

Lancashire Association of Village & Community Halls
Annual General Meeting 01 April 2023
Grindleton Pavilion

Members met at 9.30am for start at 10.00am

Present: Eileen Murray (Chairman), Sian Middlebrough (LAVCH Trustee), Teresa Taylor (Treasurer), Denise Partington (Community Futures Chief Executive & Guest Speaker)

Members: Rosemary Duckworth (Rimington Pavilion), Karen Durkin (Cowpe Community Hall), Anne Huson (Grindleton Pavilion), Brian & Ann Chiverton (Barton Village Hall), Andrew Marsden (West Bradford Village Hall), John Melling (Mellor Brook Community Centre), Peter & Barbara Higham (Whittle-le-Woods), Annette Patten & Audrey Pickup 9Salesbury Memorial Hall), Bilal Bham (Deepdale Catherine Becketts Community Centre)& Pat Hastings (Toll Bar Cottage CHRC)

Apologies: Received from Ruth Cabus, Dilys Day, Rachael Dinsdale, Ken Dunn, Ann Groves, Wendy Hall, David Kay, Bernard Kershaw, Simon Kirkman, Maureen Richardson, Rachel Whittle

Chairman opened the meeting and all noted the fantastic venue with wonderful facilities. Anne Huson (Trustee at Grindleton Pavilion) offered to show any round as they wished.

Chairman then gave the Annual Report (annexed to these Meeting notes) and she was thanked, particularly for her willingness to step forward at a difficult time for LAVCH & her continuing commitment.

Treasurer gave her Report, noting that Accounts had not been audited. Her Report is annexed to these notes and she was thanked by Members.

A proposal put forward by Trustees that no fees be levied for the forthcoming year was unanimously approved.

A further proposal put forward by Trustees that RBS Bank account be closed with all remaining balances transferred to Lloyds Bank Account (in the name of Lancashire Association of Village & Community Halls) was approved unanimously.

Constitution: Chairman had circulated a copy of the recommended new Constitution for the Association as discussed at length by Trustees. She emphasised that Trustees wish to change the “objects” of the Constitution since none were qualified to give advice. The Constitution cannot be changed until Charity Commission agrees to the change in “objects” however Members unanimously agreed to the Constitution being changed to “Small Charity Constitution, Lancashire Association of Village & Community Halls” as had been duly circulated to Members prior to the Meeting.

Appointment to Executive Committee & Election of Officers: Current Trustees (Eileen Murray, Sian Middlebrough & Teresa Taylor) were prepared to remain as Trustees. Following

discussion, three additional Trustees were duly elected: Anne Huson, Karen Durkin & Bilal Bham. This was welcomed as a means to ensure future proofing of the Association.

Election of Officers: The following were elected : Eileen Murray (Chairman), Sian Middlebrough (Secretary), Teresa Taylor (Treasurer)

Members discussed numerous options & issues regarding banking arrangements: this was suggested as a future topic for meetings.

Chairman then closed the Annual General Meeting

Guest Speaker, Denise Partington (Chief Executive, Community Futures) then addressed the meeting firstly by explaining what Community Futures (CF) does & how this can assist Village & Community Halls. (Urban as well as Rural) CF dates back to 1937, still works throughout the Palatine Area of Lancashire and uses their contacts across 38 Community Councils in England to be the eyes & ears for DEFRA, reporting to DEFRA quarterly & lobbying for policies on energy, broadband & rural life e.g. Post Office closures. CF runs out of school clubs & daycare to remain relevant & through Covid developed lots of services for families. All were recommended to look at the website [Community Futures](#) but to ask if you cannot find what you want.

She then gave a presentation, taking queries throughout, on Trustee Recruitment using an interactive series of slides (these can be accessed via LAVCH website) giving food for thought to Trustees old & new. All were reminded to consider diversity of thought as well as the more obvious i.e. persons from diverse backgrounds. CF has a great deal of experience & resources with guidance & are happy to assist, including attendance at meetings. It was noted that so many need to consider the responsibilities of being a Trustee, particularly those who may only feel they are a volunteer. The various different structures for Trustees was discussed, but also the "Essential Trustee" from Charity Commission & LAVCH website, and the importance of mentoring & buddying by existing Trustees.

She explained that basic Membership for Community Futures was at Tier 1 £30 per annum. If further support was needed (including attendance at meetings) this would usually be at Tier 2 with fees at £250 per annum, but this may then drop the following year to Tier 1. Tier 2 may also be very helpful if Halls wanted support for funding bids and this level also allows for at least 1 session for 6 training modules. Charity Commission also has a Welcome Pack, free to download & Denise would append her slides & useful links for all.

Denise was thanked by Members for her most informative presentation.

Following a refreshment break, Members then considered the agenda for Members' Meeting:

Day / Time for next Teams Meeting: Monday evenings were problematical for a number of Members who wished to partake & therefore consideration was to be that no set day would be fixed, although evenings were better for most. **The next Teams Meeting was then agreed at Thursday 1st June** with a review to take place at a later time.

Chairman gave an update on the last 2 on line sessions. A session on bookings had been found useful, especially through the use of social media. This session diverted to a discussion on further social media training & this was felt to be of benefit, especially by the members of Ribble Valley Halls Association who had attended. Consideration was to be given to Community Futures paying for such training for LAVCH Members (Bilal Bham could advise on this) Eileen Murray suggested that, if a meeting was wanted on Facebook, any would need to say why & at what level in order to gauge interest & relevance for learning; subsequently the possibility of funding by Community Futures could be assessed.

The meeting on On Line Bookings had been well received, Hallmaster the preferred system (£200 with paypal option)

Topics for next meetings Banking arrangements (following on from RBS, but also regarding mandates & on line banking) : Insurance (What should be covered, including Trustees and Volunteers / what does not need to be covered, what rates to pay) : Health & Safety (potentially including Safeguarding, but also Legionella risks pertinent to Halls with shower facilities)

Open Forum : Discussion followed on numerous topics including job roles for any staff, as well as Trustees, how & when any payments are made for these roles. And the reminder for compliance with HMRC rules on employment

“Martin’s Law” is going through Parliament regarding terrorist threat to facilities following the Manchester Arena bombing. Whilst the effect on LAVCH was unknown, an effect is inevitable.

Next Physical Meeting: Members were reminded that it was traditional but also useful to circulate physical meetings around the County, giving an opportunity to look at other facilities, but also that it was expected the Host Hall would charge LAVCH for the meeting.

Saturday 30 September 2023 was agreed Grimsargh Vilage Hall was available, but since that Hall has been host for a number of Meetings, another would be preferable.

Chairman thanked all for their attendance & participation & closed the Meeting at 12.56pm.

Anne Huson was thanked for hosting & showed some Members around the Pavilion.

Lancashire Association of Village and Community Halls

Chair's Report for AGM – April 1st 2023

So it is a while since we have held an AGM, as back in 2019 the association was teetering on the brink of being wound up. Then we all had Covid to deal with, which had a dire impact on everyone. No Trustee could ever have imagined they would have to get to grips with what that entailed.

Those days are now mercifully behind us, it has been a great pleasure watching the Association grown again in terms of members and adapting to our new, evolving “modus operandum”.

We have 36 “active” halls – being those in direct correspondence with us over the past three years and there are 45 members in the Facebook Discussion Group.

This is our seventh meeting since “resurrection” and we have had some really useful sessions on:

- Charging structures
- “All things energy” – heating and lighting systems of the future with Kate Gilmartin giving an excellent presentation on all that we should/could be considering for our future sustainability
- Some debates about our Constitution – more later
- A brilliant session on online booking systems – for which I must again thank Anne Huson and Simon Kirkman for giving us marvellous “live” demos of their systems, as well as that by Gemma from Hallmaster
- And most recently a session on ways to get more bookings, specifically using social media. Simon once again giving us a presentation – this time how Wordpress works for them

We have also had many interesting debates in the “open forums”, too many to list.

It is with a wry smile that I note we haven't really much discussed the wretched PRS/PPL, but I have had some heart-wrenching emails, showing how it continues to cause serious stress for some halls.

Then there has been the Facebook Discussion Forum. As I said, it has 45 members now and it is great to see people posting up queries and getting lots

of responses. From recommendations for contractors for wooden floor replacement, technical equipment installations, broadband, suitable pay rates for staff to sample hiring agreements and a host of other things. It is also a great place to get suggestions for future online meeting topics and for me to send out meeting details and notes. In addition, it is a delightful place to welcome and introduce new members.

The main use for the website, presently, is a place to post the meeting notes and links to recordings of the online meetings. I don't intend to post up "adverts" for forthcoming meetings, as that would be a chunk more effort and I don't think it would be for a great deal of gain.

The new "modus operandum" has it much more like a members' "club" than an advisory body, where we all help each other. I think it is working well and I sincerely hope you do too.

I would like to thank Sian and Teresa for their continuing rolls as the other two in the admin team. We do really need a couple more to join our merry gang.

A special thanks has to go to Teresa. Not only is she again doing our annual accounts, she has finally managed to achieve the at one time seemingly unachievable task of getting hold of our funds and getting them into our new bank account, to which we have ready access.

And finally, thanks to you all – our members, without whom there would be no discussions, no debates, no banter, no Association – thank you! 😊

Eileen Murray

Treasurer's Report to LAVCH Annual General Meeting 01.04.23

Good Morning Members

Hopefully you all have sight of a copy of the unaudited accounts to 31.03.23?

My apologies that these have not been audited, but I felt it important that Members had a chance to see what has happened in the last few years. You will note a healthy balance of just under £8000, credit for this must go to previous Trustees, in particular Marcus Hill (deceased) and Audrey Weatherill.

Due to the balance, together with only minor anticipated expenditure the Trustees recommend that the Membership fees will not need to be levied for a further year.

The reason for the estimated figure for receipts is that the bank statement to 31 March 2023 has not been received & therefore interest for the final quarter has to be confirmed.

It has taken 7 years to sort out the bank mandate with RBS, due to a number of factors: possible lack of supporting documents to RBS by a former (short term) Treasurer, but also complete intransigence by RBS. However I can now confirm that the RBS mandate has now been approved for any 2 of the 3 current signatories (Eileen Murray, Sian Middlebrough & Teresa Taylor) to make any payments.

Due to these issues, Trustees were advised to set up a new bank account: this has been done at Lloyds Bank, with the same 2 of 3 signatories, but also for internet banking. You will therefore note a £7000 transfer from RBS account to Lloyds and the Trustees wish to seek approval for closure of RBS account and all remaining funds (approx. £996.31) transferred to Lloyds Bank.

As soon as statement to 31 March 2023 is received from RBS I will finalise the books, have these independently verified & seek approval from Trustees before submitting the accounts to the Charity Commission. The accounts will be uploaded to LAVCH website.

I am happy to answer any questions.

Teresa Taylor

Treasurer LAVCH

Lancashire Association of Village & Community Halls
Receipts & Payments for the period 01.04.2022 to 31.03.2023

Receipts

Affiliation Fees identified	0.00
Meeting income	0.00
Non Identified Receipts	0.00
Bank Interest received	31.82
	<u>31.82</u>

Payments

Affiliation Fees	0.00
Meeting Expenses 01.10.22 & 01.04.23	98.00
Technowhow	0.00
Insurance	0.00
Travelling Expenses	0.00
Stationery & Postage	0.00
Training	0.00
Non Identified Payments	0.00
Transfer from RBS Account to Lloyds Account	7000.00
	<u>7098.00</u>

Lancashire Association of Village & Community Halls
Balance Sheet for Period End 31 March 2023

Opening Bank at 01.04.2022 RBS was only bank account at 01.04.22	7981.11
Deficit for the period	-66.18
Closing RBS Bank at 31.03.23	1012.93
Closing Lloyds Bank at 31.03.23	6902.00

Prepared by Teresa Taylor (LAVCH Treasurer)

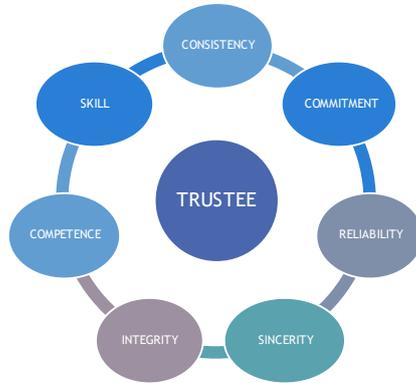
The Balance Sheet & Income & expenditure Account have been prepared from the books and records of Lancashire Association of Village & Community Halls and I certify them to be in accordance herewith

I have examined the books & records for Lancashire Association of Village & Community Halls for the year 01.04.2022 to 31.03.2023 & consider they are an accurate reflection of the financial position

Examined by Alison M Gerrard MAAT

Date

YOU



Reasons for becoming a Trustee

- ▶ I was asked
- ▶ I wanted to meet new people
- ▶ I retired from paid work
- ▶ To save the hall
- ▶ To learn new skills
- ▶ To not lose skills
- ▶ To give something back
- ▶ To get out of the house
- ▶ ?????

You only get one chance to make a first impression

Charity Duties:

- ▶ Managing conflicts of interest
- ▶ Not accepting personal benefits
- ▶ Acting within the objects and the powers of the charity's governing document
- ▶ Safeguarding the assets
- ▶ Acting with care
- ▶ Acting collectively

GOOD PRACTICE

- ▶ Is your agenda right for business?
- ▶ Do you make sure decisions are recorded properly?
- ▶ Is authority delegated appropriately and legally?
- ▶ Are your policies sufficient to manage and govern legally?
- ▶ Are your financial processes clear and up to date?

Get Ready

- ▶ Rules about appointing trustees
- ▶ Boilerplate document
- ▶ Skills audit
- ▶ Who are you looking for?
- ▶ What do you expect them to do?



Recruitment Pack

- ▶ Boilerplate document
- ▶ Who you are looking for
- ▶ Role description
- ▶ Governance structure
- ▶ Contact details for discussion, guided tour.



About Diversity

- ▶ Backgrounds and perspectives
- ▶ Bias in trustee recruitment and selection
- ▶ If the community and people that the charity serves are included in decision making
- ▶ Accessibility of meetings and board information
- ▶ Behaviour at meetings
- ▶ Inclusive behaviour in decision making and engaging with staff, volunteers, members, service users and beneficiaries.

Recruitment Process

- ▶ Formal -
 - Application form and criteria
 - Selection panel
 - Interview Panel
- ▶ Informal -
- ▶ Invitation to Board meeting
- ▶ Structured discussion with the Chair

Induction

- ▶ Information:
 - a) Constitution.
 - b) Latest Trustees' Annual Report and statement of accounts.
 - c) Meeting schedule and other important dates.
 - d) Trustee contact details
 - e) Trustee Eligibility declaration
- ▶ Guidance
 - a) Bedtime reading
 - b) mentoring, buddying

Training and other useful information

- ▶ Trustee training, information, advice, and guidance from Community Futures. Currently offered as part of Level 2 membership.
- ▶ Online Free - ICEAW <https://www.icaew.com/technical/charity-community/trustee-training-modules>
- ▶ Online free welcome pack - GOV. UK <https://www.gov.uk/government/publications/charity-trustee-welcome-pack/charity-trustee-welcome-pack>
- ▶ The Essential Trustee downloadable guidance - Charity Commission <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

