

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

**NOTES OF THE 74th ANNUAL GENERAL MEETING
HELD ON 24th OCTOBER 2021 @ 7:45**

Present: Liz Heaven, Steve Best, Ruth Toye of the Lisvane Players, Victoria Selway of the Miss Victoria School of Ballet, Chris Williams from Lisvane Baptist Church, and the following Trustees, Sue Johnson, John Cranwell, Chris Williams, Gordon Brown, David Cann and Chris Parsons.

- 1) **Apologies:** Doug Craddock LMH Treasurer, John Rhoden Trustee and Anthony Spear Contract Caretaker.
- 2) **Notes of the 73rd AGM:** These were approved.
- 3) **Matters arising: Item 10 AGM Date:** Due to Covid restrictions it had not been possible to meet on 9 May but it was pleasing to meet physically now and it was hoped to move back to the normal cycle of AGMs from May 2022 onwards.
- 4) **Chairman's Report:** Sue presented her annual report (Appended at A in full) and thanked all involved in the running of the hall. She especially thanked Carol our booking secretary and Anthony Spear our contract caretaker and cleaner for his hard work and hirer support.

She outlined the Hirer's responsibility to check the latest Government guidelines, operate track and trace and produce a Covid risk assessment suitable for their own activities and to have this available on-site during their activities for any user /HSE inspection. The trustees Covid measures and general risk assessment would be available to all as a template, and the trustees would provide a physically safe environment.

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

Chris P thanked Sue for operating as chair and all her diligent work with the opening and safety team around the government guidelines during the unprecedented lockdown periods

- 5) **User Feedback:** All groups were pleased to be able to meet in person again following an extended period of zoom which had been more successful for some than others. Miss Victoria commented that the hall space was a pleasant and most suitable environment for her Ballet lessons, she was using portable balance bars and whilst fixed would be helpful were not essential. Chris Williams Minister of Lisvane Baptist Church thanked the trustees for maintaining the Hall and providing a safe environment for facilitating community via the numerous user groups. He was pleased to report that Sunday Services, the "Time to Talk" group and Bubbles Tots group (with a good number of new local mums) had returned happily. He highlighted a concern over positioning and management of the lower stage blocks. The trustees agreed to review this both practically and procedurally. Liz Heaven of the Players outlined 2022 was their 70th centenary year and they would be performing with special guests and relevance to the history and development of Lisvane. The trustees were happy to facilitate this in any way possible. Liz asked for any information from the meeting and historical society around the 50's and 60's period.
- 6) **Treasurers Report:** The accounts were displayed on screen and Chris P in Doug's absence ran through the key income and expenditure variances over the two years. Income from lettings due to lockdown by was down by c £35.5K and with no real scope to reduce fixed overheads, essential maintenance and the cost of "Doing Business" under covid higher, a deficit of c £18.6K had crystallised.

He confirmed the trustee's agreement to an essential spend only period until Hall income became more stable. The energy contract had been renegotiated to reduce costs and Chris W outlined that whilst the ventilation system was adequate it was noisy so enhancement investigations and trial

around CO2 monitoring would be introduced to limit its run time. A raft of works was costed but unless grant funding was forthcoming would need to wait for monies on account to grow.

Chris P expressed formal thanks to Doug for his treasurers work and to William Piper who had audited the accounts. 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. *

*But noted may be unable to complete the full term due to family health issues

8) **Election of Executive Committee**

The following were elected as trustees: - John Cranwell, John Rhoden, Chris Williams, David Cann, Gordon Brown.

Chris W again reiterated the need for further trustee assistance from the user groups

- 9) **AOB:** John C confirmed that after 18 months as booking secretary and trustee Carol Butler was now stepping down from the committee. Carol had done a sterling job in an unprecedented environment where the booking duties and documentation had increased 3-fold. She had been a first line of contact for numerous queries regarding govt guidelines and our opening and risk assessments. She had managed postponed booking slots and new user requirements. The meeting acknowledged her major contribution

- 10) **Next Annual General Meeting:** This was scheduled for 8 May 2022

Appendix A

Lisvane Memorial Hall Trustees

Chair Report to AGM 24 October 2021

Report for Year 1 March 2020 to 28 February 2021.

As you know, this AGM is for the year 1 March 2020 to 28 February 2021, in other words, before the first lockdown. As has been said by many people, the world has changed since then. Less than a month after the financial year started, the country was in lockdown due to the Coronavirus pandemic.

The Trustees continued to meet, albeit via Zoom, and during the first lockdown, we went ahead with the complete redecoration of the Main Hall including new window blinds. However, after this, the decision was made to halt any further major works due to the uncertain situation regarding both the progress of the pandemic and our financial situation due to loss of income.

Since then our focus has been on opening the Hall to hirers once we were permitted to do so. A lot of effort has gone in to understanding and implementing the changing government regulations and ensuring the Hall could open legally and safely. My thanks go to all the Trustees and our caretaker Anthony, who have enabled us to reopen. I would particularly like to thank Carol Butler, who joined us as Booking Secretary in June 2020 and who, as the first point of contact with the hirers, has had an unusually difficult job this year. I would also like to thank our hirers who have returned when they were able and also had to tackle their own Risk Assessments and changes to the ways they ran their sessions. One new hirer we particularly welcomed was Llanishen Court Surgery, who have used the Hall, initially for flu vaccinations and later for Covid vaccinations.

As I write, although the pandemic is by no means over, the regulations have been relaxed and the booking situation is looking healthy. We hope that that the worst of the pandemic is now 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.

Once again, thanks to everyone who has enabled us to survive this difficult year.

Sue Johnson
Lisvane Memorial Hall Trustee Chair
24 October 2021