

Notice of Alburgh Village Hall Annual General Meeting

Alburgh Village Hall, Low Road, Alburgh, Norfolk IP20 0BZ



Dear member,

Notice is hereby given that the upcoming Annual General Meeting of the members of Alburgh Village Hall will be held at Alburgh Village Hall on 9th May 2024 at 7pm to transact the following business:

As Ordinary Business

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| Resolution 1 | To receive Officers' Reports, Audited Financial Report for Financial Year ended on 31st March |
| Resolution 2 | To elect trustees of Alburgh Village Hall under Section 5 of the Constitution |

Attached are:

- The agenda for this meeting
- The minutes of the last Annual General Meeting
- Trustee nomination form - Members who would like to stand for election to the Trustees of Alburgh Village Hall must complete and send the form attached to this notice to the Chair by hand or by email hello@alburghvillagehall.org by 30 April 2024.

Regards,

Mark Thompson

Alburgh Village Hall Chair of Trustees

12 April 2024

Annual General Meeting Agenda

9th May 2024 Start 7pm



- 1. Apologies for Absence*
- 2. Minutes of last AGM*
- 3. Matters Arising from last AGM*
- 4. Officer's Reports*
- 5. Audited Financial Report for 2022-2023*
- 6. Election of Trustees of Village Hall*

Minutes of Previous AGM 2023

22nd June 2023 7.30pm



In Attendance: Chairman: Jason Collins (JC), Treasurer: Jan Bird (JB), Secretary: Tina Hair (TH), Phyllis Wright (PW), Mark Thompson (MT) Plus 33 members from the community.

1. Apologies for Absence

Claire and Richard Smith sent their apologies

2. **Minutes of AGM 13 June 2022** gone through briefly and accepted as an accurate representation Jan Bird proposed and seconded by Catherine Goodridge
3. **Matters arising from the minutes** – None
4. **Chair's report**- JC read his report thanking for the support from the other trustees and the friends of Alburgh Village Hall as well as the volunteer bar staff.

Question arising from the report, member Chris Bailey asked if there had been progress on the renewal of the lease as it had been lapsed for a considerable length of time. Update was provided that this is in the final stage and all trustees have now received and filled in relevant paperwork which has been returned to the solicitors.

Also asked by Chris. Does the hall have a risk assessment as the church are hiring the village hall for the annual summer fete and our risk assessment would form part of their risk assessment. It was confirmed we do now have a risk assessment and MT said he would email a copy to Chris.

Member Julie Davies asked about allegation of missing money from previous committee and how this was going to be investigated and proved. Response was no allegation had been made.

Member Ruth Walton asked why she hadn't heard of the friends of Alburgh village hall (FOAVH) WhatsApp group. It was informed it had been advertised on the Facebook page, website and parish magazine when initially set up back in february. But JB confirmed she would leave a note pad and pen on the table and all those wishing to join would be very welcome and if they leave their name and number will be added to the group. Pad and pen duly provided.

Member Jill from Chestnuts said she had spoken to people and asked and that is how she found out. She is a very new member of the community.

Member Dave Richardson thanked chair for his report and all the hard work he is putting into the hall.

5. **Treasurer Report** – Treasurer read out he report as well as it being shown on the big screen. Questions arising- Member Sandra Donno asked to explain miscellaneous on the accounts, this was explained as a large number of miscellaneous items including paint, first aid supplies, flexi tubs for the bar etc, it was commented that it seemed a large amount of money and so JB confirmed she will provide a full breakdown at the next meeting of the items within this category and moving forward she will get better and better at reporting the outgoings.

Member asked why there were currently no audited accounts. JC explained the requirements regarding having the accounts externally audited and put forward the proposal to have Aspiration Accounts externally audit these and future accounts. The reason it hadn't been done is it hadn't been agreed until this meeting. This was agreed that the accounts of 2022 to 2023 would go to external auditors and an EGM would be called once they are returned to

adopt the accounts as a true reflection. Gavin Swanston thanked Jan for her report and all the work involved.

- 6. Proposed Amendment to the constitution** – JC explained the amendment proposed to be changed in the constitution to give a fair and clear way to be nominated and voted onto the committee of trustees. This was also projected on the big screen. David Buxton asked what the difference was between committee and trustees, and it was confirmed in the original constitution the trustees were known as trustees but in the 2018 amendment they were referred to as committee, they are one and the same thing. He also asked who would be classed as a member, this was confirmed as the whole village who do not sit as a trustee. The constitution states there are 4 elected trustees and 7 representative trustees made up of such as a representative from the badminton club etc. The revised proposal was read and discussed it was agreed to add wording to the effect if the proposed trustees outweighs the number of vacancies it would go to ballot and the 4 nominated persons who achieve the greatest number of votes shall be appointed. Kimberley Croucher proposed the amendment to the constitution, and it was seconded by Caroline Swanston. This was agreed and voted on. 29 agreed, 7 were against the amendment and 2 abstained from a vote. The amendment will be made.
- 7. Election of Trustees-** Member Trevor Davies informed all trustees at this point should step down, but Chris Bailey corrected this as the Chair should not step down until the next meeting where a new chair is voted into office. JC informed the trustee positions have been uncontested as no other votes were received other than the current standing trustees so there was no need for a ballot. It was also informed there are vacancies for representatives from the groups who regularly use the hall facilities.

Julie Davies wished to have it minuted to thank Will and Mary for their many years as caretakers of the hall following their decision to step away from the role. Thanks was given.

Ruth Walton was why there is no AOB on the agenda as had previously been requested. It was confirmed that AGMs do not have AOB as this is a standard practice, This was confirmed by Chris Bailey. If members want to bring AOB they are welcome to the next meeting on Thursday 13th July where there will be an AOB section. If member wish to contact the secretary in good time prior their item can be added to the agenda for a full response to be given. Despite this member Trevor Davies asked whether we knew the website was down and had been for a couple of weeks. MT responded he was aware and this is being looked into by the website company who provides the space.

Chair thanked all for attending and confirmed

Next meeting Thursday 13 July at 7.30pm

Meeting closed at 8.36pm

AVH Trustee Nomination Form



I (name):

of (address):

..... Postcode.

Telephone:.....

Email:

Wish to be considered for a position in the Alburgh Village Hall Trustees and would like my name to be put forward for election at the AGM on 9th May 2024

Under no circumstances shall any of the following serve as a Trustee: (a) employees of the Charity; (b) persons aged under eighteen years; (c) persons who are bankrupt or who are otherwise disqualified by law from serving as charity trustees; (d) persons who have an unspent conviction involving dishonesty or deception or who are otherwise disqualified by law from serving as a charity trustee.

I confirm that I am eligible to stand for election.

Signed (candidate): Date:

Nominated by (name):

of (address):

..... Postcode.

Telephone:.....

Email:

Signed (nominator):Date:

My reasons for wishing to serve on the Trustee Board are:

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Skills and experience which I could bring to the Trustee Board are:

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Alburgh Village Hall needs local people with business skills, management experience, understanding of charities and the drive and enthusiasm to take the charity forward.

Every trustee must have an interest in the needs and aspirations of the residents of Alburgh and a commitment to making a difference.

The Charity Commission states that the Trustees are responsible for controlling the management and administration of the charity'. This includes setting and approving all policies and monitoring work methods, progress and expenditure to ensure that Alburgh Village Hall runs according to Charity Law.

Elections will take place at the AGM on 9th May 2024. Those elected will be required to complete the trustee agreement before their appointment is confirmed with the Charity Commission, this is in line with the Alburgh Village Hall commitment to due diligence in the appointment of trustees.