

Minutes of Westfields Community Hall Management Committee Annual General Meeting

Held at the Hall on 30th November 2021

Meeting opened at 19.00 hrs

1. Welcome by chair

On behalf of the management committee, the Chairperson Polly Andrews welcomed everyone to Westfields Community Hall Annual General Meeting and thanked everyone for attending.

2. Apologies for absence.

Mark Alexander

3. Matters arising.

None

4. Chair's report.

The Chairperson Polly Andrews thanked the committee for all of their hard work in keeping the hall running during this time. Despite a difficult year as result of the difficulties brought on as result of the consequences of the ongoing Coronavirus Pandemic, the hall has been able to rise to the challenge. There have been a number of changes and adjustments but we can now start to look forward to a stronger and brighter future building through the course of 2022 with regular hirers back and party booking numbers starting to rebuild.

5. Treasurer's report.

- **Barbara Astley presented the accounts for 2019 - 2020** and 2020-2021 which have been verified by Mr Townsend.
- It has been a difficult 21 months for the hall due to the Covid 19 epidemic. The hall has been able to access help from Council grants and furloughing.

- Most groups are now back have lost a few along the way but we have also gained some new groups.
- The contract with British Gas runs until April, we will then see what the best options are. All groups to be as economical with power as possible.
- The floor scrubber and Henry Hoover have been purchased
- The Current account has as of today is £6035.12
Deposit account £46434.69

The committee accepted the treasurer's report

6. Any other business.

- The committee agreed that there would be no change to the halls covid rules and ongoing numbers restrictions to enable social distancing.
- Both the letting policy and health and safety policy were ratified and reapproved with no new changes.
- The committee agreed to scrap the childrens party rate and have the standard rental rate of £15 for all non regular groups.
- The date for painting the hall was confirmed as 15th to 25th of April. It was agreed that the hall will be closed for the whole of this time period.
- A plug by the main hall was report as faulty this will be assessed.

The representatives present gave a brief account of how their groups were: -

- Joan Hansen and Slimming world have had a difficult time. Joan had approximately 20-30 people when running classes via zoom. She now has approximately 70 members over 2 sessions theses are 5 to 6.10 and 6.30 to 7.40. The 2 classes have a mixture of ages and sexes and are going well.
- Highmore Hedgehogs are going well and are fully booked at the present time.
- BT.

7. Nomination of committee

The old committee retired and the new committee were nominated and elected on block. These were, Polly Andrews, Rob Owens, Joan Hansen, Dawn Merriman, Sue Dover, Barbara Astley and Catherine Alexander Ex officio.

Appointment of the committee

- Polly Andrews was appointed as chairperson, nominated by Barbara Astley and seconded by Rob Owens, all agreed.
- Rob Owens was nominated as deputy chair by Polly Andrews and seconded by Barbara Astley.
- Barbara Astley was appointed as Treasurer, nominated by Joan Hansen, seconded by Dawn Merriman.
- Catherine Alexander was appointed as secretary, nominated by Joan Hansen and seconded by Joan Hansen.

There was no other business and the meeting closed at 19.45hrs
Next hall meeting date set as 15.02.22 at 7pm

Westfields Community Hall - Charity No. 1060172

Income & Expenditure account for the year ended 31st March 2021

<u>2020</u>		<u>2021</u>
17,926	By Lettings	4,707
	Grants Hereford Council & HMRC	24,714
126	By Deposit Account	116
<hr/> 18,052		<hr/> 29,537
226	To Postage & Stationery	186
2,472	" Cleaning & Supplies	2,790
390	" Garden Expenses	381
588	" Repairs & Replacements	3,889
0	" New Floors & Tables	0
2,095	" Lighting & Heating	1,654
5,189	" Caretaker/Manager	5,513
634	" Sundries & Licences	387
1,278	" Insurance	1,289
813	" Water Rates	343
3767	By Excess of Income over Expenditure	13,105
<hr/> 18,062		<hr/> 29,537

Westfield Community Hall,
Highmore Street,
Hereford.

Charity No.. 1060172

Balance Sheet as at 31st March 2021

Assets

<u>2020</u>	<u>2021</u>
2,420 Cash in Hand	0
21,315 Santander Bank - Deposit Account	36,431
8,411 Santander Bank - Current Account	9,124
<hr/> 32,146	<hr/> 45,555

Liabilities

-556 Creditors	-860	
<hr/> 31,590	<hr/>	44,695
Add Surplus funds as at 1.4.20	31,590	
Add surplus for year	13,105	44,695
31,590	<hr/>	<hr/>

I confirm that I have examined the above Income and Expenditure Account for the year to 31st March and find them in accordance with the books vouchers and explanations given to me.

M.E.Townsend,
Framfield,
Tarrington
Hereford,
HR1 4EU

