

Diseworth Heritage Centre

Annual General Meeting for 2016 / 2017

MINUTES

Sunday February 25th 2018 (4pm)

Present	Martin Hening, Cathy Phillips, Peter Miller, Tony Griffin, Nikki Hening, David Cherry, Pat Guy, Elaine Mitchell, Malcolm Mitchell, Kath Taylor
Apologies	Lesley Mitchell
Previous Minutes	Minutes from last AGM to be accepted by current board? Geoff Smith proposer, Cathy Phillips seconder
Chairman's Report CP	See separate sheet (available on-line by request)
Finance Report PM	Finance reports and balance sheet. See separate sheets (available on-line) PM has made strong recommendations on Books and Record controls. He advocates improved controls to be put in place to help improve the accuracy of our records and to support an audit if there ever is one. High fuel costs necessitate a change of supplier.- KT to action Cleaning of gutters cost £100. Subsidence attention will present further financial burden. KT and CP BT costs seem too high and attempts to bring down costs is essential. NH It was also acknowledged that Mercury costs seem high too
Management Group Report NH KT	AFA continue to use our Centre and we value their much needed financial support. Loughborough District Scouts continue their use and therefore support of the Centre, as do Kegworth Baptist Church. The Thursday Computer Club still flourishes, and other users have been Leics County Council, North-West Leics Council, Bridge Club, Council for the Protection of Rural England, and some private bookings. We have lost the Parish Council booking, but have had incidental bookings, e.g. Embroidery group, Pilates group, Sugarcraft. 22 nd April – successful 50/50 sale Donations have come from sales of books, Kegworth Baptist Church and visiting families who need support with their family histories. Mobile exhibition (artifacts and information boards) on 180 years history of Leics Police, – very interesting, Also successful on 27 th March was a talk by Geoff Feavoyour on Leics Police's Interesting Individuals from the inception of the Force, as was - 28 th June Dr Freer as "Ann Heeley" a Crimean War Nurse. The Centre has also been used for Community/Diseworth meetings, e.g. Dialogue (village magazine) collating. Comment made that more income from lettings is vital
The Trustee Board	Are current Trustees willing to remain on the board? -Geoff Smith? YES -Lesley Mitchell? YES -Martin Hening? YES -Cathy Phillips? YES This leaves at least 2 trustee vacancies which needs to be addressed. Advert to go in "Dialogue" asking for villagers to consider a fixed term (3years) Trustee

	membership. (booked for the April issue)
Volunteers	<p>Are volunteers willing to stay in supporting role?</p> <ul style="list-style-type: none"> -Nikki Hening- Management YES -Tony Griffin- Advisory capacity YES -Pat Guy- History/Museum – YES -Peter Miller- Accounts-- YES -David Cherry- Groundsman. David is standing down as groundsman. David's contribution to the up-keep of the Heritage Centre grounds is immeasurable and heartfelt thanks are given to David for all his support over the years. Ron Taylor will take on lawn cutting. Further ground work to be assigned. (GG, PC to manage the brook?) -Tom Miller IT support---Yes -Kevin Walker? Advisory capacity -- -Kath Taylor- Company and Minutes Secretary – YES <p>Martin invited Kath to become a trustee. She is considering the offer.</p>
Matters Arising from previous AGM's meeting	<p>electrical wiring check is due (needs doing every 5-10 years), Yes, it needs to be done, and acknowledged in the policy. CP Kevin can you help with checks?</p> <p>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 -CP</p> <p>Information re portable electrical items brought into the Centre should be on the booking form. KT</p> <p>earth test –needed. Yes . Kevin to support? consider Centre users (private hire) bringing own electrical equipment -- policy needed-- CP to complete</p>
Current Matters KT PG	<p>Boiler maintenance fee owing Cheque to be given to KT by Martin on receipt of exact figure.</p> <p>flu guard needed CP to buy</p> <p>louvre openings in the main hall (Estimate for louvre heating openings in the main hall = £500. Kevin to comment on potential “in-house” fitting of louvre openings</p> <p>Cracks! Neil's report on cracks being monitored and also boiler room cracks February 2018 report on main hall shows that there is very very little movement and what there is, is commensurate with seasonal movement. Cracks in the boiler room are more serious and Neil has suggested it is due to subsidence (tree or drains) and must be dealt with. Zurich insurance company to be notified. KT (Neil has offered to be our representative should a professional be needed to take this forward.) Trustees approved of this.</p> <p>trustee approval needed for revised emergency plan (ref: gas leaks) Given Emergency plan to be amended to “version 2” lasting until 2019. To go in “Brief Guide to Emergencies” and into all booklets as well as on the notice board. “if you smell gas -leave and leave the door open!”</p> <p>report on last year's visitor statistics Footfall has been around 1700 for five years but this year it has been less. Pat states that there are not many days without anyone visiting the Centre.</p> <p>visitor experience/complaint forms- needed for accreditation -PG to</p>

<p>NH</p>	<p>complete</p> <p>Trustee policies (available to view on the DHC website) need Trustee approval for another year (all approved)-- need up-dating annually but no major changes. Full up-date every five years. Forward plan for 2018/19, plus succession planning, short and long term. Needs further discussion Maintenance report 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. MM offered a suggestion that the Centre's kitchen would benefit from an oven and hob and thus increase the number of people hiring the Centre. 'Care of Antiques' is planned for 21st April. Two walks are planned (May--around Diseworth, September-- Long Whatton)</p>
<p>AOB</p> <p>Date of next meeting</p>	<p>Data protection needs taking forward. Janet Slatter offers an informative meeting. NH, CP and trustees. Tom to be asked to set up a new email address which does not identify the recipient but which automatically is sent there.</p> <p>Coffee/tea/milk no longer to be offered free to those hiring the Centre.</p> <p>Sunday 20th May is the proposed next meeting date.</p>