

Wickmere Village Hall Management Committee

MINUTES of the Annual General Meeting

Tuesday 25th February at 7.30pm

The Village Hall, Regent Street, Wickmere NR11 7ND

1. Welcome – Chair Richard Hembling welcomed those present:
Lesley Ash Alison Davidson Phillida Hurn
Barry Markham Vicky Tovell
2. Apologies – apologies were received from Barbara Shaw and Terry Shaw
3. Minutes of the previous AGM Minutes – the minutes of the previous AGM held on 23-02-24 were approved and signed by the Chair as a true record.
4. Matters Arising – there were no matters arising.
5. Committee Reports – to hear and adopt reports as follows:
 - Chair’s Report: Richard thanked the committee members and other volunteers for their input to the successful running of this year’s events by WVHMC, including the Seed Sale, the Hog Roast, Last Fridays and the Xmas lights. It was felt these free events were well attended.
Richard reported that as per the Trust Deed, utilities and insurance contracts have transferred from the Parish Council to the VHMC. Management Policy documents are ready to be put in place. Richard said although much has been achieved over the past year, there is more to do and more volunteers would be much appreciated.
 - Treasurer’s Report: The Treasurer produced audited year-end accounts and a bank statement showing a credit balance of £4144.81 on 04-02-25. The grant receipt of £2200 from Wickmere Parish Council was noted, less £237.35 to cover utilities already paid in period.
 - Secretary’s Report: Vicky Tovell agreed to take Minutes for the two formal meetings per year and hold the Minute Book.
6. Election of Officers and Committee Members, as follows:

		Proposed:	Seconded:
CHAIR	Richard Hembling	LA	PH
TREASURER	Barbara Shaw	RH	LA
SECRETARY	Vicky Tovell	PH	RH

The following were proposed and elected as Committee Members: Lesley Ash, Alison Davidson, Richard Hembling, Phillida Hurn, Barry Markham, Barbara Shaw, Terry Shaw.

7. Key Decisions and Discussions:

- Review of VHMC policies: The following policies were circulated and agreed:
 1. Health and Safety Policy
 2. Risk Assessment Policy
 3. Safeguarding Policy.

It was noted to change the definition of 'employee' to include 'employee, volunteer and all other users'. It was agreed to add relevant names and personal contact numbers of committee members to the policy documents.

- Budget proposal for coming year: For 2025-26 it was agreed to apply to the Parish Council for a grant of £1900.

8. Fund-raising and ideas for future events: Discussion of future events to benefit the community and fund-raise included a Seed Sale; a celebration of VE Day in early May which would include a hog-roast; a car-boot or Garage Sale in late Summer and continuation of Last Fridays throughout the year.

9. Open Forum – none

10. AOB – none

11. Date of Next meeting – the next meeting of WVHMC was scheduled for Tuesday 26th August 2025.

Meeting closed at 8.25pm