

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

**NOTES OF THE 68th ANNUAL GENERAL MEETING HELD ON
10 MAY 2015 @ 7:45 PM IN THE SMALL HALL**

Present: 9 Trustees and 10 Parishioner Hall Users.

- 1) **Apologies:** Trustees - Sue Hewerdine; Keith Butler & Ruth Toye. Users - Linda Harrite from the Institute of Advanced motorists.
- 2) **Notes of the 67th AGM:** These were approved.
- 3) **Matters arising:** None.
- 4) **Chairman's Report:** The Chair presented his annual report (Appended at A). He thanked all who used the hall to retain it as a valuable community resource, along with all the trustees and Sarah Roberts and Charles Cox as the key link to the many regular and one off hirers. He commented on a year of high maintenance expenditure on structural and somewhat unseen items as per a new roof; heating boilers and Cooker. The focus next year would be on a Health and Safety; Cleaning and a new web site.

Emma Reid Jones introduced herself to the meeting as the new booking secretary and presented the report (Appended at B). She highlighted the many and varied users of the Hall and had completed a steep learning curve with assistance from John and Martyn. She was looking forward to the enhanced web site which should reduce the number of ad hoc queries.

Martin Plow provided an overview of fabric works and improvements (Appended at C) and outlined the proposed works for 2015/16. Users were invited to comment on any priorities by E mail to the LMH address within 10 Days. After general discussion on usage and issues between the users of the small and main halls, it was proposed to raise the priority of a new fire escape door to the small hall to allow the separation of the halls by lock and so stop unauthorised access and kitchen equipment moving between the two areas. This would be factored into the programme after the storage works as the number on priority. **Action Trustees**

- 5) **Treasurers Report:** The treasurer presented a copy of the audited accounts by Nigel Morris FCA, AT11, for the year ended 28 February 2015. These showed a deficit of £ 6553, but this included exceptional expenditure on maintenance and equipment to the sum of £ 37,299. He thanked Lisvane Baptist Church for paying their annual rental in an advanced sum, and the Jane Hodge foundation for their Grant of £5000 enabling the Hall to be re roofed in a single rather than two phase contract which would have added disruption and inconvenience to users. He was pleased to report lettings income up by £ 3584.
- 6) **Election of Officers**
 - **Chairman:** John Cranwell was re-elected
 - **Treasurer:** Martyn A Ridge was re-elected
 - **Secretary:** Chris Parsons was re-elected.

7) **Election of Executive Committee**

It was noted that Ruth Toye had tendered her resignation and John thanked her for her support and input to the running and life of the Hall during her time in office. The remainder of the committee agreed to stand and were duly re elected.

There were currently 11 members on the committee, and an advert inviting further trustees would be in the link shortly, of particular benefit to the balance of the committee would be experience in Legal, catering and facilities management, but any willing assistance would benefit the Hall and team.

8) AOB:

8.1 Web Site : A request was made that the enhanced website gave a clearer view of simultaneous hirers of large and small halls, It was noted this was due to periodic disruption to regular users by one off parties , Whilst the trustees would incorporate this into the new website , the problem would be also resolved via sound attenuation measures and the Hall split as per the Maintenance report , and reminders to one off hirers, Any one experiencing a noisy hirer should contact a named trustee (numbers on the door) who will respond with a visit to the hirer. **Action Trustees**

8.2 Equipment location: The problem of miss located and stored equipment by users' e.g. Square tables in small hall, was also raised. The trustees would seek this under the coming storage works via Enhanced labelling. **Action Trustees**

Everyone was thanked for attending and their valued meeting contributions.

9) **Next Annual General Meeting:** This was scheduled for 8 May 2016

Appendices

- A) Chairman's Report
- B) Booking secretary's Report
- C) Fabric Report

Appendix A

Chair's Report to AGM May 2015

I wish to thank all those who use the Hall, and keep it as a community resource.

I thank also those who help to run the Hall; our caretaker, Charles, who is the main link to our users; Sarah, who checks stocks and equipment weekly so that the Hall is as hirers expect; and all of the Trustees who give their time in voluntary service to the community.

The Trustees have spent a great deal of Hall money in the year 2014-15 to make the Hall a better place for our users, even if expenditure is not immediately obvious to the naked eye. A new roof keeps the Hall drier than before, new boilers in the Main Hall make the heating more reliable, and a new cooker in the Main kitchen is easier to use and to clean.

Our Fabric Trustee, Martin Plow, will tell you about future improvements.

In addition to improving the fabric, next year the Trustees would like to continue to improve Health & Safety in the Hall, to introduce a better cleaning regime and to develop a new website.

John Cranwell,
May 2015

Lisvane Memorial Hall

Booking Secretary Report to AGM May 2015

It's just coming up to a year since I became booking secretary.

I would like to thank my fellow trustees for their support during this time in particular our chair John, our treasurer Martyn and Charles our caretaker. I would also like to extend my thanks to our regular hirers

The hall is hired out for many uses, faith, exercise, art, bridge, gardening, community events, parties, weddings and well as being used by various groups from the very young to young at heart!

A lot of the current booking secretary role is answering enquiries which can be found on our website - I am looking forward to our new more user friendly website and calendar being launched.

Emma Reid-Jones May 2015

Appendix C

Lisvane Memorial Hall AGM 10th May 2014.

Buildings Report.

The Trustees over the years have endeavoured to maintain and improve the facilities of the hall for the users.

Sometimes these works are visible, like the provision of the toilet for disabled users; others are out of sight, like the re-wiring of the small hall and stage lighting installation.

Last year we completed one of the most visible and largest projects, the re-roofing of the hall. Over the last few years a number of small leaks had occurred, however with the new roof, these have been eradicated and will provide our users a dry building for their use for the foreseeable future.

Many thanks to Lisvane Baptists and the Julian Hodge Charity who assisted us in funding this project.

Cooker- this was replaced last year with a new electric appliance.

The fire exit door and screen from the rear of the main corridor was replaced, once funds allow, we intend to replace the entrance door to the small hall, with the fob access system. This will mean all the external doors have been renewed.

The Trustees have always struggling to provide enough storage for both the halls equipment and for our users. The Trustees have investigated numerous options and later this month a project will commence to create two new cupboards and a “racking” system for the round tables in the store room off the main corridor. There will also be a frame for the karate club to keep their equipment off the floor.

The trustees are also looking to replace some of the internal doors to the hall with veneered doors, thus improving the look of the hall, as soon as funds allow.

Also being investigated are the following improvements:

- External redecoration (its been seven years since this was last done)
- Internal redecoration- this will be phased to reduced any disruption to the users.
- Refinishing the wood block flooring throughout the hall.
- The refurbishment and upgrading of the male and female toilets off the main hall.

Many thanks go to Charles for his caretaking duties and to Sarah Roberts for her weekly reports on the building and its fittings.

Martin Plow Fabric Officer