

ENFORD PARISH HALL AND READING ROOM

ANNUAL GENERAL MEETING 2019

Draft Minutes

PARISH HALL MANAGEMENT COMMITTEE MEETING
Meeting held on Monday 27th November 2019 at 7.30pm
In Enford Church

Present: Chairman, Peter Cliffe-Roberts

Richard Roberts, Mark Hiskett, Jane Young, David Spencer, Jackie Elkins, Vick Exley, David Harbottle

Apologies Received: Ollie Stagg, Bruce Waight

In attendance: Tom Hunter, Amanda Murray, Marjut Roberts, Beren Cliffe-Roberts, Morag Hiskett, Emma Nutt and Geraldine Symonds

1. Welcome

The Chairman Peter Cliffe-Roberts opened the meeting at 7.35pm and thanked everyone for coming. He spoke briefly about the actions /progress made by the Parish Hall Management Committee (PHMC) over the last year including:

- 1 An anonymous complaint had been made to the Charity Commission (CC) regarding various aspects of the PHMC. A full response had been provided, and the CC confirmed that they were entirely happy.
- 2 The Parish Council has agreed to fund the demolition cost by way of a loan to the PHMC
- 3 Due to difficulties in addressing site-measurement and drainage queries while the Hall still stood, it was necessary to amend the Planning Application to cover demolition only, with a further application to be made for the garden and parking use of the site once the demolition had been completed.
- 4 Both Planning and Building Control consent have now been received
- 5 An Asbestos Survey has been received and forwarded to the demolition contractor.
- 6 The contractor has prepared a Method Statement for Wiltshire Council
- 7 The demolition will take place in the early New Year and when a date is known the neighbouring properties will be advised.

2. Election of Officers and Representatives

The Chairman reminded all present that, under the Charity Scheme governing the PHMC, there are four elected members of the committee, and also there are members who have been nominated to represent various village clubs, groups and bodies.

One of the four elected members, Diane Christie-Rundle had, due to her house moving plans, resigned her position. Peter Cliffe-Roberts proposed that Emma Nutt should stand in her stead. She has previous experience as a Charity Trustee and had agreed to

stand. Richard Roberts seconded the proposal and by a show of hands Emma was elected and officially welcomed to the Committee. The other three elected members - Peter Cliffe-Roberts, Richard Roberts, Bruce Waight were prepared to serve another year, and were proposed en-block by Jacqui Elkins, seconded by Jane Young. A show of hands confirmed a unanimous vote for their election.

The standing representatives for the Committee are:

Mark Hiskett	- The Parochial Church Council
David Harbottle	- The Gardening Club
Ollie Stagg	- The Football Club
Vick Exley	- The Parish Council
David Spencer	- The Village Hall
Jackie Elkins	- The Newsletter
Jane Young	- The Camera Club

Some had been re-nominated by their respective group, body or club, and all have agreed to stand for another one- year term. The Chairman proposed acceptance of their remaining on the PHMC, seconded by Mark Hiskett, and confirmed by a show of hands

3. Declarations of Acceptance

All Committee members are required to sign a 'Declaration of Acceptance of Office' which remains in force for one year and also acts as the 'Register'. All those present did so and the Secretary will contact those who were unable to attend in order to update the records. The Secretary will update the Charity Commission website.

4. Finance

A copy of the detail accounts for the 2018-2019 financial year was sent to all committee members and copies were made available to those who attended. In addition a detailed copy of the account from April 2019 to the present date was available. Peter Cliffe-Roberts asked if there were any questions on the accounts and there being none proceeded to the next item. As at the 27th November 2019 there is £1,712.84 in the bank account.

5. Verification of Minutes of 2nd September 2019

The Minutes of the last meeting held on 2nd September were accepted as a true record and proposed by Mark Hiskett and seconded by David Spencer.

6. Goals for achievement in the coming year.

Demolition of Hall! As previously mentioned this will hopefully take place early on in the new year. Once this has been done, drainage tests on the ground will need to be made before the application to re-develop the site can proceed.

7. Any Other Business / Questions:

1. David Harbottle asked about a proposal to extend the site to the south by the use of the path to the Pumping Station. Peter Cliffe-Roberts had approached Wessex Water on the matter and whilst initially the approach was favourably received, the formal response may take some time to be received.

2. It was noted that the Parish Council would initially carry the cost of the demolition. Further funding from grants etc would then be sought to lay out the garden and parking, and once there was an income stream from the latter, the PHMC would repay the Parish Council loan.

The date of the next meeting will be confirmed near the time. There being no other business, the meeting was closed at 7.45 p.m.

Elizabeth Harrison
Secretary & Treasurer – 27th November 2019