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**Minutes**  
**of the Annual General Meeting for**  
**HENRY SAMUEL HALL**  
**Management Committee and Sole Trustees**  
**held in the Henry Samuel Hall**  
**on Tuesday 5<sup>th</sup> October 2021**  
**at 7.02 p.m.**

**Present:**

<b>Sole Trustees</b>	<b>Management Committee</b>
Cllr Haywood (Chairman)	Mel Clarke (Chairman)
Cllr Chandler (Vice-Chairman)	Debbie Down
Cllr Spires	Terry Kelly
	Rob Webb
	Cllr Haywood
	Cllr Chandler

**Clerk:** Mrs L Whitefield

**In attendance:** 6 Residents

**1 Welcome**

Cllr Linda Haywood welcomed all to the Annual General Meeting between the Henry Samuel Hall Management Committee and the Sole Trustees and introduced all members present.

**2 Members' Apologies for Absence**

Cllr Nigel Todd

**3 Minutes of the Previous Meeting**

Cllr Haywood proposed accepting the minutes of the Sole Trustee/Management Committee Meeting held on 3<sup>rd</sup> March 2021. Cllr Chandler seconded this. All in favour.

**4 Public Discussion**

A resident asked if there was going to be a caretaker with a key to the Henry Samuel Hall to monitor users of the hall. Cllr Haywood suggested that a new hire agreement similar to the one used by the Lawling Park Hall be created to take a deposit, list the rules and give a phone number for use during an emergency.

**5 Matters Arising**

Just to do with the resolution to be discussed during meeting

**6 HSH Chair's Annual Report**

The Chairman's Report was read out by Mel Clarke.

Good evening, We as a committee took over from Miriam Holden in 2019. Our aim was to fundraise to make improvements to the hall. To this end we did craft fairs and boot sales which began to bring money in to the hall account. We also had to transfer services and account details to the new committee which took time but was ably accomplished in the main by Linda Haywood, our treasurer.

It became clear to us that the hall needed a lot more than a spring clean and we must thank Barry Edwards and Terry Kelly for organising people to come in and check over the hall. Although basically sound there were quite a few things that were wrong and needed fixing. Toilets, heating! (Hope you all have your coats on tonight!) Guttering, ingress of damp, cramped access, single glazed windows, cracks in the rendering, no outside lighting, a car park that was beginning to resemble an Amazonian rain forest, rotten floorboards and more. As we progressed we needed to work out what we were going to do and decided that we should involve the village.

An early newsletter went out. There is an updated one ready and waiting to go. Early on we started looking at grants and we agreed to get an architect in to give us some ideas. I remember sitting in a freezing cold committee room on a damp miserable February afternoon looking at the impressive plans. They were great but I personally thought maybe they were too complicated; some took away the essence of the history of this hall and the cost! The phrase not in my lifetime came to mind.

We did upload them on to the Parish Council website.

Meanwhile we then went and organised a village questionnaire. At the time we thought our format was okay but how wrong we were with the results looking more like a Brexit Referendum. Too close to call, with confusion over which box to tick.

Then it happened. COVID! Everything stopped!

The joys of ZOOM!

We did have meetings but progress on the hall slowed to a snail's pace and it did suffer during this time including more water ingressing into the toilet area, infestation of rats and cracked toilets due to the cold weather.

However, one real positive came out of this and that was sorting what is known as the RESOLUTION. This is basically a contract with the Parish Council who are known as the SOLE TRUSTEES and us who are now known as the Management Committee. My thanks must go to all those who took part in this meeting. To Linda, the clerk of the Parish Council, for typing up the minutes, to Sue Gibson of the RCCE who helped us put this together and is still advising us on all matters appertaining to the Henry Samuel Hall.

Changes to this RESOLUTION will be discussed later on in this meeting.

The restrictions were eased.

We had our first meeting back in the hall. We were joined by others who had shown interest in helping and then it happened. It was like a EUREKA moment and we all looked around the hall with renewed enthusiasm.

We are going to preserve it.

We are not going to fundamentally change the outside of it.

We are going to be a little more organised with our meetings.

We are finally going to get a joint Sole Trustees and Management Committee AGM organised.

We are going to continue to fundraise.

We are going to take a closer look at grants. Linda Haywood will update on that.

We are going to look for quotes to have jobs done in the hall. We already have some of these.

AND we are going to get small jobs on the hall completed.

To this end I must thank all of the Management Committee, and in some cases their other halves and volunteers who have come together to actually allow us to open this hall again.

So what have we done?

Repaired the toilets, cleared the car park, tidied up the front, thoroughly cleaned the kitchen area, scrubbed and cleaned the floors and cleaned the rest of the hall, washed the curtains, removed the cupboards, repaired the floorboards, removed loads of rubbish, sorted the fire doors so they work, had fire extinguishers serviced, had items electrically tested, painted outside metal work, renewed lighting and put up outside security lights. To list but some of the things we have done.

We have also been fortunate to have enlisted the help of a 'semi-retired architect' who is passionate about the history of the hall and who has very kindly drawn up plans which will see this hall hopefully rejuvenated on the inside whilst still keeping the essence of the hall on the outside. It will allow more room, give us a disabled toilet and baby changing facilities and allow space for small gatherings, meetings and social events.

It will allow this hall to continue as it has for many years to be an integral part of our community.

Thank you.

## 7 HSH Treasurer's Financial Report

Cllr Haywood gave the Treasurer's Financial report

As of 5<sup>th</sup> October 2021, these are the figures in the bank

Current Account £397.43  
Savings Account £8,622.25

The management committee wants to spend some of this money.

Grants can also be applied for. Essex Community Foundation can apply for a £5,000 grant. Others can be applied for in stages and complete one job at a time. Barry Edwards has already applied for some grants. Cllr Haywood has filled in a form for a lottery grant for £10,000 to possibly fund renovating the front of the hall.

A grant from the Co-op can also be applied for.

The Essex Lottery can also be applied for where residents buy tickets via the Henry Samuel Hall and hall gets 50% of the money. There is already a total of £156 with just a few people signed up for this.

The Council tax was a problem but has now been sorted with Maldon District Council. The name of the account has been changed back to a charity which has reduced a very large bill to only £300 to pay. Cllr Haywood has also filled in a form to claim for discretionary tax relief so this could mean all costs are removed.

## 8 New Members

Two new members have volunteered their services on the Management Committee.

Bob Harding, originally from Burnham but moved to Mayland in 2006, has a keen interest in local history and wants to extend his interest and help with the hall. He is a tech and gadget expert and has been helping at the local boot sales.

Tom Moss has only been in the village for 6-7 months and is a semi-retired architect. He has offered his help with the hall as he has more free time and feels he has a lot of knowledge to share.

Cllr Haywood proposed that both new members be accepted on the Management Committee. Cllr Spire seconded this. All in favour.

## 9 Resolutions

- The original resolution was passed in 1960 by the Charity Commission.
- In 2019, a new resolution was passed with details on how to run the Management Committee
- Now in 2021, there is a new updated resolution. Cllr Haywood read out the changes:

1. That Clause 5.2.1(c) be amended to read:

(c) the payment of bills up to £1000 in each case, and

2. That Clause 5.3 be amended to read:

5.3 The Hall Committee shall comprise:

5.3.1 up to 4 Parish Councillors, and

5.3.2 up to 10 representative members of user groups or residents in the village and neighbouring area in accordance with clause 5.4

3. That Clause 5.4 be amended to read as below, with all sub-clauses remaining as read:

5.4 The Sole Trustee shall maintain a list of representative members from user groups or residents that they consider to be supportive of the Charities objectives and which have indicated a wish to appoint a member of the Hall Committee. The

representative members shall have the right to be appointed members of the Hall Committee at an annual general meeting. The following provisions apply to the list of user bodies:

4. That Clause 5.12 and Clause 6 be amended to include the sentence:

All correspondence to the Sole Trustee must go through the Parish Clerk.

5. That Clause 5.9 be amended to insert the number x to read:

5.9 There shall be a quorum when at least one Parish Councillor and three other committee members are present at a meeting.

6. That Clause 11 'Receipts and Expenditure' be amended to read:

The income of the Charity, including all donations and bequests, must be paid into an account operated by the Henry Samuel Hall Management Committee in the name of the Charity at such bank or building society as the Sole Trustees shall from time to time decide.

All bills to be paid by the Hall Committee, all cheques and orders for payment of money from such account shall be signed in accordance to clause 5.2.2

7. By the re-numbering of subsequent clauses.

Cllr Chandler will be added to the mandate.

Cllr Chandler proposed that this new resolution be accepted. Cllr Spires seconded this. All in favour.

## 10 HSH Refurbishment Plan

Tom Moss has changed some of the existing drawings. These changes include:

- The toilets will be changed to include a disabled toilet and a baby changing facility.
- A Heritage room to be added for small meetings to keep the heritage of the hall in
- The kitchen to be refurbished
- External cladding to be added to the front and the side in stage 1, in a sage green colour. Eventually the whole hall will be cladded. Tom to put in for planning permission including fire protection. If the Parish Council submits the plans then they could be entitled to a 50% reduction. Cllr Haywood proposed that the plans are submitted via the Parish Council. Cllr Spires seconded this. All in favour.
- All 4 plans were shown to the residents and members of the committees. Cllr Haywood explained the reasons why the Management Committee want to go with option 4 in that the front door is wider to allow disabled access and with two spaces within the hall can potentially hire two groups at the same time.

Cllr Haywood proposed that option 4 of the refurbishment plans be accepted. Cllr Chandler seconded this proposal. All in favour.

## 11 Repairs

The cost to replace the whole hall with cladding is £28,333.

The cost to just replace the cladding on the front of the hall and the clock tower is £5,768.

The cost to replace the windows which might need to be replaced is £11,634.

The cost to replace the front door is £1,434. This would be in an oak finish so it resembles wood. The cost per window is £4-500. There are 3 windows on the front.  
The cost to replace the guttering and soffits is £4,334.  
The roof is not leaking so will be left.

Cllr Haywood asked the committee to spend money on the front of the hall to change the cladding and the door/windows to make a visual improvement to the hall. She proposed spending up to £8,622 bearing in mind the planning and building regulations fees would need to come out of this also. Cllr Chandler seconded this proposal. All in favour.

An Acre Grant is in the process of being applied for.

## **12 Close of Meeting**

Mel Clarke thanked the Sole Trustees for attending the meeting and allowing the building works to get started.

The meeting closed at 8.04pm