and approved Accounts 1st January to 31st December 2016
6. Presentation of results of fundraising for refurbishment of the Hall, Aviva and Co-operative Community Funds, and “cutting the ribbon” on new facilities.
Discussion about plans for next submission to Aviva CF.
7. Consultation regarding plans for WW1 centenary “Celebrating the Peace”, culminating 11th November 2018.
8. Any Other Business - discussion of any tabled items from members of the public
9. Reading of today’s minutes and agreement (active approval)
By 5.30pm - end of meeting and thanks from the Chair.

Papers for the AGM had been sent to those who had let the Secretary know in advance of their intention to attend, and were also available for members of the public to read beforehand, and to take away with them, viz. the agenda; copies of the previous AGM’s minutes; annual Accounts for the Hall and Treasurer’s report for the period to 31st December 2016; the Chair’s report for the same period. Due legal notice had been given in the form of posters in the hall itself and in the immediate vicinity including the display notice-board outside, as well as to the User Group leaders. No other items of business had been submitted prior to the meeting. The Business of the AGM was conducted as anticipated.

The meeting was led by the Deputy Chair, John Williams, as the nominated Chair was not able to be present. John Williams asked people present to introduce themselves, (a Register was taken and the meeting was quorate) and he explained that the timing of the AGM, usually in June, had been changed to accommodate the building works that had been done over the summer. He reminded us that the

AGM
BUSINESS: Item 2
Register of people present and confirmation of agenda.

<p>year under report was to 31st December 2016. He noted that the Committee had been very active fundraising in the current year, for the building works affecting the hall roof and toilets, which would be reported in next year's AGM.</p>	
<p>The acting Chair explained that last year's AGM Minutes procedure followed the so-called "quaker-style" practice (which entails the Secretary making a brief resumé of business and actions at the end of the meeting for corrections and additions, and then the approval of the minutes is rightly done by the people present at the meeting).</p> <p>Minutes from the last AGM were duly read and Matters Arising covered: all Actions had been completed, and there were no further matters arising.</p>	<p>Item 3 Scrutiny of previous AGM minutes.</p>
<p>The Deputy Chair covered the Chair's report for the year in question, outlining significant headings and asking for any questions – none was offered.</p>	<p>Item 4 Chair's Report</p>
<p>The Treasurer explained the Accounts for the year to 31st December 2016, which earlier had been approved by the Trustees.</p> <p>He explained that as the Hall's income is below the threshold for Audit, none needs to be carried out, nor any independent inspection is required. There were no questions raised about the accounts.</p> <p>Pam Hubbard proposed approval of the accounts by the meeting, and Mary Taylor seconded the motion for their adoption, which was duly done.</p>	<p>Item 5 Treasurer's Report and presentation of approved accounts</p>
<p>The Treasurer outlined the successful application at the end of the year under report to two external funding bodies: the Cooperative Society's Local Fund, and the Aviva Insurance Company's Community Fund, highlighting them in accounts where possible, and thanking the Patcham Post for accepting PMH's articles about the funds and the voting systems. These will be reported on extensively in next year's AGM, and it was celebrated that the Hall's summer building works had been supported by the Aviva CF. The new toilet block had been completed in the summer 2017, to provide a special facility for disabled people and wheelchair users, and to ensure the problems with condensation and hygiene had been resolved. In recognition of this there followed a light-hearted "cutting the ribbon" on the new facilities by Lesley Bull, our colleague from local insurance brokers RT Williams, who had sponsored the submission to Aviva. Positive comments on the quality of the work which had been received from Hall users and reflected by the attendees of the meeting, will be passed to the contractor Jasper Construction Ltd.</p> <p>The Hall has been invited to participate in the coming Aviva round for 2018, and the committee shared its plans, asking for comments and support. ED raised the issue that voting in support was only available to people through online means, and that probably many of the hall's natural constituents and supporters in the village were not internet-linked. The committee was urged to consider working with Patcham Library to encourage potential voters to use the facilities there, possibly with some presence from the Trustees, and to engage with Facebook for publicity.</p>	<p>Item 6 Fund raising</p>
<p>The Secretary introduced a freeflowing discussion about the Hall's "Celebrating the Peace" in November 2018. The committee has already booked the hall for the weekend of 10th and 11th November, and are planning a showing of the film "O What a Lovely War" (filmed in Brighton in 1967) and a Teadance with music from the 1920s onwards. Other suggestions were: that people could be encouraged to dress in period clothing/uniforms for the Teadance, that a poetry event might be held, concentrating on Armistice Peace poems. This could be developed to include</p>	<p>Item 7 Plans for Armistice Centenary up to November 2018</p>

<p>poems/theatre pieces about other victims of wars in the 100 years since the end of WW1 to highlight the fact of ongoing conflict. Mary Taylor agreed to discuss this with a friend (Bob) who has written suitable pieces, Pam Hubbard will raise it with the U3A, Julia Parr mentioned the Palestinian conflict; also considered was Spanish Civil War and Holocaust poetry.</p> <p>Elizabeth Dwiar will liaise with the Library to see what events they have in mind and if the Hall can be used as a venue, and it was agreed the Secretary will contact other regular hall users to see how their groups might contribute (eg. Songbirds Choir, Get Creative Theatre Group, French Dance group, Meditation Group, etc.). People present were urged to publicise the Hall's availability for such celebrations under the "Celebrating the Peace" banner.</p> <p>It was also agreed that there might be interest from the village in funding the hall's stone flags at the front of the building to be planted with Peace roses; we will attempt to plant red poppies on the grass verge at a suitable point in the year.</p>	
<p>Any other business.</p> <p>Information about local events was shared, including Westdene Barn's fundraising weekend (23-24 September).</p> <p>PH requested that the piano should be tuned, and she will supply name & details. JM encouraged local people present who might be interested in being co-opted to the Committee, if only to support the Centenary celebrations planning, to contact her as soon as possible.</p>	<p>AOB Item 8</p>
<p>JM read out a brief summary of each point in the minutes, and asked for corrections, additions etc. Agreement was reached, and the minutes are duly approved, and actions ratified for attention.</p>	<p>Item 9</p> <p>Approval of the minutes of this meeting</p>
<p>No other business being submitted, the meeting was declared completed at 5.30.</p>	
<p>Date of next AGM</p>	<p>Planned to revert to earlier in the summer of 2018, to be confirmed at next trustee committee meeting (February 2018) and public notice given, with 14 days notice.</p>

Minutes approved by the Committee and participants of the AGM 21 September 2017.



Jan MULREANY
Charity Secretary