

Utterby Village Hall Annual General Meeting

Minutes



Title	Utterby Village Hall Annual General Meeting
Chair	Simon Lashbrooke-Small
Date	Monday 28 th April 2025
Time	19:00
Location	Utterby Village Hall Main Road, Utterby

1		The meeting opened at 19:00.
2	Present	<div>Chair: Simon Lashbrooke-Small</div> <div>Treasurer: Ann Van Spall</div> <div>Secretary: Andrew Lashbrooke-Small</div> <div>Committee members:</div> <div><div>Val Sawford</div><div>Utterby Community Coffee Morning</div></div> <div><div>Tina Bryan</div><div>Utterby Parish Council</div></div> <div><div>Shane Richards</div><div>Louth & District Parkinson's Branch UK</div></div> <div><div>Mel Whitehall</div><div>Team Utterby</div></div> <div><div>Paul Crane</div><div>Village Representative</div></div> <div><div>Clare Jones</div><div>Village Representative</div></div> <div><div>Di Bateman</div><div>Village Representative</div></div> <div>Also attending:</div> <div>Dave Whitehall</div> <div>Bob Newton</div> <div>Lesley Swift</div>
3	Apologies	There were apologies from Di Bateman and Jaquie Clifford who were unable to attend.
4	Introduction	<ul style="list-style-type: none">• Simon welcomed everyone to the meeting and noted that the minutes of last year's AGM were available on the UVH website.• Simon stated that the purpose of the meeting was to review the Chair's report for 2024/25, elect the new management committee and vote on the proposal to apply for a grant from

		the East Lindsey Investment Fund (ELIF).
5	Chair's Report	<ul style="list-style-type: none"> • Simon gave an overview of his report including governance, the site and building, improvements and maintenance, policies and procedures, and bookings, advertising and publicity. • A copy of the full report from the Chair has been published on the Utterby Village Hall website https://utterbyvillagehall.org/
6	Treasurer's Report	<ul style="list-style-type: none"> • Ann outlined the Hall's financial position for 2023/24. • The Hall's finances remain in a good and stable position. • It was noted that additional expenditure had taken place during the last financial year due to repairs on the roof, repointing of the North wall, repairs and re-plastering to the internal North wall to resolve damp issues, redecoration of the Main Hall and installation of a second new heater in the coffee area. • We also noted that, in addition to Hall hire income, grants of £ 500 each had been received from Utterby Parish Council and East Lindsey District Council, and donations of £ 340 and £ 700 had been received from Team Utterby and Utterby Community Coffee Morning. • Furthermore, just over £ 5000 had been transferred from the defunct secondary account into the main current account. This money will transfer to a new savings account in due course. • The Hall's accounts will be published on the Charity Commission website and a copy of the Treasurer's Report has been published on the Utterby Village Hall website https://utterbyvillagehall.org/
7	Election of Management Trustees	<ul style="list-style-type: none"> • Andy advised that there were three nominees for the roles of Chair, Treasurer and Secretary. • The votes for these posts would take place by a simple show of hands. • The meeting voted and confirmed the following: <ul style="list-style-type: none"> ○ Chair - Simon Lashbrooke-Small ○ Treasurer - Ann Van Spall ○ Secretary - Andrew Lashbrooke-Small
8	Confirmation of Representatives from the local community and regular Hall users	<ul style="list-style-type: none"> • Andy advised that the Management Trustees representing the local community, parish organisations and regular hall users had been put forward by their relevant organisation. • Andy asked, by a show of hands, whether there were any objections? There were no objections and the following Trustees were confirmed: <ul style="list-style-type: none"> ○ Parkinson's UK - Shane Richards

		<ul style="list-style-type: none"> ○ Utterby Parish Council - Tina Bryan ○ St Andrew's Church - Tina Bryan ○ Team Utterby - Mel Whitehall ○ Utterby Community Coffee Morning - Val Sawford
9	Election of management trustees local residents	<ul style="list-style-type: none"> ● Andy advised that there were three nominees for the roles of local resident Management Trustees. ● Andy asked by a show of hands, for the nominees to be confirmed, and the following people were elected as trustees representing the village: <ul style="list-style-type: none"> ○ Clare Jones ○ Paul Crane ○ Di Bateman
10	Confirmation of Custodian Trustees	<ul style="list-style-type: none"> ● Andy advised that, in addition to the Management Trustees, the Hall also has three Holding Trustees. There have been no changes to the Holding Trustees. <ul style="list-style-type: none"> ○ Terry Buckley ○ Brian Frobisher ○ Nick Wilkinson ● Holding Trustees are not members of the Management Committee and do not have any involvement in the day-to-day running of Utterby Village Hall. Their role is to hold the title of the property of Utterby Village Hall on behalf of our charity.
11	East Lindsey Investment Fund	<ul style="list-style-type: none"> ● Simon advised that the ELIF application form was around 60% complete and he aims to complete this in May. ● We will apply for capital funding for the site and building but have to "match fund" at a rate of 10 %. ● The UVH Development Plan has been used as the basis for the application and Simon has now obtained quotes for all the area that will form part of the grant including: <ul style="list-style-type: none"> ○ Further repointing ○ Improvements to the accessible parking and pathway ○ Improvements to the accessible toilets ○ Motion sensor heating in the toilets ○ Further decoration to the coffee area ○ Improvement to the wooden floor in the Main Hall ○ New blinds ○ New chairs ○ New photo canvasses for the Main Hall ○ a new leaflet display area ○ a new external sign on the front of Hall ● The Management Committee voted to submit the ELIF Gran application form when it was ready, and to match fund at 10 % (using the reserve money in the savings account if required). ● Further information is listed at Appendix 1.

		<ul style="list-style-type: none"> If anyone has any further comments on the ELIF applications, these should be submitted by 18th May 2025.
11	Questions	<ul style="list-style-type: none"> No questions had been received prior to the meeting. Dave Whitehall asked about the drain cover near the side entrance to the Hall as it is loose and possible becoming dangerous. <p>Simon agreed and said this will be fixed as part of the ELIF grant work. In the meantime, a cone will be placed on the drain to discourage cars from driving over it.</p>
12	AOB	<ul style="list-style-type: none"> Lesley expressed her thanks to Simon and Andy for all their work in running the Village Hall and taking forward the improvements. Simon thanked Lesley and the Louth and District Parkinson's Group for their continued use and support of the Village hall. Simon thanked everyone for attending the meeting.
13	Actions	<ol style="list-style-type: none"> Andy to update the website with the details of the new Management Committee and Trustees, and post the Chair's Report and Treasurer's Update. Ann to publish finalised finances on the Charity Commission website. Simon to complete ELIF Grant Application form.
14	DONM	The next Annual General Meeting will be held in April 2026.

Appendix One

BACKGROUND

East Lindsey Investment Fund GRASSroots Grant Scheme aims to support community-led efforts in East Lindsey which invest in and restore their community spaces and create the foundations for growth at neighbourhood level. The intention of this Fund is to strengthen the social fabric of communities, create opportunities for social connections to develop and thrive as well as further develop access to services for local residents.

Who can apply?

This scheme is open to not-for-profit community groups, registered charities, social enterprises and town and parish councils delivering projects in the District of East Lindsey.

How much can you apply for?

Grants of up to £24,999 can be applied for by prospective applicants. This includes capital and revenue costs. 10% Match Funding is required.

What can be funded?

Projects must align with the aims of the East Lindsey Investment Fund, particularly around its target area of community development. Prospective projects must should address themes identified by East Lindsey residents and address one or more of the following priorities:

- Community Facilities
- Community Cohesion
- Core Strength
- Digital Exclusion & Transport
- Young People
- Older People
- Heritage, arts & culture
- Energy efficiency for community buildings

PROPOSED SPENDING OF GRANT FUNDS FOR UVH

AIMS We want to -

- Celebrate and build on the many years of care that have been invested in this community facility.
- Ensure that the fabric of the building is safe, well maintained and fit for use for a wide range of activities.
- Improve the environment and facilities of the building, ensuring it is welcoming, of a high standard and meets the needs of everyone that uses it.
- Increase use of the facilities by local people, groups and organisations, both now and in the foreseeable future.

In order to help achieve these aims we are focussing on investing in the building and site, identifying what needs to be done to repair, maintain and improve UVH over the coming years.

Our development plan is built on this dialogue and our observations of how UVH is used by our Hirers.

For this ELIF Grant bid we have highlighted key areas of need from our development plan, where funding would help us restore and invest in our community space at this time.

Our plan therefore focusses on practicalities of improving facilities which in turn will have a beneficial impact on user well-being.

REPAIR WORK

REPOINTING Repoint remaining areas of the South exterior wall to restore lost mortar and stop water seepage into the brickwork, causing damage to the structure of the building.

IMPROVEMENTS TO THE FACILITIES & ENVIRONMENT

ACCESSIBLE CAR PARKING Improve the disabled parking space to provide a wider bay, an even, puddle free surface with drainage and a new access path to the entrance. This would enable people with mobility needs to park and access the building safely and independently.

ACCESSIBLE TOILETS Improve the accessible toilets by replacing sinks with smaller basins to enable better space and access for wheelchair and mobility frame users. Fit lever taps to sinks to improve ease of use. Improve grab rails for safety and accessibility. Replace door locks with “disabled toilet cubicle indicator locks” to improve accessibility, independence and privacy.

TOILET HEATING Fit a PIR motion sensor system to toilets that will turn new instant heat heaters on/off with movement, providing controlled heating to this area making more pleasant to use. (Toilets are currently freezing!)

AIR CIRCULATION SYSTEM Fit a Positive Input Ventilation System to the main hall roof void to eradicate any moisture and condensation issues by circulating fresh air throughout the building and also improving air quality for users.

DECORATION Carry out a full professional redecoration of the toilets, kitchen, entrance and coffee areas with durable quality paint to walls, ceiling and woodwork to improve quality and durability of décor.

FLOORING Restore the main hall wooden floor by sanding and then sealing with a high grade durable finish to improve durability and safety. Replace the coffee area carpet to improve quality, durability cleanliness and safety.

FURNISHINGS Replace window blinds throughout to improve quality and functionality for users and to meet fire safety requirements for furnishings.

Replace chairs in the main hall with chairs of consistent size and colour, to improve quality, enable safer lifting, moving and stacking and to meet fire safety requirements for furnishings.

Replace old pub style tables with more modern and lightweight tables to make easier and safer to move about and improve quality for users.

PHOTO ARTWORK Add four large photo canvases to the main hall to illustrate the local area / Lincolnshire Wolds to add interest, help provide a sense of place and improve the quality of the indoor environment.

INFORMATION DISPLAY Improve the main inside notice board, leaflet and library book storage, to clearly display and make accessible key information / policies / marketing info / community library books.

OUTDOOR SIGNAGE Add external signage to ensure the name of the Hall is clearly visible from the road for users/potential users to see. Make sure the side main entrance and accessible parking is clearly indicated for users.

MARKETING LEAFLETS Create a marketing leaflet about the Hall detailing all the improvements and developments, to send out in the local area, promoting the facilities and to encourage further use by new groups.

VOTING

The committee voted to agree the following -

The committee agrees with the proposed areas for spending.

The committee agrees to contribute 10% Match Funding.

The committee is happy to continue with completion and submission of the application.