

Kenninghall Memorial Hall Committee
MINUTES
of the Annual General Meeting held on Monday 29 April 2019 at 7.30pm
in St Mary's Church, Kenninghall

Present

Avril Broughton, Jane Bush, Paul Forster, Pete Kay, Anne Kay, Anne Wood, Rebecca Halmshaw, Sarah Bailey, Mick Sharland, Ian Copeman

Members of the public

Veronique Gordon, Jeremy Hall, Rosemary Knox, Gerald Sutton, Martin Turner, Stephen Turner

Apologies

Christian Mountney

Minutes of the Annual General Meeting held April 2018

The Chairman gave an overview of the minutes of last year's AGM held on 24 April 2018. The minutes were proposed to be agreed by IC, seconded by PF, and agreed by the meeting. There were no matters arising.

Chairman's Report

The Chairman read his report, as follows:

Welcome to our AGM. This year's report is quite brief and will mainly detail progress, and lack of progress, of the new hall.

The hall roof was completed and the pv panels fitted this time last year, and since then progress has again been very slow, with work ceasing at times. However, progress is now being made.

The exterior of the hall is virtually completed. The cedar cladding has been fixed and the remaining blockwork rendered. All doors and windows are fitted and the building is watertight. Gutters and downpipes are in place. Visually, the new hall is very pleasing. Internally, plasterboard fixing is progressing, the ceiling in the main hall is done apart from 2 small areas left open for access for other trades. The plasterboarding elsewhere in the hall is largely completed. Most of the insulation is in place. The heating system has been redesigned, and we will now have a warm air heating and cooling system which should be more fuel efficient and have a faster response time than the wet underfloor system which was previously specified. Redesigning the heating system and modifying the first fix electrical installation did result in some delay to progress. The toilet and washroom fixtures and fittings have been ordered, but not yet fitted. The kitchen units are on site and will be fitted when the plastering and flooring is completed. The hot water will now be provided by point of use water heaters.

The external groundworks have yet to start - we were expecting a start last week.

The ducting for mains electricity supply cable needs to be installed as a matter of urgency as the meter cannot be installed until this is done. We have pre-registered the pv system with ofgem. We have used a consultant to procure us the best electricity supply contract, but this cannot be progressed until cable and meter are installed. We have instructed the main contractor to proceed with the new entrance when the groundwork starts.

The management and main contractor for the project changed from 'Newbury Construction GB' to 'Newbury Kenninghall LLP' in October. Our contract to build the hall has always been with Newbury Kenninghall LLP, but prior to last October the contract had latterly been administered by Newbury GB. This internal company reorganisation was explained

to us as due to divergent corporate strategic visions. Needless to say, progress with the build slowed for a while.

The hedge adjacent to the Bennets development has been cut and the cuttings removed. The grass on the Meadow is in need of cutting - an offer to cut it has not materialised. The proposed childrens play area on the site is being researched, and we have received two donations towards the cost. Funding opportunities are being investigated. To access National Lottery funds the registered land owner needs to lead on the project. The chairman has dismantled and is storing, a childrens play shelter, which was a gift from the former Pre School Nursery. This shelter can be incorporated into the play area in due course.

The Parish Council currently holds the title to the land, and we have been trying to hold discussions with them for over a year. We do need to have a meaningful discussion in the near future to sort out roles and responsibilities for the new hall and meadow.

Other matters -a local resident has kindly offered to create a website for the new hall, and we have bought the domain name Kenninghallvillagehall.org.uk. Our Secretary has provided some background words, but more work is needed on this.

The new furniture for the hall is scheduled for delivery mid June, and the contractor has been informed that storage within the hall will be required at that point.

The hall storage container is in a poor state as the roof has rusted through. Self adhesive flashing has been stuck over the worst area, but we expect that much of the old hall's property stored in it will be in poor condition, and may need to be scrapped.

The vice chairman has purchased 2 moveable stainless steel food preparation tables for use in the new hall kitchen.

The committee has undertaken no fund raising this year, but we would like to thank the Kenninghall Bookshop for welcome contributions to our funds.

There will be a lot of administrative and organisational tasks to be dealt with once we take possession of the hall, (likely to be early summer), before we can open the hall to the public. The hall trustees will welcome all offers of help at this stage. Hopefully new user groups will arise - we have had some enquiries already.

One of the first tasks the trustees must undertake is to decide on and adopt a new constitution, including our form of charitable status. The Secretary has obtained several information sheets that deal with the options.

Finally, the trustees would like to record our appreciation of the contribution which Rosemary Knox has made to the hall over the years. Rosemary stood down at the end of last year due to personal circumstances.

This concludes my chairman's report.

Secretary's Report

The Secretary read her report:

Community Action Norfolk (CAN) – silver membership renewed

Newsletters received from:Norfolk Rural Community Council; Charity Commission

Annual return for year 1 April 2017 to 31 March 2018 published on the Charity Commission website;

Correspondence received

- Community Action Norfolk (CAN) - Emails and newsletters on issues including: Play are inspection training;Training; Funding Newsletters; invite to their AGM
- Funding bulletins via emails from the Norfolk Community Foundation
- Charity Commission newsletters - various issues such as: charity accounts, changes to updating charity details, management issues.
- Adverts and emails from insurance companies

- A series of amended Order Acknowledgements from Morleys putting back delivery dates for the furniture, because of the ongoing delay in completion of the hall.
- Emails from several organisations about fundraising.
- Information publications from ACRE
- Letter from Barclays with form to confirm our tax status

Sent /admin

- Condolence card sent to Mr Chris Allen and family, on the death of Mrs Christine Allen.
- Thankyou card to Rosemary thanking her for years served as a trustee
- New automatic disqualification declaration forms signed by trustees

New hall

- Draft words provided for the new village hall website
- Pre registration form for feed-in electricity submitted to Ofgem
- Enquiry from personal trainer re using hall
- Enquiry from Friends of Kenninghall School re using hall for christmas wreath work-shops
- Proposed play area - email/phone call to Big Lottery; catalogues received from two suppliers; transfer of funds from the old Summer Playscheme

Treasurer's Report

The Treasurer circulated copies of the accounts for the year, and gave an overview.

- Total income for the year amounted to £6,061.45. Of this sum, £110 was fundraising by the Kenninghall Bookshop, and table hire was £20. The sum of £5,931.45 had been received in two donations, and had been given specifically to be put towards a new childrens play area.
- Expenditure amounted to £128.80: it comprised a £50 membership fee for Community Action Norfolk; a £50 donation to the British Legion; and a website fee of £28.80.
- The balance carried forward was £50,827.41.

Acceptance of the accounts was proposed by MS, seconded by PF, and accepted by the meeting.

IC said that he was willing to continue as Treasurer until the new hall was up and running and would then like to withdraw.

The existing committee stood down.

Confirmation of Representatives (trustees) of Village Organisations

The following were confirmed as trustees and members of the committee for the forth coming year:

Parish Council	Gary Bell
Garden Club	Avril Broughton
Church	Anne Wood
Carpet Bowls	do not wish to nominate at the moment

Members (trustees) voted en bloc

Pete Kay
 Paul Forster
 Ian Copeman
 Jane Bush
 Rebecca Halmshaw
 Michael Sharland
 Sarah Bailey
 Anne Kay

The above proposed to be voted en bloc –
Proposed by AW, seconded by AB, and agreed by the meeting.

New members (trustees)

Veronique Gordon
Jeremy Hall

Election of Officers

The existing officers stood down.

Subsequently, the following was agreed by the meeting:

Chairman	PK	Proposed by MS	Seconded by JB
Vice Chairman	PF	Proposed by MS	Seconded by IC
Treasurer	IC (until hall is up and running)	Proposed by MS	Seconded by JB
Secretary	AK	Proposed by IC	Seconded by PF
Lettings Clerk	Left open for now		

Any Other Business

- Insurance - IC said that the building would need to be insured at the point the builders hand it over. PK said that we need to liaise with the Parish Council over this and it is a complex issue. He had said at the last parish council meeting that if the situation re our constitution had not been resolved by that time, then the parish council would have to insure the building.
- GS asked when the new hall would open, and that Carpet Bowls would need to know before 10 July if the new hall would be available to use from September (the start of the carpet bowls season), otherwise they would continue at Shelfanger. GS also asked about charging rates, and whether they would be affordable for the bowls club – they need to know before July. They currently meet on a Friday. MS said that our charging rates need to be competitive, and that we need to get all the user groups back again, as this was the whole point of having a village hall.
- JH said that he was willing to get a Badminton Club going.

Meeting closed at 8.07 pm