

**Minutes of the Annual General Meeting of Lawshall Village Hall
Management Committee held on Monday 5 July 2021 at 7 pm
at Lawshall Village Hall**

Present:

Carole Allen, Holly Allen, Lauren Edwards, Jeremy Parsons, Darren Marshall, Julian Delefortrie, Ian Carrington, Jenna Kitchen, Wendy Harris, Leanne Hornby

Apologies for absence

Received from Cathy McCulloch, Rosemary Riches, John Chappell

Minutes of AGM held on 1 June 2020 and Minutes of 12 May 2021

These were approved by those committee members attending as being a true and accurate record of the proceedings

Election of Committee Members

Jenna in the Chair discussed the number of members required according to the Constitution document which was produced. Copies would be available to the Secretary, Chair and Lawshall Trust. The committee should consist of 6 elected, 3 ex officio (rector, PC rep, PCC rep) and 3 co-opted. Those standing for election and confirmed as members were Ian Carrington, Rosemary Riches (secretary), Jenna Kitchen, Julian Delefortrie and Leanne Hornby (treasurer). Cathy Acheson had agreed to be co-opted if required. It was not known if Ian Copping and Lindsay Bennett were interested in membership of the committee. Wendy Harris as PCC rep was agreeable and it was hoped that Andy Irish as PC rep would also be interested as would the school PTA rep.

The committee was still without a resident chair person and a vice chair. **The need for more committee members was raised.**

Discussion regarding an Events Planning Sub-Committee were held and Wendy Harris agreed to liaise with Ian Carrington regarding this.

At this stage in the proceedings Darren Marshall gave Jenna a letter of resignation from Sharon Marshall and indicated that the job of caretaker for her had changed and was proving to be too onerous in view of other commitments. He indicated that she was giving a month's notice with some flexibility. Daniel their son would continue with the delivery of the magazine. Jenna gave thanks to Sharon for her help and to **Darren** for his continued support. Darren Marshall then left the meeting.

Advertising

Discussion took place on the advertising in the R & A and it was suggested that when future events take place the magazine should be used more extensively as an advertising feature by the Events Planning Sub-Committee. It was suggested that a free standing notice board at the front of the building would be very useful for promoting events. Julian Delefortrie will look into the cost of this and advise. Carole and Holly have offered their help with the planning of events and it was hoped that Lindsay Bennett might also..

Update on Covid Regulations

Rosemary Riches is monitoring the updates from the two websites associated with community action in Suffolk and the last update took place on May 6th.

In connection with the checklist for the hall (some 50 pages in length) our insurers had been advised and the checklist re-examined.

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Review of hall risk assessment - completed

Risk assessments made by hirer for each activity
Covid precautions poster – updated
Special conditions – updated
General forms and posters - updated
Booking terms and conditions – revised and updated on website
[New QR poster with Jenna as the contact replacing Karen](#)

Jenna reported that we are still at stage 3 until the 19th July. Parish council meetings are permitted indoors, groups can meet indoors in non-mingling groups of 6, seated consumption or takeaway for food and beverages. WI and Ladies Clubs permitted, but many clubs and groups are not with dances or adult birthday parties needing to wait until stage 4. Sports are permitted in line with rules from governing bodies – yoga, pilates, karate, table tennis and bowls. Halls secure capacity limit applies – 30. A register is still needed or scan of QR code.
CAS/Suffolk Acre have offered various courses mostly aimed at larger or multi-functional community centres.

Matters arising from Minutes of the AGM 1 June 2020

No further positive progress has been made on the re-plastering and Julian will look at obtaining quotes from other local tradesmen. Market has evolved since last year and has provided much needed income for the hall during lockdown. A PTA school member would be most welcome on this committee.

Matters arising from Minutes of Meeting of 12 May 2021

Julian is looking into an outside noticeboard for the hall.
Nothing had been heard from Babergh re the requested grant of £1300 for the plastering work and the purchase of more outside chairs.
The Booking form has been updated. Sharon will maintain diary and Leanne will do admin-booking paperwork
The hall size has been added to the R&A magazine and the website
There had been no report on suggested events of a fish and chip supper and a picnic
The Charity Commission details have been noted
Jenna reported that more photos of the Village Hall were needed
Some 30 children's chairs are to be kept
The new village hall will not be for 5-10 years. An article by Andy Irish on the current position was awaited for publication in the R & A

Finance and Annual Accounts

The accounts for 2020 as audited by John Parker were approved. The amount of the expenditure has been amended on the Charity Commission website to £11545. Significant expenditure had taken place with regard to the replacement of items due to wear and tear such as dishwasher, upgrading hot water system, and the replacement of tables and chairs.
The current account stands at £13545.24 as at the end of June together with the lottery account at £12110.60.

Lottery

Thanks were given to Leanne, Ian and to the collectors, Wendy Harris, Lindsay Elmer, Suzanne Ricketts, Gill Ansell, Diana Newman, and Ian Copping for their continued help with this project.

R & A

This month there has been a steady increase in revenue from the magazine as more advertisers have returned to work and some £1500 (ytd) [£936 for June alone](#), worth of revenue was taken in comparison to £400 in January

Wednesday Market/Craft Market and Community Cafe

Thanks was given to Julian and Ian for assisting each week to facilitate the market, guide traffic and to clear up and secure the hall at the end of the event.

Jenna now acts as link to traders and for the new craft days. Stalls are paid for - £7.50 to £10 per week.

Thanks was given to Wendy for the bread order collections and for all profits coming to the hall.

There is now no fruit and vegetable trader at the market and although contact has been made locally to find a replacement stall no firm provider has yet emerged..

Discussion took place on the alternatives to providing this amenity to the village but it was recommended that an outside stallholder is the best solution.

Thanks was given to Lindsay and Sue for the community cafe which is providing much needed social connections to the village.

Craft mornings are the last Wednesdays of the month

Hall and Ground Maintenance

Lauren Edwards will inform her husband about the need for a plasterer to co-ordinate with the person who replaces the coping stones and report back.

It was reported that the leak stain remains on the wall in the main hall and needs to be looked at again. Ian said this was in hand.

Thanks was given to Ian Copping for cutting the grass, David Henderson and the garden club members for the hanging baskets and planters and to Julian for the watering system.

Any Other Business

A complaint had been made about the appearance of the hall in comparison to others in the area. It was pointed out that Lawshall hall was a 1960s building in comparison to say Hawstead which was scenically spectacular and stylishly recent and this reflected in their charges. It was pointed out that Hawstead hall is considerably smaller than that of Lawshall.

All clubs will be invoiced in future on a three monthly basis

The oven needs to be checked in the kitchen to see if it is working at top temperature as complaints have been made about this.

Does the notice regarding usage need to be looked at for clarity?

Date of Next Meeting

This was set for Monday 13th September 2021 at 7 pm but has had to be changed to **27th September**

The meeting ended at 8.35pm