

**Matfen Village Hall Committee AGM 2020-2021**  
**Tuesday Feb 9th 2021 via Zoom**

**Present:** Rachael, Phil, Jean, Liz, Richard, Danny, Rev Rachel, Yvonne, Lynda Padgett, Andrew Waters, Bella Blackett, Kay Murray, Kevin George.

**Apologies:** Jeannie, Christine Morrison (GoLocal)

The meeting was recorded and the recording has been deleted as confirmed minutes are completed. Please get in touch via [jeanconteh@waitrose.com](mailto:jeanconteh@waitrose.com) if you'd like copies of any of the papers. Many thanks to Rev Rachel again for hosting the meeting and for ongoing support.

**Agenda**

ITEM
<p><b>1. Note of agreement to hold AGM on Zoom (following Charities Commission and CAN advice)</b></p> <p>The meeting has been extensively publicised via posters, Facebook, word of mouth and email distribution. It was agreed unanimously that it was appropriate to hold it.</p>
<p><b>2. Minutes of last AGM, March 10th, 2020 (see papers)</b></p> <p>There were no corrections and one ongoing action - Rachael will buy some mugs ready for reopening!</p> <p>Acceptance of minutes: proposed by Richard, seconded by Rachael.</p>
<p><b>3. Chair's Annual Report (Rachael) (see papers)</b></p> <p>Rachael presented the chair's report, which thanked the committee and particularly Phil, Liz and Jean for their hard work through the year, and gave an overview of developments in 2020 and prospects for 2021.</p> <p>Yvonne offered thanks to Rachael for her work through the year as Chair and for bringing a cohesive group together.</p> <p>Acceptance of Chair's Report: proposed by Phil, seconded by Richard.</p>
<p><b>4. Appointment of Independent Examiner for accounts</b></p> <p>Two independent auditors were nominated; Lynn Urwin and Alan Poskitt.</p> <p>Acceptance proposed by Jean, seconded by Rachael.</p> <p>It was agreed that we would nominate auditors for the 2021 accounts in November.</p>
<p><b>5. Treasurer's Annual Report and Statement of Accounts (Phil) (see papers)</b></p> <p>Phil took us through the accounts, pointing out that 2020 hasn't been a representative year, with only one full month of activity since March 2020.</p> <p>Some restructuring has taken place, particularly with utilities, which are now much cheaper, so some of the figures may look inflated for this year.</p> <p>NCC grants for Covid resilience have been received; £8,238.40 of these are being kept in reserve for the coming 4 years in order to balance the books.</p>

Phil concluded that, despite Covid, we are in a very healthy position, and we can benefit from the successful savings made by the previous committee to put in place an ambitious plan of development.

Phil also presented income and expenditure in **Cost Centres** (including Covid measures).

Jean offered thanks to Phil for keeping the accounts and presenting them in such a clear way.

Acceptance of Treasurer's Annual Report and Statement of Accounts: proposed by Rachael seconded by Liz and Richard.

#### **6. Appointment/election of trustees for 2021**

Rachael provided background about how the VH administration works to meet Charity Commission requirements and the requirements of our Trust Deed document (1975). This means we can have up to:

8 trustees (and a minimum of 3)

9 committee members (representing community groups) and 3 co-opted members

She also explained how we work with other agencies, including Community Action Northumberland (CAN), Matfen Estates, contracted cleaners, hall hirers and community groups, and outlined the possibilities for working together on projects.

Our trustees for 2020 were:

Rachael Dempsey, Phil Chaffer, Jean Conteh, Richard Szweda, Struan Wilson, Jeannie Brady and Yvonne Fullwood.

Two trustees have expressed their intentions to stand down (Jeannie and Yvonne); and the remaining 5 have expressed interest in standing again. No one else has put their name forward to become a trustee.

It was proposed that the 5 trustees continue in 2021, this was seconded Danny and agreed by all (Struan had expressed agreement by email).

Officer roles will be agreed at a meeting after the AGM.

This means we currently have 3 vacancies for trustees for the charity.

Jeannie and Yvonne were thanked for their service for the VH over the years. Jeannie took on a key role as Chair during the handover to the new committee in 2020. We welcome her intention of continuing to be involved in village events, and Yvonne's interest in coming back to the committee when work pressures permit.

#### **7. Reports from user groups (if any)**

We welcomed Andrew Waters to the meeting, who represents the Karate Club, which has held sessions in the hall for many years, and has been a faithful hirer during all the uncertainties of 2020. Andrew is currently running sessions online and we hope he will be able to come back for face-to-face sessions in the hall when conditions permit.

#### **8. Future Possibilities (Jean) (see papers)**

Jean presented a brief paper outlining possible future developments in the hall, which include:

- Maintenance and development of the hall fabric and amenities
- Development of IT/AV in the hall, along with enrolling on the new CAN portal for village halls in Northumberland

- Redesign and refit of the kitchen
- Purchasing light folding tables and chairs

Phil spoke to the first point about maintaining the fabric including floors, windows, toilets, improving storage capacity and dealing with condensation in the hall. Kay Murray pointed out the problems faced in the past with Sir Hugh turning down proposals to replace the windows; this now seems to have been overcome through negotiation with Matfen Estates and discussion with NCC about conservation issues.

On the question of storage, Andrew mentioned that the Karate Club has 4 big floor mats stored in Stamfordham VH, and it would be useful to have some (or all) of these in Matfen.

Jean spoke to the development of IT and the suggestion to add funding from our reserves (and/or possible future grants) to the £1,500 granted by NCC Community Chest so we can have a good quality system professionally installed. This was well received. Danny asked about whether it would be able to project films for children, which it definitely would.

Rachael invited anyone with further questions and/or suggestions to come forward and have their say, after the meeting if desired.

Acceptance of Future Possibilities paper: proposed by Rachael, seconded by Richard.

#### **9. AOB**

There was no other business.

**Date and time of next AGM: Tues. Feb 1, 2021** – to be confirmed nearer the time (and held face-to-face, if possible).

**Matfen Village Hall Trustees Meeting**  
**Tuesday Feb 9th 2021, following AGM, via Zoom**

**The purpose of this meeting is to appoint/elect the officers to serve for 2021**

Present: Rachael, Phil, Jean, Richard.

Apologies:

**Agenda**

ITEM	ACTIONS
<p><b>1. Admin. matters (Jean):</b> To record actions taken and still ongoing since the November 4 committee meeting:</p> <ul style="list-style-type: none"> <li>• It's been agreed with Matfen PC that we will share minutes of our meetings</li> <li>• The decision not to renew the WNCBC subscription (see Minutes, Nov 4, Item 10) was reversed</li> <li>• Tracking previous committee records is now complete, and those collected are being kept by the treasurer and secretary</li> <li>• Decisions about including volunteer groups in the committee and projects still need to be made.</li> </ul>	<p>Working with volunteer groups to be an item for the next committee meeting – Rachael will circulate some ideas.</p>
<p><b>2. Appointment/election of officers for 2021:</b></p> <ul style="list-style-type: none"> <li>• Chair: Rachael (proposed by Phil, seconded by Jean)</li> <li>• Co-chair: Richard (proposed by Rachael, seconded by Jean)</li> <li>• Treasurer: Phil (proposed by Rachael, seconded by Jean)</li> <li>• Secretary: Jean (proposed by Rachael, seconded by Phil)</li> </ul>	<p>Trustees to sign Declaration of Acceptance into Office (Jean to send round, along with Charities Commission guidance)</p>
<p><b>3. AOB:</b></p> <p>In a discussion, Phil suggested the need for a sub-committee to manage the building work in the hall, and Jean and Richard shared further details about the consultation with AV Solutions about installing IT/AV in the hall</p>	<p>Jean to circulate quotes for IT/AV and look for further funding possibilities</p> <p>Phil to circulate overview of work to be done, in order to develop a prioritised list for action.</p>

Date for next committee meeting: **Weds March 3, 7pm** (probably still on zoom)