

MINUTES OF LAVANT MEMORIAL HALL MANAGEMENT COMMITTEE
ANNUAL GENERAL MEETING held in the Bleaches Room, Lavant Memorial Hall
ON TUESDAY 5 DECEMBER 2023 AT 6.30pm.

PRESENT Mr D Kent Ms M O'Grady
 Miss J Riseborough Dr P Rivett
 Mrs E Sheppard Mrs S Sims
 Mrs L Tucker Mr R Wignall

IN ATTENDANCE

One member of the public - Mr H A Bleach

The Chairman, Mr Wignall welcomed everyone to the meeting.

1. APOLOGIES

Apologies were tendered by Mr O'Brennan and Mrs S Ings

2. MINUTES of the meeting held on 6 December 2022 together with the minutes of the Extraordinary meeting held on 4 April 2023 having been previously circulated were approved as being a true record of the meetings and signed by Mr. Wignall.

3. MATTERS ARISING

3.1. There were no matters arising.

4. CHAIRMAN'S REPORT

4.1 The report was circulated to all committee members prior to the meeting - see Appendix 1.

4.1.1 There were no questions on the report. It was unanimously agreed to its adoption.

5. TREASURER'S REPORT AND ADOPTION OF ACCOUNTS

5.1 A copy of the unexamined accounts had been circulated to all members - see Appendix 2.

5.1.1 The Chairman reported that he still had to discuss the report with the Treasurer and once this has been done the accounts will be submitted to the Examiner. The Treasurer went through some aspects of the income and expenditure and it was noted that the figure for hall hire income after small adjustments was in line with that of the Hallmaster figure (the programme that we use for bookings) It was noted that the Hall financial position had rebounded from the effects of the pandemic.

5.1.2 An extra ordinary meeting will be called to approve and adopt the accounts for year end 31 August 2023 when examination has been completed by the Independent Examiner.

ACTION - CALL AN EXTRA ORDINARY MEETING

6. SECRETARY'S REPORT

6. The report was circulated to all committee members prior to the meeting - see Appendix 3
There were no questions on the report. It was unanimously agreed to its adoption.

7. APPOINTMENT OF ORGANISATIONS' REPRESENTATIVES

Lavant Horticultural Society	Vacancy
Lavant Short Mat Bowls Club	Vacancy
Lavant Cricket Club	Mr R Wignall * until CC AGM in February 2024
Lavant Football Club	Mr D Kent *
Lavant Friendly Club	Vacancy
Lavant PCC	Vacancy
Lavant Parish Council	Mrs L Tucker* - until PC Annual meeting in April/May
Lavant Players	Mr J O'Brennan*
Lavant WI	WI in suspension. The Craft Group still meets but they are unable to nominate a representative.

* re-elected members

8. ELECTION OF OFFICERS AND VILLAGE REPRESENTATIVES

Treasurer The nomination of Miss Riseborough for the position of Treasurer was nominated by Mrs Sims, seconded by Mr Kent and unanimously agreed. There were no further nominations and Miss Riseborough kindly agreed to accept the post.

Secretary The nomination of Mrs. Sims for the position of Secretary was proposed by Dr Rivett, seconded by Mrs Sheppard and unanimously agreed. There were no further nominations. Mrs. Sims kindly agreed to accept the post.

Chairman To be elected at the committee meeting to be held on 2 January 2024

Vice-chairman

ACTION - NEXT MEETING

8.1 Village Elected members

Mrs Susan Ings, Mrs Elaine Sheppard, and Dr Rivett were nominated; there were no further nominations therefore the Chairman declared the above persons duly appointed to the committee for the coming year.

8.2 Co-opted Member. Mrs M O'grady was proposed by Mrs Tucker, seconded by Mr Bleach and unanimously agreed that she be co-opted onto the committee.

9. Trustee eligibility declaration. It is a requirement of the Charity Commission that trustees declare their eligibility to serve on the Management Committee. All members of the committee become Trustees of the charity once appointed. A declaration form was circulated for all members to sign. Completed form to be held on file.

ACTION - SECRETARY

There being no further business the Chairman closed the meeting at 6.50pm.

Signed: W R Wignall

Date: 3 December 2024

Appendix 1 Chairman's report
Appendix 2 Treasurer's report - copy of accounts
Appendix 3 Secretary's report