

**DRAFT MINUTES OF THE ANNUAL GENERAL MEETING OF THE  
HOTHFIELD VILLAGE HALL MANAGEMENT COMMITTEE MEETING  
WEDNESDAY 19<sup>TH</sup> MAY 2010**

**To be agreed at the next AGM (May 2011)**

**1. Present:** John Collins (Chairman), Shirley Horn (non Trustee Secretary), Peter Howard, John Nicholls (Vice Chairman), Chris Rogers (Treasurer), Kenny Marden (not a Trustee)  
Residents of Hothfield

**2. Absent/Apologies:** Sharon

The meeting commenced with concerns expressed by the residents present regarding a booking in the Hall on Friday 14<sup>th</sup> May when there was a large amount of disturbance to the local residents and the Hall was left in a very bad state. The meeting was told it took 18 hours for Kenny Marden and his family to clean up in the Hall some areas of which were disgusting.

A number of questions were raised

- 1 why didn't the music cut out at the end of the booking along with the lights?
- 2 why didn't a member of the Committee attend at the Hall to make sure it was vacated at the correct time?
- 3 why are people who book the Hall not vetted to avoid these type of people hiring the Hall?
- 4 why isn't the deposit higher?

It was agreed that the Committee will ensure that the sound system is set to turn off at 11.30 pm and the hirers given time to clear the Hall. Apparently the middle set of lights remain lit to enable the hirers to clear the hall. It was felt in this instance that even if the music had finished the people would not have left.

It was agreed by the Committee that the situation was unacceptable and the Committee understood the residents' anger. However Chris Rogers pointed out that the members of the Committee have been working extremely hard and it was just not possible with only 5 people on the Committee for every hirers 'hand to be held'. There should be 11-13 on the Committee and Chris invited more people to join. Most times the keys are collected and returned without incident without the need for a Committee member attending. John Collins did attend at the Hall and the hirers said that they would return to clean up but they did not. It was accepted by most present that it would not have been possible on this occasion for John to have made them leave.

The Committee explained that there was no actual vetting procedure and there was discussion as to how any vetting could operate. Discussion about the possibility of only hiring to local people or people recommended by residents. The Hall's location not far from the M20 and it's size made it attractive to hirers out of the area. Shirley Whittington explained the system used at Egerton Village Hall which including booking a minimum of 6 months before the event, paying deposit in full, an 11.30 finish if not left pristine the deposit is lost which is £300.00.

Peter Howard suggests that as there is a strong feeling of those present and ideas were expressed that a number of the residents form a sub-committee to look into the issues and make suggestions to avoid the problems experienced on Friday happening again.

A number of volunteers did put themselves forward and were Anita Bramfitt, Paula Chapman, Rose Harris, Danny and Jane Latter, Kay and Tony Penfold, Tina Marden. Arrangements will be made to fix a date to meet and those involved notified.

**3. Minutes:** The minutes of the meeting in April 2010 and the minutes of the AGM 2009 were not dealt with.

**4. Reports/Accounts**

Prior to the report there was consensus from the residents that Chris Rogers should receive a special vote of commendation for his work as Treasurer. A letter had earlier been passed to the Secretary from Peter Patten the previous Treasurer noting the "remarkable number of changes" for the hall and that it had taken on a "new lease of life". The letter congratulated the members of the Committee for the improvements ending with "many

congratulations to all and best wishes for the coming year/years". Peter Howard also commented on how impressive the hall looks and expressed thanks to Bob Rivers who was instrumental in obtaining the grants for the work and wished him well. Also thanks to the Community PayBack people who completed the painting.

Chris Rogers presented the Treasurers Report. The annual income of the hall, from hire, was £4,368.17 but Chris pointed out that the running costs amount to £5,677.90. The shortfall is made worse when it is taken into account that the insurance for the Hall is currently paid by the Parish Council. The Council has asked the Hall to be financially viable but has paid the insurance and the cost of cutting the trees and contributed £500 towards the new toilets.

The total income (unaudited) is in the region of £8390 mainly due to fundraising events organised by the small Committee, and total outgoings of £7760. The accounts show a profit in the region of £632 but only because of the insurance being paid. The Council paid the insurance last year also but there was a loss of £800 on the accounts and previous years there have been greater losses.

Discussion followed regarding the cost of running certain events and whether food should be provided. Normally the Race Nights would make a profit and suggestion there be more of these however, Chris points out that all these events need organising and running and that he was not able to put the extra effort in any more.

Question with regard to first aid equipment and that the plasters in the first aid box appear to be out of date when they were needed recently. The Committee arranged for the First Aid box and plasters in February and it was not clear why the plasters were out of date, they will be checked.

The costs of emptying the bins was queried and information that the operator Countrystyle is giving favourable rates of £8.00 per bin. Some Halls provide that if the hirer takes the rubbish away, if several of the people take a bag each, they would then save on the booking. Chris explained that he had worked to reduce the cost of the bin emptying and that it used to be £50.00 month but was willing to approach Countrystyle to see if the rate could be bettered. It is also his aim to look at reducing the electricity costs which are substantial in the same way that the water costs have reduced.

It was again pointed out that all this type of work takes time and it is difficult and although the Committee are grateful for the help on some individual occasions it is continual involvement that is needed.

Bookings - These are much improved and good organisations and events from outside the village have been attracted perhaps by the improved information on the website.

It was suggested that the Caravan Club could be approached to return, John Nicholls pointed out that the reason they refused to come back was due to vandalism and thefts. Some present felt the kids were not so bad now and perhaps they should be contacted again. John Collins agrees to do so to see if they might be interested.

Further discussion about the types of events that could be arranged, including boot fairs.

## **5. Election of the Committee:**

Peter Howard is the representative from the Parish Council and tells the meeting that he and the Hall Committee would love to see more people on the Committee and invites people to put themselves forward.

It is proposed that all those currently on the Committee are re-elected this is seconded by Chris Rogers and the existing Committee were re-elected.

Shirley Whittington proposes Tina Marden for the Committee, commenting that Tina knows the village well, seconded by Mary Stewart and elected. Shirley Whittington also proposes Kay Pender, seconded by Tina Marden, Kay was elected.

Anita Bramfitt is proposed and seconded by Kay Pender and elected. Tony Pender is proposed by Shirley

Whittington and seconded by Anita Bramfitt and elected to the Committee. Rose Harris is proposed by Tina Marden and seconded by Michael Beaney and elected. M Smith is proposed by Chris Twydell and seconded by Kay Pender and duly elected. Paula Chapman was proposed and seconded.

The new members elected were Anita Bramfitt, Rose Harris, Tina Marden, Kay Pender, Tony Pender, M Smith, Paula Chapman. Seven new members were elected to the Committee.

## **6. Resolutions:**

There were no resolutions received by the Committee to put to the meeting.

Question then put to the Committee by Tina Marden about why she has to pay the full price for a booking on the 3<sup>rd</sup> July which is to raise funds for troops when instead she would be prepared to make a donation to the Hall. Discussion regarding the booking of the Hall and that the charges apply to all who book and that indeed the Hall is a charity itself.

Question also put by Tina and her family as to why notices about the Bingo held in the Hall have been removed and it seems thrown to the floor for them to see. Query why the notice board in the Hall cannot be for the public to put notices on. The Hall notice board is to publicise everything for the Hall and it was confirmed that if it related to events in the Hall a notice could be put on the board.

It was then asked from the floor when the residents would know the results of the election of officers on the Committee. As far as Peter Howard was concerned the election of officers would take place at the next meeting of the Committee now that it was elected. Discussion followed as to whether the election of officers would take place at the AGM. It was agreed the officers would be elected at this meeting despite the Charity Commission's Scheme stating that this would take place at the next meeting.

Shirley Whittington proposed Tina Marden as Chairman and seconded by Mary Stewart. John Nicholls nominated John Collins seconded by Mick Smith and Chris Rogers. It was agreed the vote would be on a show of hands and both left the room. Tina was elected Chairman by 21 votes to 6 and took the chair.

Kay Pender was nominated as Vice Chairman and this was seconded by Mary Stewart, John Collins agreed to stand and was seconded by John Nicholls and Chris Rogers and following a vote Kay was elected Vice Chairman by 18 votes to 5.

Chris Rogers was nominated as Treasurer and was seconded by Kay Pender and others and was duly elected there being no other nominations.

Peter Howard took the opportunity to thank John Collins and John Nicholls for the work they had contributed to the Committee as Chairman and Vice Chairman.

Shirley Horn agreed to stand for Secretary but only as minute secretary being unable to commit to assisting with events etc. Shirley was proposed by Tony Pender and seconded by John Collins and elected. Chris Rogers took the opportunity to explain that all members of the Committee are Trustees but that the Secretary is not actually a member of the Committee and Shirley had previously declined to become a Trustee.

It was decided in the absence of Sharon (the current Booking Clerk) that the election of that position be dealt with at the next meeting of the Committee.

## **7. Any Other Business:**

Shirley Whittington was pleased to announce that the Lottery Fund had agreed to give Hothfield £13,000 to run a scheme for adolescents in the Village for the next three years. The young people themselves had also put in a bid to local associations and have been successful in obtaining £1,878 for funding for equipment for the Youth Club. In particular they considered the problem of lights being broken in the Hall and ball games being permitted on request and looked at the cost of protective cages for the lights and have also been granted £1,134 to purchase these cages. They now need measurements of the lights if the Hall Committee

agree. Overall congratulations to the young people for what they have achieved through their hard work and with the assistance of Bob Rivers to whom they have written a letter of thanks and bought a small gift.

Peter Howard praised Shirley Whittington for the work she has done to help the young people, it was not always the young people who are at fault.

Rose Harris raised an issue of cars going on the green by the play area and the prospect of it being fenced off, this is a matter the Parish Council need to consider, it was pointed out that there is a right of way across the field to the rear of Thanet Cottages.

Pat Coles informed the meeting that unfortunately the RSPCA are no longer able to take part in the Fete on 19<sup>th</sup> September because they have said there are too many rules and regulations and they do not have a judge available. It would still be possible to have the neutering bus on site for people to arrange for their animals to be neutered and also dog scurries and agilities could be organised as well as stalls but the RSPCA will not be able to take part in running it, this will now have to be the sole responsibility of the Hall Committee.

The meeting closed at 8.35 p.m. and the next meeting arranged for Monday 7<sup>th</sup> June 2010 at 7.00 p.m. at the Children's Centre.