

Lisvane Memorial Hall
Heol Y Delyn, Lisvane, Cardiff CF14 OSQ

**NOTES OF THE 73rd ANNUAL GENERAL MEETING
HELD ON ZOOM 6 DECEMBER 2020 @ 7:45**

Present: Chris Williams & Lesley Scarratt from LBC, Dr Sandra Harding from CASW and the following Trustees, Sue Johnson, John Cranwell, John Rhoden, Doug Craddock, Carol Butler, Chris Williams, Gordon Brown, David Cann and Chris Parsons.

- 1) **Apologies:** Anthony Spear Contract Caretaker
- 2) **Notes of the 72nd AGM:** These were approved.
- 3) **Matters arising:**
 - **Item 6 Fabric:** The new projector, stage curtains and freezer had been installed and repairs to the Gent's toilet cubicle undertaken.
 - **Item 8 Chairperson:** Sue Johnson had accepted the role in May.
 - **Item 10 AGM Date:** The AGM could not be held on the 10 May due to the national COVID-19 Pandemic lockdown, and was finally now being held on the Zoom platform.
- 4) **Chairman's Report:** Sue presented her annual report (Appended at A in full) and thanked all involved in the running of the hall and the four new trustees Doug, Gordon, David and Carol who had recently joined the team as booking secretary. She paid tribute to the trustees standing down, Emma Reid Jones for her sterling work as both booking secretary and treasurer and Michael Knight who had worked on the safety team. She thanked Anthony Spear our contract caretaker and cleaner for his hard work and hirer support.

Sue outlined the fabric works completed during 2019/20 and although not formally part of the annual review recognised the hard work of the trustees in getting the hall reopen after the Covid lockdown and new assembly guidelines. When asked what measures had been put in place by Sandra of CASW yet to return to sessions, she advised these included new risk assessments, soft furnishing removal, single entrance/exit routes, revised cleaning regimes and stations, free cleaning periods for hirers, a new waste collection service, additional user scheduling, COVID-19 Safety notices, social distancing spacers and automatic hand sanitiser stations.

There were still trustee vacancies in line with the Halls Constitution and Sue asked if any user organisations would proffer any volunteers.

- 5) **User Feedback:** Chris Williams Minister of Lisvane Baptist Church thanked the trustees for maintaining the Hall and for facilitating community via the numerous user groups. He highlighted future fabric considerations around external signage, décor and safety functionality of the lower staging blocks. It was confirmed that an uplift project was planned (subject to grant funding) for external decoration, metal single glazed window replacement, pathway repairs and new front access ramp and steps. It was noted that the current staging had safety signage re positioning and that the tiering options met the needs of the numerous users including the Lisvane players. Mobile staging options would however be revisited by the trustees. Lesley Scarratt thanked the trustees for their risk assessment template which had assisted their return on hall opening. A copy would be forwarded to CASW. Dr Sandra Harding representing CASW commended the facility as a venue and thanked the trustees for their helpful attitude.
- 6) **Treasurers Report:** The accounts were displayed on screen and Doug ran through the key income and expenditure variances over the two years. Income from lettings was up by £5.5K and with no large renewal projects being undertaken in 2019/20 a surplus of £12.1k had crystallised.

Running costs had generally risen with inflation and greater hall usage but at 29 February 2020 the bank balances stood at £40.1K. Doug emphasised that due to the loss of income caused by the Covid shutdown and this summer's decoration project the current Account balance was now c

£25K. He explained the trustee's agreement to an essential spend only period until hall income became more stable.

There were still many numbers left in the 100-club draw and users were invited to join via application on the website.

Doug thanked Kevin Beevers of Hodge Bank for auditing the accounts and providing useful feedback on the halls booking and invoicing processes. The treasurer's report was formally accepted and accounts will now be displayed via the charity commission website.

7) **Election of Officers**

- **Chairman:** Sue Johnson was re-elected.
- **Treasurer:** Doug Craddock was re-elected
- **Secretary:** Chris Parsons was re-elected.

8) **Election of Executive Committee**

The following were elected as trustees: - John Cranwell, John Rhoden, Chris Williams, David Cann, Gordon Brown and Carol Butler performing the Booking Secretary Role.

9) **AOB: None**

10) Next Annual General Meeting: This was scheduled for 9 May 2021 hopefully in the small hall, but if not Via zoom

Appendix A

Chair Report to AGM 6 December 2020

Report for Year 1 March 2019 to 29 February 2020.

I'd like to start by thanking all our Trustees who manage the Hall and also say how grateful we are to those who joined the team last year: Doug Craddock (our new Treasurer), Gordon Brown, David Cann and John Rhoden. Also, although she did not actually join us until the current financial year, I also want to extend a warm welcome and Thank You to Carol Butler who is now our Booking Secretary and has had rather a baptism of fire this year; we are very grateful for her hard work and commitment. Mike Knight and Emma Reid-Jones resigned as Trustees at the end of the year and I would also like to thank them for their contribution, particularly Emma who was fulfilling the role of Treasurer and Booking Secretary. I must also mention our caretaker Anthony Spears. His hard work and positive attitude have made the Hall a more welcoming place for our users, and greatly reduced the burden on Trustees. Finally, I would like to mention our Secretary, Chris Parsons, who organises us and our paperwork as well as all the other things he does.

When I look back over the year in question, we do not seem to have achieved as much, as far as improving the fabric of the Hall is concerned, as we have done in previous years. There are a number of reasons for this. Firstly, we had spent a lot of money previously on refurbishing the main toilets and needed to build up our funds again. Then we need to produce plans and get quotes for the next projects that we

want to do and that takes time. Finally, the Hall is usually so busy that it is difficult to find the time to do major works without disrupting the users of the Hall too much.

What we did do last year was: following a couple of incidents, we installed a platform and ramp to replace the step between the corridor and the Small Hall; following a request from some of our hirers, we bought a large freezer, which is located in the Committee Room; we replaced the projector in the main hall; we organised a full check service of the heating system to resolve various problems we were having; we installed new blinds and stage curtains in the Main Hall we replastered the Committee Room to repair a large crack in the wall.

Although the Covid emergency falls into the current financial year, it would seem odd to make no mention of it and I would like to thank everyone, Trustees, hirers and our caretaker, who have enabled us to reopen.

Finally: I started by thanking the Trustees, who work very hard to maintain the Hall. It would help us greatly if a few more people would join us. There are currently 9 of us and our Constitution allows for 18 trustees. Although our numbers are much healthier than they were, we have not yet got to the stage of 'too many cooks' getting in each others' way. A wider pool of Trustees gives greater breadth to our decision-making and spreads the tasks more lightly. You do not need any particular skills, just a desire to help the community maintain one of its most important facilities.

Sue Johnson