

Third Annual Meeting of Caryford Community Hall Association (Reg 1192922)

20 September 2024

Minutes

Members Present: Tom Burr (President), Ian Bynoe (Chair of meeting), Helen Leary, Ray Leary (also Ansford Parish Councillor and rep to the Committee), Annette Bedford, Barbara Flower, Sara Shepherd, David Cheek, Angie Cheek, Robert Reeves, Caroline Reeves, Ian Bynoe, Christine Davidson (Booking Secretary), Jo Webb, Judith Cole (Vice-Chair), David Bright (Treasurer).

Non-members: Jackie Bright, Councillor Margaret Bebbington (Castle Cary Town Council), Councillor Dave Gill (Castle Cary Town Council and rep to the Committee).

1. Apologies

Laura Tilling
Elizabeth Winkley
Sarah Earle-Marsh
Martin Halford
Jill Halford
Elizabeth Middleton
Marilyn Simcox
Laura Napper
Judi Morison

2. Minutes of Annual Members Meeting held on 19 July 2023

These were approved.

The following matters arising were reported on:

- (i) Committee to investigate cost comparison of metered and non-metered water supply to building: Ian Bynoe (IB) reported that since the last AGM the Committee had discovered that although Wessex Water supplied water to the building there was no record of us having paid sewerage charges. This had arisen during legal researches associated with the National Lottery grant. The Water Company had investigated the connection and accepted that the hall was connected to the mains sewer. However it had not yet issued any demand for sewerage and the Trustees did not want to prompt it to do so. It was possible that the previous six years' worth of services could be charged for, but IB was doubtful this would now happen.
- (ii) Committee to improve website to update and improve it: IB reported that Martin Halford had led on this work and the new site was up to date and much improved. Members expressed their thanks to Martin for this work.

3. To receive annual statement of accounts of the charity period ending 30 April 2024 (duly examined) followed by any questions and discussion

A digital copy of the Annual Statement was made available to members prior to the meeting.

David Bright (Treasurer) highlighted key points the accounts highlighting the following main points:

- (i) The financial year had been concluded with a small surplus of general unrestricted income over expenditure. This was due in part to us overestimating the reduction in income in the year due to the building works, which had not been experienced.
- (ii) The signed accounts had been prepared and examined by an accountants' firm because the large capital flows required to finance the extension building project took us over the Charity Commission threshold and required "accrual accounting".
- (iii) When all payments for Phase 2 of the Extension Project had been made there remained approximately £14k unspent which could be put towards the costs of Phase 3.

4. To receive the Annual Report of the charity Trustees for the period ending 30 April 2024 followed by any questions and discussion

The Annual Report had been made available to members prior to the meeting.

IB introduced a set of presentation slides (as follows)

Key achievements from 2023/2024

- ☐ Hiring activity increased to 34 hrs average per week, including weekends and bank holidays
- ☐ Secured capital funding to finance Phase 2 of Extension Project
- ☐ Saw contract for Phase 2 through to satisfactory completion in May 2024, on time and on budget
- ☐ Kept hall open with minimal disruption to hirers throughout building works
- ☐ Brought new hire spaces into early use, sometimes all 4 spaces in use!
- ☐ With wide range of volunteers and other supporters continued regular holding of performance and other events eg Hidden Gardens day to raise funds for Phase 3 and operational costs

Looking forward

- ☐ Explore options for Phase 3 alterations to improve foyer, incorporating former kitchen, possibly on an interim basis before full funds available
- ☐ Continue fundraising activity, since significant capital still required to complete redevelopment project
- ☐ Also Committee will explore options for some improvements to car park surface, and sources of funding for this work
- ☐ New hirers and activities: please spread the word, leaflet drop with newsletter
- ☐ There will be some changes in the trustees next year and new trustees would be welcome, willing to take on specific roles/responsibilities

IB reported that he would not be offering the chair the Trustees' Committee beyond the next Annual Meeting. In the course of his presentation he explained that the Committee would continue to organise events, including live performances in the hall. Some of these, particularly those supported by Take Art, were billed as fund raising events but they did not necessarily make much extra money. However, the Committee had decided that it was important for the cultural life of the community that these events be put on. Judith Cole (JC) highlighted the events for young residents eg regular film shows and the Pantomime to take place in January 2025.

There then followed a question and discussion session. A regular hirer asked that catches be attached to the wooden fire exit door in the main hall, so the door could be opened to provide through ventilation on hot days. This was to be done on 28 September. A new hirer reported that her group were now using the small hall for their weekly activity and found it an ideal venue. However, it was noted by several hirers that the threshold for the Small Hall store was too high and wheeling the trolleys over this was very difficult, if not impossible. IB said that the Committee agreed to consider what could be done to remedy this problem.

Annette Bedford (AB) stressed how important it was for hirers to stack the hall chairs properly so these were not damaged.

Tom Burr (TB) asked that members show their appreciation for the contribution made by IB since 2020 when he had started to chair the Committee.

5. To appoint new members of the committee (all current members resigned but were offering themselves for reelection)

Members present elected the following to serve as Trustees for the coming year:

Tom Burr, Annette Bedford, David Bright, Ian Bynoe, Judith Cole, Christine Davidson, Jackie Foley, Martin Halford, Caroline Reeves, Marilyn Simcox

Approved at Annual Members' Meeting held on 15 July 2025. Signed I Bynoe, Chair of Committee.