

Minutes of the Annual General Meeting of the Mayfield Memorial Hall
held on Thursday 12th May 2022 at 19:30 hrs.

The meeting was chaired by Les Wicker, the Memorial Hall Management Committee Chairman. He welcomed the 30 other people in attendance.

1. Apologies for Absence

None

2. Minutes of the Previous A.G.M. held on Wednesday 22nd May 2019

The minutes of this meeting having been circulated in 2019 and available on the web site were approved by those present.

3. Any Matters Arising from these Minutes

There were no matters arising from these minutes.

4. Chairman's Report 12th May 2022

The covid lockdown started just before our last A.G.M. in 2019 and there was plenty to do to keep on top of government requirements.

I know Tony will be mentioning Janna, Shirley and Graham Holland but I feel that on behalf of the committee, I should thank Tony, Shirley and Graham for the work they all put in sorting out covid rules, also Janna for keeping her eye on the finances and obtaining the various grants which were available. Thank you one and all.

At that time the Parish Council had carried out a feasibility study looking at a new community centre and had set up a committee to take the project forward.

Since then the plans have moved on and the proposal is to build a combined Doctors Surgery and Community Centre, being run by a CIO, which we as the MMH Management committee will have no involvement.

The current plans will involve the new building overlapping the footprint of this hall. Therefore, when our lease came up for renewal the Parrish Council would only agree to a renewal with a 6 months termination clause.

The latest indication is that notice could be given on the 1st July terminating the lease on 31st December, although there does seem to be a lot in the build still to be agreed. Regarding the time scale the project has slipped already by 2 months, so watch this space.

I have been liaising with Chris Lilly and regarding equipment the hall has and the new Centre may wish to have.

Chris Lilly has a wish list that he would like to take to the new Centre and also a list that the Parish Council committee wish us to purchase from our funds and give to the new Centre.

Our trust deed specifies how we can dispose of assets and funds, hence the resolution which will be discussed later on the agenda.

The Parish Council propose to site a container for the storage of the hall's assets which they would like to transfer. However, as yet the new CIO have not looked at our existing assets in the hall and therefore perhaps we should look at producing an inventory. This will also help us, as we may need to dispose of assets which will not be needed in the new Centre.

Our bookings in the last financial year were down, which Janna will no doubt, report Burnetts have continued to look after the issuing of keys for which we thank them very much.

One final mention to the officers for keeping the hall running for the past two years. Shirley for looking after the bookings. Tony for all his work as manager, dealing with day to day issues as they occur and looking after the minutes. Janna thank you for keeping the accounts.

It may be wishful thinking, but all of whom in the not too distant future may not have any duties to perform for the Memorial Hall Management Committee. That's assuming that the hall's business and assets will be wound up fairly quickly.

That concludes my report.

Les Wicker.

There were no questions following the Chairman's report

5. Treasurer's Report 12 May 2022

Finances for 2021/2022

General overview

The Memorial Hall was closed for prolonged periods due to the COVID 19 pandemic in 2020/21 so there cannot be a direct comparison of the income and expenditure during the 2021/22 financial year.

Income

Bookings and alcohol licences obviously increased once the hall reopened and there was a little increase in commission received from the Utility Warehouse.

There were no Covid grants that the hall was eligible to receive during the year (although we did qualify for a reduction in business rates).

Expenditure

The expenditure for cleaning and cleaning materials increased compared to the previous year due to the reopening of the hall. There was additional expenditure due to hiring a temporary cleaner at the same time as paying sick pay to our indisposed cleaner.

The rates and licenses category shows an increase as business rates were re-introduced by Wealden District Council albeit at a reduced pre-pandemic level. In addition the PPL/PRS licence was not invoiced correctly and has not yet been paid. Since the last MMH Committee meeting the correct PPL/PRS licence for the 2020/21 financial year has still not been received although they did eventually send an email confirming the cancellation of the incorrect invoice.

Expenditure increased for water supply and wastewater. The utility bills for gas and electricity look significantly higher but obviously fuel consumption was very low in the 2020/21 financial year due to the hall closure. Electricity was actually lower than that paid in 2019/20 (£1,808.00) but there was an increase in gas price during this year. This resulted in £1,566.56 being paid in 2021/22 compared to £1,235.75 in 2019/20.

The difference in Membership/ Subscriptions category is due to the 2020/21 AiRS premium being suspended during the Covid pandemic.

The increase in expenditure for renewals was for the replacement projector screen.

Interest

Interest rates went down again over the financial year.

End of year bank balances as at 31 March 2022

Current Account:	£ 1,654.17
Deposit Account:	£16,735.33
Yorkshire Building Society:	£ 3,656.70
Virgin Account:	£12,707.50
Metro Reserves Account:	£56,329.03
Total	£91,082.73

Financial Year 2022/23 update as at 12 May 2022

Santander Deposit Account

£500 was transferred into the current account on the 28 April 2022 from the Santander deposit account as funds were getting little low.

Accounts Summary as at 12 May 2022

Current Account:	£ 1,985.16
Deposit Account:	£16,235.33
Yorkshire Building Society:	£ 3,656.70

Virgin Account: £12,707.50
Metro Reserves Account: £56,329.03
Total £90,913.72

Mayfield Memorial Hall Income & Expenditure for Year End March 31st 2022 - Registered Charity No. 305280

	2022	2021		2022	2021
INCOME	£	£	EXPENDITURE	£	£
Bookings	10,270.21	3,793.96	Bookings	0.00	0.00
Alcohol Licence Fees	160.00	0.00	Alcohol Licence Fees	0.00	0.00
Cleaner	0.00	0.00	Cleaner	3,016.96	333.00
Cleaning Materials	0.00	0.00	Cleaning Materials	170.83	69.00
Rates / Licences	0.00	0.00	Rates / Licences	2,117.58	1,384.74
Hall Refurbishment	0.00	0.00	Hall Refurbishment	0.00	257.42
Water	56.00	0.00	Water	633.25	523.27
Telephone/ Broadband	0.00	0.00	Telephone/ Broadband	374.40	374.40
Gas	0.00	0.00	Gas	1,566.56	809.53
Electricity	0.00	0.00	Electricity	1,584.00	814.43
Admin	0.00	0.00	Admin	86.79	50.00
Postage	0.00	0.00	Postage	10.20	0.00
Insurance	0.00	0.00	Insurance	2,089.34	2,074.40
Membership / Subscriptions	0.00	0.00	Membership/Subscriptions	172.80	28.80
Utility Warehouse Commission	114.80	100.65	Utility Warehouse Commission	0.00	0.00
Grants/ Donations	0.00	0.00	Donations	0.00	0.00
Key Deposits	0.00	0.00	Key Deposits	0.00	0.00
Covid-19	0.00	19,907.43	Covid-19	0.00	452.37
Misc	29.03	0.00	Misc	29.03	0.00
Subtotal	<u>10,630.04</u>	<u>23,802.04</u>	Subtotal	<u>11,851.74</u>	<u>7,171.36</u>
Other Income			Other Expenditure		
Interest	35.68	86.90	Repairs / Maintenance	262.89	16.61
			Renewals	3,385.98	0.00
Total Income	<u>10,665.72</u>	<u>15,447.48</u>	Total Expenditure	<u>15,500.61</u>	<u>7,187.97</u>
Excess of Expenditure over income	<u>4,834.89</u>	<u>-8,259.51</u>	Excess of Income over Expenditure	<u>-4,834.89</u>	<u>8259.51</u>

Mayfield Memorial Hall Balance Sheet for Year End March 31st 2022

	£		£
Assets		Current Assets	
Current Account @31/03/21 B/F	6,524.74	Current Account	1,654.17
Deposit Account @31/03/21 B/F	16,734.05	Deposit Account	16,735.33
Yorkshire Building Soc @31/03/21 B/F	3,639.15	Yorkshire Building Soc	3,656.70
Virgin Charity A/C @31/03/21 B/F	12,690.65	Virgin Charity Deposit A/C	12,707.50
Fixed Assets		Fixed Assets	
Memorial Hall	12,989.91	Memorial Hall	12,989.91
Balance Brought Forward	<u>52,578.50</u>		
Excess of Income over Expenditure	-4,834.89		
Total	<u>47,743.61</u>	Total	<u>47,743.61</u>

Balance of public donation reserves in Metro account as at 31 March 2022:

56,329.03

Cash Total c/f 31/03/22

91,082.73

6. Hall manager's report (2020-2022)

Since the onset of the COVID-19 epidemic, now over, the management of the Hall had been preoccupied with the problem of maximising the availability of the Hall to the community whilst conforming to the often-changing rules mandated by central government. I am grateful to, among others, Janna Todd and Shirley and Graham Holland for creating our modus operandi and the associated documentation including risk assessments, track-and-trace records, rotation of chair usage to minimise transmission by contact, etc. If these measures had not been put in place and strictly applied the Hall management could have in been guilty of breach of duty of care for our hirers and possibly of breaking the law.

Graham Holland stood down from offering cleaning services to the Hall after serving for eight years. Thank you, Graham, for your dedicated service, which often included help and advice beyond your job description. Graham's place has now been taken by Ophelia Hewett.

The Hall building did not require any other than routine maintenance work but drains in the car park and in the field needed to be repaired. Thank you, Les, for doing/arranging these.

The motorised cinema screen failed at the end of 2021 and was replaced in January 2022.

The door-contact system is currently in need of attention.

7. Booking Secretary Report

Bookings have gradually increased as the year has progressed and more restrictions were lifted.

Evenings during the week are consistently busy with regular weekly or monthly hirers and there have been a number of enquiries for a regular weekly booking in the evenings that we have not been able to fulfil.

Parties for young children remain very popular as the hall is a good size for the number invited and a good height to accommodate the bouncy castle! There are usually around 4/5 per month.

I have had a few amusing moments recently, where enquiries have come in from people living in Staffordshire, as there is a Mayfield there and their website address is very similar to ours!

I have one request to everyone who uses of the hall and who are kindly stacking chairs after an event, to think more carefully about keeping to six chairs and not putting stacks in front of the patio doors and fire exits. I recently had to deal with a stack of 10 chairs – not only are the chairs difficult to lift off, but it's also not safe to have a stack that tall and it certainly cannot be moved with the trolley.

8. Election of Officers

Tony Woodliffe took the Chair from Les Wicker and invited nominations from the floor for the post of Chairman after which the chairman resumed control of the meeting. The officers were then elected by a show of hands:

Post	Nominee	Proposer	Seconder	Votes in favour
Chairman	Les Wicker	Chrissie Robinson	Brian Pike	Unanimous
Vice Chairman	Tony Woodliffe	Shirley Holland	Ian Bruce	Unanimous
Treasurer	Janna Todd	Shirley Holland	Jo Woodliffe	Unanimous
Bookings Secretary	Shirley Holland	Jo Woodliffe	John Langfield	Unanimous

The Mayfield Bonfire and Belles nominated Ian Bruce as their representative on the management committee.

9 Special resolution concerning the disposal of assets.

Les wicker explained that when the lease concerning the tenancy of the Hall is terminated by the Parish Council at the commencement of the construction of the Mayfield Community Centre (MCC) the Mayfield Memorial Charity will be liquidated. The terms of liquidation as mandated in the Lease of 1978 require that material assets shall be distributed for the benefit of the community and shall endorsed by eligible members of that community.

Les proposed that the resolution below be adopted to authorise the trustees to donate the material assets to the *Community Incorporated Organisation* that will run the MCC.

Special Resolution

The residual material assets of the Mayfield Memorial Hall Charity shall, if desired by the MCC, be donated to the MCC or otherwise sold for cash. Residual cash reserves shall, with the agreement of the MCC, be used by the MMH charity to fund the purchase and installation of equipment, facilities and fittings in the MCC.

A vote was taken by a show of hands and the resolution was approved unanimously

9. Any Other Business:

Rosemary Neale thanked all of the management of the Hall for their continuing efforts in keeping the Hall running

10. Date of Next Meetings

No date can be fixed for the AGM as it is likely to be the last before the Mayfield Memorial Hall charity is liquidated.

Tony Woodliffe

Acting Minutes Secretary

List of attendees

AGM 2022

NAME PRINT.	SIGNATURE
Martin Georgeon	
ANNA THOMPSON	
JOHN MILLS	
KATH MILLS	
CAROL AUSDLEY	
KIM WORTH AUSDLEY	
JANNA TODD MON TREASURER	
SUSAN LANCASTER	
JENNIFER BEAUPAIN	
BRIAN PIKE	
JEANETTE MORE	
Andrew Williams	
Sally Williams	
Janet Crossley	
ROB FOSTER	
J HANCOCK MRC	
ROSEMARY NEAL	
IAN BRUCE	
BRIDGET FROST	
Deb Findlater	
Ken Frost	
NICKY CLUNT	
JOHN CONY.	
Lucy Jems	
Mary Brentnall	
GRAHAM HOLLAND	
ANDREW RATCHIFFE	
JANE CHILDS	
TONY WOODLIFFE	
LES WICKER	
JO WOODLIFFE	