**Minutes of the 75th Annual General Meeting of Lisvane Memorial Hall – 7pm 8th May 2022**

1. **Attending and Apologies**

Attending: Clare Cann, Booking Secretary; Anthony Spear, Caretaker; Vernon Hanson; Angela Shopland, WI; and the following trustees: David Cann, John Rhoden, Chris Williams, Doug Craddock, Sue Johnson, Carol Barrett, John Cranwell. Apologies: Martyn Harris

1. **Minutes of the 74th AGM - 24th October 2021**

Proposed Chris Williams; Seconded Doug Craddock; Approved by meeting

1. **Matters Arising**

Report from the Chair: As was said last year, the trustees had agreed a period of essential spend only until the Hall income became more stable. Also, as indicated at last year’s AGM, when Chris Parsons was re-elected as Secretary, he noted that he might not be able to complete the term due to family health issues. Chris resigned in November and his resignation, along with other Trustee resignations, impacted our ability to move things forward as we would have liked.

1. **Chair’s Report**

Report attached

Thanks were offered with sincere gratitude to Carol Butler, Booking Secretary; Chris Parsons, Secretary to November 2021, and John Cranwell, Secretary to May 2022. Also the Caretaker, Anthony Spear was commended for his sterling work through the Covid pandemic that allowed the Hall to function well. The hirer, Baby Ballet, was particularly thankful for his help.

1. **Treasurer’s Report**

Accounts attached

The Hall was back to a more stable position, with some hirers returning to regular bookings after the pandemic. The cash balance is currently rising each month. However there is a need to consider rising energy costs: gas prices are up x 3 and electricity x 2.5.

1. **Election of Officers**

Chair

Treasurer

Secretary

Sue Johnson was elected as Chair and Doug Craddock as Treasurer, both unanimously. The role of Secretary was unfilled.

1. **Election of Executive Committee (Trustees)**

Dave Cann, Chris Williams, John Rhoden, Martyn Harris, Gordon Brown and Carol Barrett were unanimously elected.

1. **Future Plans**

David Cann reported that he had costings from an architect for the production of plans to re-build the Small Hall and re-develop the Main Hall Kitchen and Committee Room areas, including quantity surveying. These were approximately £6K and £5K respectively. He will clarify what is included in these costs and seek other quotes. Chris Williams suggested contacting Martyn Plow. It was hoped that the project would be funded by section 106 monies from the Churchlands development.

**Action DC**

1. **AOB**

Anthony Spear enquired about Sunday bookings for children’s parties. John Cranwell explained that our current licence only allowed for educational and religious activities on a Sunday, so entertainment was excluded.

Clare Cann asked about booking of the Committee Room again now that all Covid restrictions had been lifted. The trustees decided that the Committee Room should be available for hire again and the One Way System be scrapped. It would be the responsibility of hirers to carry out a risk assessment for their circumstances.

Carol Barrett said that the acoustics in the Small Hall were very poor since the curtains had been removed as part of Covid regulations. These had been disposed of, so Carol agreed to investigate the provision of new, fire-retardant curtains.

**Action CB**

1. **Date of Next AGM**

4th June 2023

**Lisvane Memorial Hall Trustees**

**Chair Report to AGM 8 May 2022**

**Report for Year 1 March 2021 to 28 February 2022.**

For the first few months of the year, we were unable to open the hall due to Covid restrictions, although the Trustees continued to meet via Zoom. We reopened the Hall to hirers on 10 May 2021, albeit with various rules such as the need for both us and hirers to carry out Risk Assessments and regulations such as the wearing of face coverings, social distancing, extra cleaning (by us and hirers) etc. Gradually, we were able to relax restrictions and welcome more hirers.

Carol Butler resigned as Trustee and Booking Secretary in October 2021. Carol had been our Booking Secretary for about 16 months, during a very difficult period as the first point of contact, due to the constantly changing Covid regulations and I would like to record out thanks to her. Chris Parsons resigned as Trustee and Secretary in November 2021 and I would like to record our thanks to Chris for his immense contribution to the running of the Hall over many years.

John Cranwell has also decided not to stand again. John was Chairman for a number of years and also stood in as Booking Secretary after Carol Butler’s resignation as well as contributing in numerous other ways. I would also like to record our gratitude to him. We had already decided that the role of Booking Secretary was sufficiently time-consuming that it should be a paid role and we have recently appointed Clare Cann.

We were fortunate to gain two new Trustees, Carol Barrett and Martyn Harris, who joined us in February 2022, but we would welcome more, to contribute to the future success of the Hall.

As I write, we hope that the worst of the pandemic is behind us and that we can look forward to an improving financial situation for the Hall so that we can begin to implement some of the improvements we have planned. However, it is equally important that we have more Trustees to help us progress our plans.

Thanks to all the Trustees and our caretaker, Anthony Spear, who have enabled us to survive another difficult year. Thanks also to our hirers who have returned.

Sue Johnson

Lisvane Memorial Hall Trustee Chair

8 May 2022