

## Llandenny Parish Hall

### Minutes of the Annual General Meeting of the Administrative Committee held on Tuesday 25 June 2019 at 7.30 pm in the Parish Hall

#### Present:

Administrative Committee Members: Rev Canon Tim Clement (Chairman), Phil Tilley, Sue Russell, Sue Boret, Caroline Green

Supporters: James Boret, Graham Green, Liz Hepburn, Doug Hepburn, Michael Hardwick, Alison Roberts, Malcolm Wallace, Sue James, Nigel James, Sue Deacy, Mark Williams, Karen Williams, Fay Mansell, Colin Mansell, Peter Selkirk, Chris Shaw, Peg Shaw, Ade Tew, Richard Wyatt

**Apologies:** Louise Jones, Dave O'Brien, Mike Boret

- 1. Apologies for absence.** These are noted above.
- 2. Minutes of last meeting.** The minutes of the AGM held on Tuesday 12 June 2018 were agreed as a true record and signed by the Chairman.
- 3. Matters arising from the minutes.** There were no substantive matters arising from the previous AGM minutes.
- 4. Chairman's Annual Report.** Caroline Green presented the Management Committee Chairman's Annual Report as follows.

*As we look back on this last year I think that it should be considered as quite significant in the history of the village hall.*

*Not only have we established Llandenny Area Community Trust, which has been lead and co-coordinated by Phil Tilley, but we have had a portion of land donated to us through the generosity of the Mansell and Boret families.*

*The setting up of the trust provides us with a better structure from which to apply for funding and grants for future redevelopment and also enables us to benefit from gift aid. The new land opens up many possibilities for new events at the hall and makes it a much more attractive venue for the local community to use.*

*During this year we have also hosted a number of events, including:*

- *Fireworks*
- *Christmas Meal*
- *Christmas Day Drinks*
- *Televised Rugby*
- *Monthly Saturday Coffee Mornings*

*All have been well attended, although primarily by a small element of the local community. We are keen to increase this and thanks to Alison Roberts, some leaflets have already been distributed to The Walks, Twyn Sherrif and Kingcoed.*

*This coming August we will be hosting Llandenny Vibe, which we hope will become an annual music event. To date, this has been largely organised by Mark, Ade, Richard, Donna and Graham, but we will be discussing this later in the meeting.*

*In preparation for the proposed development works and funding applications, we have also commissioned a survey (again put together by Phil) to gauge the community interest for the proposals. This is still live, but observations so far are as follows:*

- *44 people have responded with 41 (93%) of those have attended an event at the hall.*
- *The majority (nearly 80%) have attended more than 3 events.*
- *Over 80% of the respondents consider that the events were excellent or very good in terms of value for money.*
- *85% considered these events to be very important.*
- *The majority rated the facilities as average/mediocre with only 10% considering them to be excellent. Nobody considered them to be poor.*
  
- *Of those who had not attended an event one stated they considered them for villagers only and another stated they gave other events a priority.*
  
- *19 people had booked the hall for a private event and 9 of these had done so in the past uyear.*
- *Only one person rated the quality of the facilities as excellent with the majority (over 85%) rating them as fair to good.*
- *The scoring improved when asked if the facility met their needs.*
- *12 out of 19 people considered the booking process to be excellent or very good.*
  
- *Those that had not booked the hall were asked why not. 10 stated they had never had a need and 5 said because of poor facilities.*
- *Top considerations when booking the hall were Cleanliness, catering facilities, price, toilet facilities and warmth (in that order).*
- *The majority 27 out of 36 considered an easily accessible meeting point to be very or critically important.*
  
- *The majority considered that improved toilets or revamped kitchen would encourage more use, 36% considered different events to be important.*
- *Most respondents had seen the plans and considered them to be a good idea and would encourage them to use it more.*
  
- *30 of the respondents lived in Llandenny*

*This is really useful information and we hope to improve on the 44 responses during the next couple of weeks before the survey is concluded.*

*This really only leaves me to say thank you to the committee and supporters for all of their hardwork during the course of the year.*

*As you will be aware, both Sue Deacy and Colin Mansell are resigning their positions this year, as am I. I would like to thank Sue and Colin for their commitment and hardwork, during the last 10 and 3 years respectively and assure those stepping into these roles that we still wish to be involved and will support them in whatever way we can.*

*Thank you also to the rest of the committee, trustees and supporters for all of their hardwork during the course of the year and I hope that you will continue to support future initiatives and thereby safeguard the Hall for future generations.*

The report was received by the meeting and Caroline was thanked for her hard work as Chairman over the past year.

**5. Treasurer's Report.** Sue Deacy presented the Management Committee Treasurer's Report as follows:

It had been another satisfactory year financially with the key figures for the period 1 May 2018 to 30 April 2019 being as follows:

Opening Balance:

Cheque Account	8747.58
Stock in hand	191.63
Float	29.50
Total	8968.71

Income

Bar	538.71
Produce Swap	298.07
Music Night	194.72
BBQ	471.24
Skittles	143.77
Fireworks	81.93
Christmas	396.39
Rugby	650.60
Hall Hire	1770.00
Donation	20.00
Grant	1902.99
Total	6468.42

## Expenditure

Cleaning	73.42
Rates	133.12
Insurance	346.52
Licence	70.00
Fire Safety	61.29
Cesspit	72.50
Water	118.28
TV licence	150.00
Electricity	418.66
Website	85.13
Misc	4144.47

Total	5673.39
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Surplus	795.03
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Increase in stock	82.29
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## Closing balance

Cheque Account	9541.46
Stock	273.92
Float	30.65

Total	9846.03
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The surplus for the year was down on last years. However, expenditure included investment in equipment including the gazebos and the cost of the final stages of the bat survey so overall it was a satisfactory result.

The report was received by the meeting and Sue was thanked for her hard work as Treasurer over the past year.

**6. Report on Formation of Llandenny Area Community Trust (LACT).** Phil Tilley gave a report on the formation of a new Charitable Incorporated Organisation (CIO) known as Llandenny Area Community Trust.

A CIO is a new form of legal entity designed for non-profit organisations in the United Kingdom. The main benefits of the CIO are that it has legal personality, so can conduct business in its own name, and limited liability so that its members and trustees will not have to contribute in the event of financial loss.

It has been agreed by the Monmouth Diocesan Trust that LACT will take over the management of Llandenny Parish Hall from the present Management Committee. However, it is hoped that those involved with the present Management Committee will continue to be equally committed to helping with LACT and indeed that the wider community will become more involved.

An immediate benefit is that LACT can hold the land next to the Hall that has been donated by the Boret and Mansell families and, once registered with HMRC, LACT can claim GiftAid on any financial donations.

The objects of LACT, as embedded in the constitution registered with the Charity Commission, are:

*The provision and maintenance of a village hall for the use of the inhabitants of Llandenny and the surrounding area without distinction of political, religious or other opinions, including use for:*

- (a) meetings, lectures and classes, and*
- (b) other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the inhabitants.*

Anyone who is supportive of the aims and objectives of LACT can become a Member.

The first AGM of the Trust will be held immediately after this meeting at which people can sign up to become Members and Trustees and Officers will be elected.

**7. Report on Restructuring of the Management Committee.** Following on from the above Caroline outlined the changes to the management of the Hall now that the responsibility has been passed to LACT.

The present Management Committee will cease to exist in its present form. It will be replaced by the Trustees of LACT, who have duties and responsibilities similar to those of Directors in a Limited Company, and by groups consisting of Trustees and active Members who will take on the day to day running of the Hall, events, fund raising and so on.

There can be between four and twelve Trustees with five or six probably being the optimal number.

There will be regular, probably quarterly, meetings of Trustees and Members to receive updates from the operational groups.

The funds in the existing Management Committee Bank Account will be transferred to a new account in the name of LACT.

The meeting expressed its thanks to Phil for all the work he has put in setting up LACT.

## **8. Appointment of parish representatives to the Diocesan Trust Administrative Committee.**

*Background: There are six members of the Diocesan Trust Administrative Committee that was established under the Trust Deed that established the Parish Hall on 29 May 1956. Three are the Incumbent and the two Churchwardens of the Parish of St John's Llandenny. The other three represent the wider community and are the Chairman of the Management Committee (now the Chairman of LACT) plus two other residents of the Parish to be elected at the AGM.*

*This Committee meets infrequently but has oversight of the running of the Hall on behalf of the Monmouth Diocesan Trust, who are the legal owners of the Hall. It is not directly affected by the formation of LACT.*

Sue Boret has indicated her willingness to stand again for one further year. Phil Tilley will be standing down as an elected representative. Alison Roberts indicated her willingness to

stand to fill the vacancy. There were no further nominations so it was agreed that the Trustees representing the community for the coming year would be Sue Boret, Alison Roberts and the Chairman of LACT (ex-officio).

It was noted that one of the Churchwarden positions is currently vacant so there are only five Trustees at present. This will be rectified once a second Churchwarden has been appointed.

#### **9. Any Other Business.**

Tim Clement had announced at the beginning of the meeting that he will be retiring from his position of Area Dean of Raglan and Usk at the end of August. The meeting expressed its warm appreciation for the help and support he has given the Hall Management Committee during his time leading the Raglan Area Ministry.

Other matters will be discussed at the LACT AGM that will follow the meeting.

The meeting was closed and followed immediately by the first AGM of Llandenny Area Community Trust.