

<p style="text-align: center;"><b>Lisvane Memorial Hall</b> <b>Heol y Delyn, Lisvane, Cardiff CF14 OSQ</b></p>
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**MINUTES of the**  
**77<sup>th</sup> ANNUAL GENERAL MEETING**

**19<sup>th</sup> MAY 2024 @ 7.30 PM IN THE MAIN HALL**

**1) Attending & Apologies**

Attended: Carol Barrett – Secretary (CB), Dave Cann – Chair (DC), Sue Johnson – Treasurer (SJ), John Rhoden – Trustee (JR),  
Clare Cann – Booking Secretary (CC), Vernon Hanson – Resident (VH),  
Diane Rhoden – Resident (DR), Victoria Selway – MVSBS (VS),  
Themistokles Zafiropoulos – MVSBS (TZ),  
Apologies: Liz Heaven – Trustee (LH), Christine Mahoney – Trustee (CM),  
Chris Williams – Trustee (CW) QUORATE

**2) Minutes of the 76<sup>th</sup> AGM**

Accepted as read

**3) Matters Arising**

None, not arising elsewhere.

**4) Chair's Report**

Attached

**Treasurer's Report**

Attached

**Secretary's Report**

Attached

**5) Election of Officers**

Chair: DC	Proposed VH	Seconded DR	Elected by meeting
Treasurer SJ	Proposed VH	Seconded DR	Elected by meeting
Secretary CB	Proposed VH	Seconded DR	Elected by meeting

**6) Election of Executive Committee (Trustees)**

LH	Proposed VH	Seconded DR	Elected by meeting
CM	Proposed VH	Seconded DR	Elected by meeting
JR	Proposed VH	Seconded DR	Elected by meeting
DT	Proposed VH	Seconded DR	Elected by meeting
CW	Proposed VH	Seconded DR	Elected by meeting

**7) Changing the LMH Charity Structure into a Charitable Incorporated Organisation (CIO)**

CB reported that the Trustees wanted to change the constitution of LMH into a CIO; this would mean that the Trustees would no longer be liable for any LMH debts and therefore might encourage other persons to consider becoming trustees. Because LMH had voting members, it was an Association Model, that had been written, as a legal document, by the Charity Commission, and CB and DT had added the details pertinent to LMH. Otherwise, there were no changes to the original aims and stipulations of the 1947 Trust Deed that was still the LMH governing document lodged with the Charity Commission. They had also added financial controls that had not been in the current 1947 Trust Deed, having taken advice from the Independent Examiner, David Ainsworth. The quorum for any changes to the CIO had been set at twice the number of Trustees present, plus one, so that the Trustees could not make any unsuitable changes. This protected LMH in the future from any malpractice from Trustees. The original trust had been drafted such that LMH was a Permanent Endowment so that, if the Hall was no longer able to be used for its charitable aims, the Charity Commission would be responsible for the disposal of the Trust's assets. If the AGM approved the change, CB had obtained permission from the Charity Commission to transfer the assets of LMH (land and buildings) into the new CIO. The meeting unanimously approved the change to the CIO.

## **8) LMH Development Plan**

- a) Section 106 funding upgrade: JR reported that LMH had been awarded £80,000 of Section 106 monies by the Council, specifically for the upgrade of the Main Hall kitchen, installation of a new sound system in the Main Hall that included a hearing loop, improving the stage blocks to make them safer because the weight of them was a Health and Safety problem, an upgrade of the Disabled Toilet to bring it to current requirements, including being dementia-friendly, and internal redecoration of the Hall. It was hoped that this would take place by the end of the year, with the work on the kitchen being carried out in late July and August.
- b) The Trustees also intended to fit solar panels to the large, south-facing roof that would charge storage batteries, so as to reduce the reliance of the Hall on bought-in utilities. In addition, the disabled access to the building was in need of improvement. Grants would be sought for these projects. The Trustees would fund improvements to the Small Hall kitchen and chairs to make the facility more appealing, as monies became available. Also, the installation of EV charging points would be considered as well as the installation of some bicycle racks.

## **9) User Feedback**

SJ reported that LH had suggested that the Trustees hold meetings occasionally with small groups of users to find out their requirements for the Hall. SJ had already spent a couple of hours with some users because they had had trouble using the dishwasher. In the time it took the water in the dishwasher to heat up, SJ was able to have a constructive

conversation with the ladies about their views of the facilities and future provision.

VS then raised several issues and made complaints about her recent experiences of renting LMH for her ballet classes.

Issues: She felt that the hire rate for the Small Hall (SH) was too expensive compared to similar facilities in the area. She thought that the SH should be made larger by the removal the kitchen. CB pointed out the two regular users used the kitchen every week as did casual parties at the weekend.

Complaints:

She had had her class moved out of LMH on several occasions, and had to book other venues to make room for other hirers. Some occasions, such as the WI on 2<sup>nd</sup> Tuesday of the month when VS had to move from Main Hall (MH) to SH, and the use of the whole building for the Flower Festival during the LCA Festival had been known to her, and she had agreed, but the Trustees were unaware of other requests to move.

The SH window sills were dangerously loose.

People had been using the SH entrance to access the Main Hall (MH)

Casual users asking her for help once the Caretaker, Anthony Spear (AS) had left.

There had been excrement left on the side of a SH toilet for months.

There was no toilet flush cover on one of the Ladies Toilets in the MH.

The intrusive ramp in the SH was problematic and she suggested the installation of a temporary ramp hung on the wall.

She was regularly urged by the WI and Institute of Advanced Motorists to vacate the hall she had hired, whilst she was still within her hire time.

The SH thermostat was not working and the hall was too hot.

DS thanked VS for her informative feedback, and said that the Trustees would consider how best to rectify her problems. Some of the issues were new to the Trustees, and others were being dealt with, but were taking time to progress; primarily having the ability to lock the door between the SH and MH corridor, and improving the disabled ramp access to the SH. CC would email users instructing them to tell their attendees to use the correct hall entrance door, and the Trustees would put signs above the two hall doors to differentiate the MH entrance from that of the SH. CC would also email users that they were not to access the building before their allotted hire time if it was being hired by someone else. Also, a facility would be provided to put a 'Class in Progress' sign on the SH door. JR would fix the SH window sills, which were a little loose, but not dangerous. The Trustees were unaware that the SH thermostat was not working and this would be sorted. CC could only think of one occasion when she had asked VS to cancel a class to accommodate a wedding but in future she would not do that as VS had priority as a regular user. DC would talk to AS about cleanliness issues, though it was acknowledged

that his cleaning was usually of a high standard, as well as not leaving casual users alone until all their needs had been sorted.

**10) AOB**

TZ asked when the notification of the AGM had taken place. CB stated that it had been advertised inside and outside LMH, at multiple locations for a month. Regular users had been informed by CC a month before and the details and relevant documents had been posted on the LMH website. He suggested that he had forgotten about it, so it was agreed that CC would send out a reminder the week before the next AGM.

**11) Next Annual General Meeting**

7.30pm Sunday 18<sup>th</sup> May 2025