

Diseworth Heritage Centre

Minutes--- Annual General Meeting for 2014 / 2015

Sunday February 28th 2016 (4pm)

Present	Martin Hening, Nikki Hening, Cathy Phillips, Pat Guy, Geoff Smith, Malcolm Mitchell, Elaine Mitchell, Lesley Mitchell, Ron Taylor, Kath Taylor
Apologies	Tony Griffin, Kevin Walker, David Cherry, Tom Miller
Previous Minutes	Minutes from last AGM to be accepted by current board? Minutes circulated – 1 amendment- Mark Laurie initially paid by Museums Development East Midlands and now gives on-going support for the accreditation process as a volunteer. Acceptance proposed Geoff Smith, seconded Cathy Phillip.
Chairman's Report MH	See separate sheet Thanks to be given to Mark our volunteer mentor who has supported Nikki and Pat in the accreditation process. Thanks given to Pat and Nikki for an incredible amount of work undertaken to achieve accreditation, (result after 10 th March) Thanks to Tom for a massive amount of upgrading of the computer suite and web site. Thanks to Geoff and Long Whatton History Society for analysing and systemising in response to queries. Thanks to be given to the Scout movement university students (SCOGUI) who so willingly came and worked diligently on maintenance issues. Thanks to be given Jeffrey Guy who is checking lighting levels and thanks to go to Kevin Walker who has been checking temperature and humidity, results presented in graph form to further inform protection levels needed for exhibits. Thanks given to Nikki and Kath for on-going support of the Chair.
Finance Report PM	Slight increase in money from lettings. Petty cash receipts and payout details are kept electronically by Nikki and available for all to see. The Hanson's "valuations' day" brought in £65 from donations and which will be repeated annually. The accounts provided for the Arts Council Assessor and the Charity Company Returns will be used to inform this AGM. Bookings approximately the same as last year so the balance is about the same. There is a healthy balance in place.
Management Group Report NH	Forward planning-- Policies are kept on DHC's website and open to all . Emergency planning---the Emergency plan is displayed around the Centre for all to see and follow. A training day was held at the Centre by "REDS" an emergency response team. This supported the Emergency Planning. Volunteer Plan-- there is an upgraded volunteer plan which is in use Loans--- the system in place for logging in or out has been tested and it works. A booklet for use in schools with support from 8 different museums (Diseworth being one) will shortly be printed and circulated. A very interesting presentation on different bibles took place which was very well received, as too was the Gunther Pluschow exhibition. An outreach banner about the history of the Heritage Centre is to be purchased from a grant from North West Leicestershire. A grant from County Hall has purchased a new laptop. This supports the thriving computer group which meets weekly.

<p>LM</p> <p>Mark Laurie</p>	<p>Use of the Centre by the Scouts, who are one of the main users, do so because it “gives a professional image”</p> <p><u>Accreditation Assessment</u> :- this is an accumulation of best practice which gives support for funding amongst other things. An assessor came to the Centre on February 5th for 4 hours and looked at all policies and systems. It was a positive process and the assessor was complimentary. (“lovely and thorough, outstanding emergency plans, incredible organisation of paperwork”)</p> <p>There will be a 3-yearly Accreditation return but should only be reports on changes. Areas for continuance of the good progress are a) collecting visitor data, b) keeping on top of documentation, c) continuing to audit accessibility.</p>
<p>Maintenance Report</p>	<p>Areas needing attention –</p> <p>1) repainting new mortar 2) roof over reception and guttering 3) dampness needs constant vigilance 4) resonance in the main hall. MH</p> <p>Thanks given to Tony and Diane for work recently done and thanks to David who works so diligently on the grounds.</p>
<p>The Trustee Board</p>	<p>Martin is standing down as chairman and will remain involved as a trustee.</p> <p>Election of new chairperson--- Cathy Phillips proposed- Geoff Smith, seconded- Martin Hening</p> <p>This needs confirming at the next meeting.</p> <p>Geoff said he was happy to continue as a trustee.</p> <p>Kath is willing to stay as Company and Minutes secretary.</p>
<p>AOB</p> <p>CP</p> <p>GS</p> <p>CP</p>	<p>Lesley Mitchell has agreed to become a trustee. Proposed Nikki Hening, seconded Martin Hening</p> <p>Security audit undertaken by Cathy Phillips. Results show all is fine with a bit of tweaking needed</p> <ul style="list-style-type: none"> ● consider a key safe, ● make valuations for insurance purposes, ● need fire safe for valuable documents, ● more people need to know the password, ● electrical wiring check is due (needs doing every 5-10 years), ● electrical items need PAT testing (to be done annually eg kettle, others every 2 years eg dishwasher) Paul Phillips and Lesley have contact details ● earth test ● consider Centre users (private hire) bringing own electrical equipment --policy needed <p>All to be discussed at the next meeting.</p> <p>Does water system need checking?</p> <p>Two more Centre keys need cutting for Cathy and Lesley.</p> <p>KT to approach AA locksmiths and John's Keys for an estimate.</p> <p>Risk assessment-- path outside main door is slippery -needs pressure washing. RT to do</p>