

King Edward's Hall, West Tytherley

Management Committee

Minutes of Extraordinary General Meeting held on 15th August 2007

Those Present:

Jane Larner (chair), Sheridan Allman, Pat Barretto (sec), Barry Whitlock (treas), Margaret Down, Louise Falcini, Cynthia Sherlock, Tim Blumer, Mike Fry

Apologies

Marion King, Graham Wright, Ann Wieland

The purpose of the meeting:

- a) to discuss the status of the Hall improvements, and
- b) to find a way forward of funding it

1. Hall Status

Decoration is almost complete. The toilets are still a few days off completion. The builders will be bringing in industrial cleaners to tidy up, but it is anticipated the works will be complete by the 28th August.

Some snagging details were noted:

- the fabricated door leading to the steps under the stage require a stop
- the light switch for the under-stage area will need to be moved nearer the steps

The school dining hall will need to be cleared of the hall belongings towards the end of August when the floor will be re-varnished.

Action - Louise to find out when the dining hall is going to be re-varnished

Action - Jane/Pat to organise the generation/update of an inventory. This is especially important for insurance purposes.

Action - Jane to contact some dignitaries for an open evening on either the 12th or the 18th of September.

2. Funding

The committee agreed that it would need to seek an overdraft facility to fund a temporary gap in funds. The current constitution already has a clause (clause 12), which allows the committee to seek funding for the purpose of improvements. The excerpt is as below:

"The Committee may upon the vote of a majority of its members and

(when necessary) with the consent of the Charity Commissioners from time to time by mortgage or otherwise obtain such advances on the security of the Trust Premises or any part thereof as may be required for maintaining extending or improving the same or any part thereof or erecting any building thereon or for the work carried out therein and may continue to repay the whole or in part and from time to time any existing mortgage or charge on the said premises."

This clause was added to the constitution in 1968, and the addition was minuted.

Funds currently stand at £1400 which should cover imminent bills excluding the current building works.

It was unclear whether VAT is payable on all of the building works, seeing as the majority of the work is connected with improvements for disabled access.

Action - Jane will seek advice on whether VAT is payable on all of the building works.

The Sulky Soul Sisters have offered their services for a fundraising event. The committee agreed that this would be a very good opportunity to raise some money for the Hall.

Action - Louise to take them up on their kind offer

3. AOB

Louise has sorted through old hall documents and has proposed which documents are to be archived. Virtually all minutes are there, but some are missing from the period 1994 onwards. If anyone has a set of old minutes covering this period could they give them to Louise?

At the next meeting a fire risk assessment should be discussed.

Action - Pat to download the guidelines and give them to Tim who will start the assessment

4. Next Meeting

Wednesday 19th September 2007, 8:00pm in the Black Horse.