

**THE ANNUAL GENERAL MEETING
OF THE HELMDON READING ROOM
GENERAL MANAGEMENT COMMITTEE**

Held in The Reading Room
On Tuesday 5th June, 2007 at 8.00 p.m.

1. CHAIRMAN'S WELCOME: The Chairman welcomed all those present.

2. APOLOGIES FOR ABSENCE:

Mrs. S. Lidgley (Friends of Helmdon Churchyard)

Mr. D. Brookhouse (Helmdon branch of Conservative Club)

Mrs. J. Heady (Drop In Centre)

Mrs. Michele Rimmer (Girl Guides/
Bridge Players)

Mr. H. Seckington (Treasurer/Steward)

3. MINUTES OF THE AGM HELD ON 16TH MAY 2006: Mrs Saunders proposed that the Minutes were a true and accurate account of the proceedings. The proposal was seconded by Mrs. England. The Chairman signed the Minutes.

4. MATTERS ARISING:

- The Chairman said that with reference to item 7 of last year's AGM Minutes there had been correspondence from the Acorns Playgroup about putting a bolt on the front door. It was proposed that the bolt be fitted and this was carried out. He went on to say that he had received a letter from the Acorns saying that they will be responsible for the bolt being in place when they are on the premises.
- Mrs. Saunders asked when the new light switch in the Committee Room would be fitted. The Chairman replied that this had not yet been done but would be soon.

- Mrs. Harrold asked when the Reading Room was to acquire two more long tables. The Chairman asked Mrs. Harrold if she would get some quotes and she agreed to do this.

5. **CHAIRMAN'S ANNUAL REPORT:** "The Reading Room is currently going through a phase of refurbishment, as many of you will know. We have a quote for the new ceiling and will discuss this later in the meeting. This Annual General Meeting is being held later than usual because the Reading Room has been booked almost every evening throughout May – this just goes to show how popular it is. A fire risk assessment has just been completed and where overall it is in good condition, there are a few minor issues to address and these are in hand. So just to finish off, I am happy to say that at this point in time the Reading Room is in a pretty healthy state, both financially and structurally and is still a popular venue for both official and social events."

6. **THE TREASURER'S REPORT:** (this was read out by the Chairman in the Treasurer's absence): At 18th May the 60 day account contained £8,260.49 and the current account contained £4,918.57 making a total of £13,179.06. Mr. Ayres asked why no contribution from last year's carnival had been paid in and the Chairman replied that the sum was only paid in after the accounts were published. Mr. Gartside asked what the plans were for the money and the Chairman said that some of it would be spent on refurbishment. Mrs. England asked why it appeared that the W.I. paid more for renting the hall than the Women's Club. Without the Treasurer to explain this, the Chairman was unable to reply and suggested that Mr. Seckington's daughter or son-in-law should be invited to meetings when the Treasurer was not able to come himself. They would be able to explain matters concerning finances that the Chairman had no knowledge of. Mrs. Hadfield proposed this suggestion and it was seconded by Mrs. England. The Chairman also suggested that the Treasurer might be able to give a little more information on the annual accounts to make them more 'user-friendly'.

7. **CORRESPONDENCE:** The Secretary said that she had received little correspondence this year, the most important being information about the new non-smoking laws which come in to force on the 1st July 2007. She has asked for non-smoking signs

but so far they have not been sent and no response has been given to her e-mail prompt to the authorities. The Secretary to pursue the matter.

8. BUILDING AND ELECTRICAL REFURBISHMENT:

I. The surveyor's report: a surveyor from the firm Peter North is coming on the 19th June to look at the cracks in the extension room walls.

II New Ceiling: The Chairman said that he had received two quotes. One was for a fixed plasterboard ceiling. The other was for a suspended ceiling (as we presently have). The fixed ceiling quote is £3,853 plus VAT i.e. £4,527. The suspended ceiling will cost £3,000 plus VAT i.e. £3,525. Both ceilings will have new light panels. Mr. Gartside asked whether these were the only two options considered and the Chairman replied that they were. Mr. Gartside said that behind the present ceiling must be a beautiful roof. Mrs. England said that this matter had been discussed at the last General Management Committee meeting and the idea of exposing the roof had been turned down. Mrs. Hadfield said that heat loss would very bad if the roof were exposed and it would need insulation. Mr. Garstside said that these days there are modern types of insulation that need not look unsightly. The Chairman read from the Minutes of the last General Management Committee meeting regarding the proposals for the new ceiling. Mr. Gartside said that he agreed there would be extra heating costs but the building would be much more attractive and we could hire it out for more money. Mr. Ayres proposed that a scaffolding tower is put up and a few panels taken off the ceiling so that the inside of the roof can be inspected. The Chairman thought this was a good idea and suggested that he could take photos of the inside of the roof and circulate them to everybody. Mr. Ayres proposal was seconded by Mrs. Harrold. Everybody else in favour. The Chairman said that when those who were interested had had a look at the roof or the photographs of it, another meeting should be called to discuss what happens next.

III Risk Assessment Report: The Chairman said that the assessment has recently been carried out. Overall the fire risk is pretty low. There are, however, some steps that need to be taken:-

- Kettles and urns must be unplugged after use.

- The curtains need to be changed to fire-retardant curtains when the hall refurbishment is carried out.
- Cushions: these need to be disposed of and fire retardant cushions replace them.
- Signs: various fire exit signs around the building need to be altered slightly.
- The bolt which the Acorns playgroup use is only to be used when the Acorns group are using the hall.
- Lighting: somebody needs to check the emergency lighting every month.
- Smoke alarms need to be fitted in the main hall. (The Chairman said this would be done when the main hall is refurbished).
- Conditions of Use: there should be a nominated fire officer every time the hall is hired.
- Recording of testing and training: The Chairman to source and maintain.

9. **LETTING FEES:** The Chairman asked the meeting if those present were happy with the current letting fees. Mrs. Saunders proposed that they should remain unchanged and this was seconded by Mrs. England.

10. **INSURANCE:** The present policy costs £1,558.21 per year. The Chairman said that this was the best price that could be found. Mrs. Hadfield proposed that the Reading Room keep the same insurers. Mr. Ayres seconded the motion.

11. **AUDITORS:** Mrs. England proposed that we keep the same auditors and this was seconded by Mr. Ayres.

12. **ANY OTHER BUSINESS:** Mrs. England representing the Women's Institute reported that at one of their meetings there was a bad smell coming from the 'fridge in the kitchen because somebody had left a bottle of milk there. Mrs. England wondered what could be done about food left in the 'fridge. The Chairman said that the Conditions of Use should include a paragraph asking everybody who uses the kitchen 'fridge to clear it out completely every time they vacate the premises. Mrs. England agreed with this and proposed the motion which was seconded by Mrs. Hadfield.

Mrs. England suggested thanking Mrs. Lidgley for arranging to have the chair in the Committee Room mended. Mrs. England proposed that this be done and she was seconded by Mrs. Harrold. The Secretary to send such a letter.

Mrs. Saunders complained that the plinths in the kitchen keep falling off. The Chairman will ask Mr. Brackenboro to mend them when he has the time.

The Chairman said that he wanted to arrange for all the organizations who have the use of cupboards in the kitchen to give one of their keys to the Steward (Mr. Seckington) so that he can make a duplicate and keep that duplicate in case the original two keys get lost. The Chairman said that people had been forcing the cupboards open presumably because they had either forgotten their own key, or had lost it. This could not continue and if the Steward had a spare set of keys, the problem should not arise again. The Secretary to write to all the organizations which have cupboards in the kitchen asking them to give one of their keys to the Steward.

Mrs. Saunders thanked the Working Committee for their hard work and the Chairman closed the meeting at 9.30 p.m.

HELMDON READING ROOM
GENERAL MANAGEMENT COMMITTEE MEETING

Held in the Reading Room
On Tuesday 5th June, 2007 following the AGM

THE ELECTION OF OFFICERS 2007/2008

Mr. Bill England was re-elected as Chairman. All in favour. Motion carried.

Mrs. J. Harrold was re-elected as Vice Chairman. All in favour. Motion carried.

Mr. H. Seckington was re-elected as Treasurer/Steward. All in favour. Motion carried.

The Chairman closed the meeting at 9.35 p.m.

The Helmdon Reading Room Working Committee 2007/2008:-

Chairman	Mr. Bill England
Vice Chairman	Mrs. J. Harrold
Treasurer/Steward	Mrs. H. Seckington
Secretary	Mrs. C. King

Committee Members Present at the Reading Room AGM/Election of
Officers 2007

Mrs. J. Saunders	Helmdon Church PC
Mr. M. Ayres	Helmdon Sports & Social
Mrs. D. England	Helmdon W.I.
Mrs. J. Hadfield	Helmdon Fellowship
Mrs. J. Harrold	Helmdon W.E.A.
Mr. Bill England	Helmdon Parish Council

Working Committee Members present:

Mr. Bill England	Chairman
Mrs. J. Harrold	Vice Chairman
Mrs. C. King	Secretary