

# Diseworth Heritage Centre

## Minutes

**Annual General Meeting for 2015 / 2016**

**Sunday March 12th 2017 (4pm)**

<b>Present</b>	Cathy Phillips, Martin Hening, Lesley Mitchell, Geoff Smith, Peter Miller, Pat Guy, David Cherry, Nikki Hening, Kath Taylor
<b>Apologies</b>	Tom Miller Malcom Mitchell Tony Griffin
<b>Previous Minutes</b>	Minutes from last AGM to be accepted by current board? <b>Yes, proposer LM, seconder GS</b>
<b>Chairman's Report</b>  CP	See separate sheet (available on-line by request)
<b>Finance Report</b>  PM	Finance reports and balance sheet. See separate sheets (available on-line by request) Accounts signed off by chair CP Thanks were given by all, through the chair, to Peter for the completion of the accounts and for all his hard work during the many years he has supported DHC.
<b>Management Group Report</b>  NH	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. We have lost the Parish Council booking, but have had incidental bookings, e.g. Embroidery group, Pilates group, Sugarcraft. The 50-50 sale was successful and another is planned for 22 <sup>nd</sup> April. Grants are available in various forms and this in the past has been done most competently by Nikki and now she is asking for support to take over. Donations have come from sales of books, Kegworth Baptist Church and visiting families who need support with their family histories. To come -- mobile exhibition (artifacts and information boards) on 180 years history of Leics Police, -- 27 <sup>th</sup> March a talk by Geoff Feavyour on Leics Police's Interesting Individuals from the inception of the Force, -- 28 <sup>th</sup> June Dr Freer as "Ann Heeley" a Crimean War Nurse. PG gave 1700 as the total footfall over the last 5 years.
<b>Maintenance Report</b>  CP          KT	Areas needing attention – 1. Wall needing repainting-- <b>still needs addressing</b> 2. Rainwater flowing over porch overhang- wall is green-- <b>still needs attention</b> 3. others-- <b>A visiting volunteer group (SCOGUI) have done various maintenance jobs, e.g. cleaned gutters, and we are very grateful for this support.</b>  Cracks in main hall ceiling and walls.--first report received from NC, building surveyor, regarding building movement. <b>No movement found from Dec 2016 to Feb 2017</b> <b>NC will speak to trustees at the next meeting.</b> Thanks given to David Cherry for the hours he gives DHC as groundsman. It is very much appreciated.

<p><b>The Trustee Board</b></p>	<p>Are current Trustees willing to remain on the board?          -Geoff Smith? <b>Yes</b>          -Tom Miller? <b>Is leaving as a trustee but will remain as IT and website consultant</b>          -Lesley Mitchell? <b>Yes</b>          -Martin Hening? <b>Yes</b>          -Cathy Phillips? <b>Yes</b>  <b>This leaves at least 2 trustee vacancies which needs to be addressed.</b></p> <p>Are volunteers willing to stay in supporting role?          -Nikki Hening? Management <b>Yes</b>          -Tony Griffin? Advisory capacity <b>Yes</b>          -Pat Guy? History/Museum <b>--Yes</b>          -Peter Miller? Accounts-- <b>Yes</b>          -David Cherry? Groundsman <b>Yes</b>          -Kevin Walker? Advisory capacity <b>--to be contacted</b>          -Kath Taylor? Company and Minutes Secretary <b>--Yes</b></p>
<p><b>CP</b></p> <p><b>NH</b></p> <p><b>AOB</b></p> <p><b>Dates</b></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"> <li>● consider a key safe, – <b>in place and used</b></li> <li>● make valuations for insurance purposes, <b>on-going</b></li> <li>● need fire safe for valuable documents, <b>on-going. Trustees acknowledged the need for this</b></li> <li>● more people need to know the password, <b>--on-going</b></li> <li>● electrical wiring check is due (needs doing every 5-10 years), <b>CP</b></li> <li>● electrical items need PAT testing (to be done annually eg kettle, others every 2 years eg dishwasher) Paul Phillips and Lesley have contact details--<b>done</b></li> <li>● earth test <b>--needed?</b></li> <li>● consider Centre users (private hire) bringing own electrical equipment --policy needed-- <b>CP to complete</b></li> </ul> <p>Does water system need checking? <b>No</b></p> <p>Risk assessment-- path outside main door is slippery -needs pressure washing. <b>RT</b> and <b>KT</b> have done once but it needs doing frequently. <b>RT will do again, CP to provide cleaning fluid.</b></p> <p><u>Management</u></p> <p>Outside tap with isolating valve needed to facilitate the use of a hosepipe when jetwashing the slabs which tend to be slippy. <b>NH</b>, <b>PG</b>, <b>KT</b> each to get a quote for said work.</p> <p>+ Decision taken to opt out of the annual fee of £80 to continue Modes support. External hard drive to be used to back up Modes material.          + <b>NH</b> to contact Charles Hanson's Auction House to book a Valuation day at the Centre. Whilst here Vanessa to be asked to value the silverware.          + <b>MH</b> suggested that the 2 yew trees by the front door be cut down by half to facilitate people seeing the name of the building.</p> <p>Next meeting                      7<sup>th</sup> May 2017 4pm</p>