

**Diseworth Heritage Centre**  
**Annual General Meeting for 2018**  
**Minutes**  
**Sunday March 10th 2019 (4pm)**

<b>Present</b>	Cathy Phillips, Peter Miller, Nikki Hening, Martin Hening, Geoff Smith, Pat Guy, David Cherry, Max Crosby-Browne, Sharon Crosby-Browne, Sally, Rob Kenny, Kath Taylor
<b>Apologies</b>	Tony Griffin, Lesley Mitchell
<b>Previous Minutes</b>	Minutes from last AGM to be accepted by current board? <b>proposer, seconder</b> CP GS
<b>Chairman's Report</b>  CP	See separate sheet
<b>Finance Report</b> PM	Finance reports and balance sheet. <b>Accepted and balance sheets will be filed. PM</b> See separate sheets High fuel costs necessitate a change of supplier <b>SSE has been retained as the supplier of gas and Robin Hood Energy as the electricity supplier, both on a 2-year contract.</b> Subsidence attention will present further financial burden. <b>An excess of £1000 has been paid to cover the cost of dealing with the subsidence which emanates from the boiler room.</b> BT costs seem too high and attempts to bring down costs is essential. <b>Unsuccessful at reducing BT costs and landline is essential to support the need for broadband. Further investigation needs to be undertaken.</b>  <b>PM stated that without the building depreciation Diseworth Heritage Centre has broken even financially for 2017/18.</b>
<b>The Trustee Board</b>  CP	Are current Trustees willing to remain on the board? -Geoff Smith? <b>Yes</b> -Lesley Mitchell? <b>No- retired, but offering to be SCOGUI contact.</b> -Martin Hening? <b>Yes</b> -Cathy Phillips? <b>Yes</b>  <b>CP agreed to write to LM giving the Trust's thanks for supporting.</b> <b>This leaves at least 3 trustee vacancies which needs to be addressed.</b>  Advert to go in "Dialogue" asking for villagers to consider a fixed term (3years) Trustee membership, (booked for the April issue). <b>This brought no response.</b>
<b>Volunteers</b>	Are volunteers willing to stay in supporting role? Nikki Hening- Management <b>Yes</b> Tony Griffin- Advisory capacity-- <b>tba</b> Pat Guy- Archivist / Family History / Museum Exhibits <b>Yes</b> Ann Gibson – IT Modes and Accession support <b>Yes</b> Peter Miller- Accounts-- <b>Yes</b> David Cherry- maintenance <b>Yes</b> Ron Taylor – grass cutting <b>Yes</b>

Tom Miller IT support--**tba**  
Kevin Walker Advisory capacity – **Yes**

	<p>Kath Taylor- Company, bookings and minutes Secretary – <b>Yes</b>  Neil Curling -Structural Advisor -<b>Yes</b>  Tony Wagstaff- group support <b>Yes</b>  Keith Murphy-Geneologist- <b>Yes</b>  <b>Max and Sharon Crosby-Browne new volunteers.</b></p> <p>Martin invited Kath to become a trustee. <b>Kath agreed. Proposed CP, seconded MH</b>  <b>KT to contact Companies House re LM and KT</b></p>
<p><b>Matters Arising from previous AGM's meeting</b></p>	<ul style="list-style-type: none"> <li>electrical wiring check is due (needs doing every 5-10 years), Yes, it needs to be done, and acknowledged in the policy.<b>CP</b></li> </ul> <p><b>KT to contact KW to check wiring.</b></p> <ul style="list-style-type: none"> <li>Also PAT testing needs to be done on a) own portable items b) business portable items c) personal items. All done in-house, visually and using testing machine every year. CP to buy testing machine. Spreadsheet/register of results needs to be in place -<b>CP to do PAT test this week.</b></li> </ul> <p>Information re portable electrical items brought into the Centre should be on the booking form. <b>KT to continue you this work.</b></p> <ul style="list-style-type: none"> <li>earth test –<b>needed. Yes . Kevin to support? KT to contact KW</b></li> <li>consider Centre users (private hire) bringing own electrical equipment --policy needed-- <b>CP to complete. ??</b></li> </ul>
<p><b>Current Matters</b>  KT, NH, PG</p> <p>PG</p>	<ul style="list-style-type: none"> <li>Boiler maintenance fee due 29<sup>th</sup> March 2019. Annual premium £336</li> </ul> <p><b>CP to look for boiler grants in the coming years. Boiler is 10 years old and a Valliant contract is in place, for a further year.</b></p> <ul style="list-style-type: none"> <li>louvre openings in the main hall –not actioned yet- <b>KT to approach Haydon for a quote.</b></li> <li>Up date re cracks and subsidence</li> </ul> <p><b>Work completed by Crawfords and Johns engaged by Zurich. Kitchen, boiler room, coffee bar, computer room walls and kichen ceiling all freshly emulsioned.</b></p> <ul style="list-style-type: none"> <li>report on last year's visitor statistics</li> </ul> <p><b>Footfall 1567. User figures down as is numbers of lettings.</b></p> <p><b>Bridge club now have their own account and thus a Parish Council grant obtained to purchase new cloths and cards. Very successful weekly meeting.</b></p> <ul style="list-style-type: none"> <li>Forward plan for 2018/19, plus succession planning, short and long term. <b>Needs further discussion</b></li> <li>Tom to be asked to set up a new email address which does not identify the recipient but which automatically is sent there. <b>NH to ask Tom.</b></li> <li>Notice board. <b>Thanks to be given to David C for twice ensuring that it is in working order again.</b></li> </ul> <p><b>Each second Wednesday of the month there is a coffee morning organised by KT and Norma Chapman. Profit accrued will fund a new notice board.</b></p> <ul style="list-style-type: none"> <li>Quotes needed for pruning Tree of Heaven. <b>MH</b></li> </ul> <p><b>Paul Bunyan has asked trustees to get quotes to prune the tree and he will select. Trustees to action.</b></p>

	<ul style="list-style-type: none"> <li>problem re wall needing buttresses? <b>MH</b></li> </ul> <p><b>First job is to cut back all the ivy and use growth retardant. Then take further advice re tree growth.</b></p>
<p><b>Current Management report</b></p>	<ul style="list-style-type: none"> <li>AFA, LDS, BSC, Fostercare, Baptist services –<b>all on-going.</b></li> <li>Dialogue (2 meetings per year- no charge but ask for donation towards</li> </ul>

<p>NH</p>	<p>electricity?) <b>No request for donation to be made as it goes against the ethics of a caring, supportive community.</b></p> <ul style="list-style-type: none"> <li>● exhibitions NH -<b>successful throughout the year.</b></li> <li>● NH put in a grant request for a new lawnmower. --successful. <b>A lawnmower, working gloves, pruner, strimmer, 2 reels of cord and 2 containers of weedkiller purchased.</b></li> <li>● a new set of bookings re another fostering agency are in the 2019 diary.</li> <li>● November 14<sup>th</sup> 7pm -an event celebrating “Votes for Women” was very successful.</li> <li>● Report on fundraising. NH planning to apply for a Lottery grant linked to WW1 drama. DHC will possibly benefit from hiring the Centre out for rehearsals.</li> </ul> <p><b>Achieved. School visits in progress with a pull-up banner given to each school. Children to write letters which will form the basis of a performace.</b></p> <ul style="list-style-type: none"> <li>● Feedback on work undertaken by Pat and Ann Gibson</li> </ul> <p><b>“Modes” essential for on-going archival IT work. Need to rejoin. Cost £86. CP proposed, MH seconded. There is a need to back up everything before any changes are made. CP suggested that clarity is achieved before payment is made, on exactly what will provided by Modes.</b></p>
<p>AOB</p>	<p>20-20 Rob Kenney  Rob introduced a community art project, expecting that it would dovetail with and enhance what the village already does. Sue Prince to be approached to spearhead the project.  The Centre was offered for meetings.</p> <p>NH asked the Trustees for money to fund refreshments for a celebration of Ten Years since the beginning of Diseworth Heritage centre. Potentially in May.</p>
<p>Date of next meeting</p>	<p><b>July 7<sup>th</sup> 4pm</b></p>