

BOLTON LE SANDS Village Hall / Community Centre

Registered Charity 700264

MINUTES Annual General Meeting

Tuesday 20th May 2025 at 7.30pm

Management Committee:

Dorothy Carruthers (Chair)
Peter Bayliss (Treasurer)
Sharman Robinson (Booking Secretary Apologies)
Ian Birnie (Secretary)
Parish Council Rep Cllr L.Leak
c.c. Comm Centre Notice Board

In Attendance

L Belcher(Hort Soc) R.Marsden (Seq Dan)
L.Bailey (MU) S.Slater (Hort Soc)
M.Ashton J.Slater
Apologies: J.Bond (Choral) J.Smith (Res)

1. **Meeting opened** at 7.30pm and Chair, Dorothy Carruthers, welcomed everyone.
2. **Apologies** had been received as above.
3. Declarations of Interest –None
4. **Minutes of the AGM** held on the 21st May 2024 had been circulated and accepted as a true and correct record.
5. **Matters arising** –would be dealt with during the course of the AGM. The south facing walls had been re pebble dashed and the window bottoms blocked up.One glazed panel to be replaced. All “One Off” hires were paid in advance.The existing management team will retire in two year’s time.
6. **Chair’s Report** D.Carruthers (Chair) gave a brief report on the centre. The meeting room, kitchen and servery along with the fire escape lobby floor tiles will be replaced with Polyfloor Nordic Grey Polysafe continuous flooring. The centre will undergo a “Deep Clean” to areas not easily accessed. The Parish Council will be asked to tidy up the exterior grounds and car park.The flat roof was being assessed for “pooling” water and quotes obtained for replacement as necessary. All regular users were now charged for storage and the gallery are will be cleared at some point. The chair reminded users that the existing management committee would retire in two year’s time. The chair concluded with special thanks to, Treasurer, Booking Secretary, Caretaker, Cleaner and Secretary for their help in the last 12 months.
7. **Finance Report** P.Bayliss gave a concise, thorough explanation of the year’s accounts. The hire charges of £21,125 is £1,991 more than the previous year, an increase of 10.4%.Bookings totalled 475 for the year, an increase of 7%. An average of 39 per month, ranging from 50 in June to 13 in August. A considerable effort had secured a refund from United Utilities for the water leakage which was still being monitored. The water standing charges c ould impact on the sports pavilion, scouts and bowling. This is still being investigated. The long term insurances have been renewed. The accounts were proposed by L. Belcher and seconded by M. Ashton as true and correct. All in favour.
8. **Booking Secretary Report** S Robinson Recommended that all “One off” hires be at a minimum of 3 hours hire with no “Get in/Out” concession. This was agreed. The on –going regular/professional hires were going well and would not be subject to this change. Booking Secretary urged all users to ensure adequate safeguarding procedures were in place and to remain vigilant on public attempts to use the centre toilets etc.
9. **Appointment of Trustees.** An up-to-date list of all trustees was available on the Charity Commission website and trustee declarations and GDPR forms had been completed. L. Leak has been replaced by A.Pinder as PC rep.Chair thanked those present for acting as Trustees.
10. **Election of Officers** – Chair, Treasurer, Booking Secretary and Secretary were elected en-bloc. Proposed by L.Belcher seconded R.Marsden. All in Favour.
11. **Appointment of Auditor** T.Seton had agreed to continue in this role. Proposed by Secretary and seconded by Treasurer, all in favour. Chair thanked her for undertaking this important task.
12. **AOB** Secretary reported the centre had its own web site as the PC had migrated to a .gov provision.The PC were looking at the cctv equipment and re siting. There being no other matters for the Annual General Meeting the Chair thanked all and closed the meeting at 8.03pm

Signed.....D Carruthers (Chair)

SignedT.I.Birnie (Sec)

Meeting dates for your diary; 16th September 2025 7-30pm 27th January 2026 19th May 2026 A G M
15th September 2026