



Annual General Meeting

Eccles Town Hall
2 00pm Saturday 22nd November 2014

Minutes

Thirty people present. Meeting started at 2 10pm.

1. Welcome and introductions

Jim Vann welcomed members and introduced the ECHO officers [Chair Jim Vann; Secretary David Yates; Treasurer Bob Berry]

2. Apologies

DY reported 5 apologies including Trustees Paula Boshell and Scott West

3. Minutes of AGM held on 18th Nov 2013

- a. Accepted as a correct record. Prop Margaret Roberts; Sec Joyce Whitehead
- b. No matters arising

4. Chairman's report

The Chair reported another successful year. The kitchen, café and bar area have been renovated to a high standard and the Saturday Coffee Morning is going from strength to strength. JV thanked David Trelford and his team who put in a considerable amount of work on Fridays and Saturdays to prepare the food and deliver an excellent service. The toilet facilities have been renovated. ECHO has secured grants to buy new chairs which are much more comfortable than the previous bucket style chairs. Funds have been raised to fit new carpet to the landings and stairs. JV thanked the Treasurer, Bob Berry, for his hard work in submitting bids for these items. The Trustees frequently receive compliments about the standard of all these improvements.

The next renovation phase includes the heating and acoustics both of which need attention. ECHO also plans to update the balcony area which will increase seating capacity and hopefully help with the acoustics. Finally, the Trustees hope to make progress with the renovation of the stage and dressing rooms. This is the largest remaining part of the renovations and will be the most expensive. As a result of our connections with the Lowry theatre ECHO is hoping that an experienced theatre designer and renovator will give guidance on this project. The hall has continued to be used for a wide range of activities. The Line Dancers and Slimming World hold weekly meetings and there are now Yoga

Classes every Tuesday evening. There have been a number of successful Saturday events such as the Quilters' Exhibition and the Dementia Awareness Day.

The Hall has also been hired for private parties, training events, conferences and tea dances; The Lowry has hired the hall for dance auditions and rehearsals. Concerts have been held by Eccles Borough Band, Mapas, the Junior Jazz Ensemble and the Salford Royal Hospital Choir. JV thanked Eileen Guppy for her hard work in organising and performing in some of these concerts and also for playing the piano occasionally during the Saturday Coffee mornings.

In all ECHO has had another very successful year. The Chair thanked his fellow Trustees for the time and energy they put in and also the band of volunteers without whom none of this would be possible.

There was applause for the work of David Trelford and the "Saturday Team" for their wonderful contribution to the success of the cafe.

There were no questions.

5. Secretary's report

The secretary reported that the ECHO Trustees had met on 10 occasions since the last AGM. During this time three additional Trustees had been appointed: Ron Mackie, Trish Kelly and Scott West. Currently there are nine ECHO Trustees.

The number of ECHO supporters and volunteers continues to grow. There are over 300 people on the ECHO email lists and there is an effective way of contacting those who do not have internet access. Jenny Daniel has been appointed Volunteer Co-ordinator. ECHO has been nominated anonymously for the Queen's Award for Volunteers and has recently been inspected; the outcome will not be known until June 2015.

A Marketing Team has been established with Scott West and Ron Mackie as members. Scott is also the Webmaster. Ron is also on the Eccles Town Team and on the committee of the Eccles Art Gallery. A booking system has been established using either the website or our dedicated mobile phone. ECHO is represented on Social Media through Facebook and Twitter and has advertising links with local organisations and the general public through the Neighbourhood Team's contacts and Notice Boards throughout the town. It is also represented on the Eccles Town Team and has established good links with The Lowry and with Eccles Art Gallery. Close and cordial co-operation with Salford City Council continues through Councillors and Officers.

DY thanked fellow Trustees and all the volunteers for their very hard work, so essential for the smooth running of events at the hall.

There were no questions.

6. Treasurer's report

The treasurer presented the accounts and gave details of receipts and payments. Total income from 1st November 2013 to 31st October 2014 was £107 740.27. Expenditure was £95 987.82. At year end (31st October) ECHO had £20 065.15 in the bank. Most of this is required to pay an outstanding invoice once work is

completed. Income from regular bookings increased from £4312 in 2012/13 to £5649 in 2013/14, for individual bookings from £1780 to £6710 and for catering from £899 to £6959.

The accounts were examined by B Marron, who found them to be a true and correct record. They were accepted unanimously by all present.

Eight out of nine of ECHO's applications for financial support have been successful. These are:

- The Foyle Foundation
- SITA Trust
- Skipton Building Society
- Comic Relief
- iGAS Community Fund
- Eccles Community First
- Barton Community First
- Eccles Community Committee

Those present applauded both the hard work of the applicants and the generosity of the funding bodies. BB reported that he had learnt earlier in the day that ECHO had been successful in the application to The Little Pot of Health for funds for a major upgrade of the entrance area. This news was also enthusiastically welcomed by all present.

There were no questions.

7. Election of Trustees

- a. **Formal election of co-opted Trustees.** Trish Kelly, Scott West and Ron Mackie were proposed by David Trelford and seconded by Jan Horsey. All agreed.
- b. **One third of the Trustees stand down.** In accordance with the constitution Jim Rayner, David Yates and Paula Boshell stood down. The two former sought re-election, the latter did not, due to pressure of work. The re-elections were proposed by Ron Mackie and seconded by Trish Kelly. All agreed. JV, on behalf of the other Trustees thanked Paula Boshell for her long standing support to the committee, her hard work and her expertise. All present echoed these sentiments.
- c. **Further nominations.** The maximum number of Trustees is twelve; with the above changes there are now four vacancies. No expressions of interest had been received before the AGM but the Chair asked all present to approach him after the meeting if they were interested in seeking election.

8. Any other business

- a. Concern was expressed about the acoustics in the hall. The Trustees were acutely aware of this problem and had a number of potential solutions. The most immediate were to hang fabric over the balcony rail and to fit heavy curtains at all the large windows. The former was to be accomplished shortly and funding for the latter was being sought from

the Asda Foundation. ECHO has reached the third round in this application; a decision will be made in the New Year.

- b. The Marketing Team asked those present to provide them with feedback on their work and to come forward with suggestions for further enhancement of their (already successful) marketing programme.

9. Date of next meeting

The Chair advised that the next AGM would be held on a date to be advised within the next fifteen months, in accordance with the constitution.

Meeting closed at 2 40pm.

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The AGM was immediately followed by a Volunteer Feedback Session

1. Report by Volunteer Co-ordinator: Jenny Daniel

Jenny thanked her growing and hard working team of volunteers and in turn was thanked for a carrying out a difficult task with such efficiency and humour. She felt her message could best be conveyed poetically. Her work is duplicated on the next sheet; it was received with great amusement and warmth.

2. Demonstration of equipment use (and abuse): Jim Rayner

Jim outlined the various advice sheets and statutory regulations on which he is currently working and then gave a practical demonstration of two of the most common problems encountered by volunteers at present. These are dangers in table assembly and complications of chair moving and storage. Both were entertaining and informative.

3. Defibrillator training: Margaret Roberts

Margaret explained that the semi-automatic defibrillator was now fixed to the wall near the entrance and is available to all Town Hall users. It is alarmed and should only be used by those who have received appropriate training. The first training session will be held on Monday 12th January at 7pm.

4. Volunteer questionnaire: Trish Kelly

Trish distributed a questionnaire which had been designed to collect information from volunteers about their experiences working for ECHO. Copies will be sent to all volunteers, the results collated and fed back to the Trustees. It is hoped that this exercise will lead to further improvements in the satisfaction and enjoyment of volunteering for ECHO.

A tribute to the volunteers at Eccles Town Hall

Jenny Daniel, ECHO volunteer co-ordinator
at our AGM, 22nd November 2014

I was asked if I'd like to say something,
What about though was not very clear
So I sat down and scribbled a couple of notes
On the end of my very first year.

Of trying to keep track of bookings
Of rotas and meetings and CAKE
Of checking we have enough staff turning out
For our classes - for everyone's sake.

You could be the king of the raffle
Or master of running the bar,
A fabulous cook
Or good with the books.
We've all done our utmost so far.

Perhaps you like meeting and greeting
Or serving and clearing the crocks.
Perhaps you're our talented musical friend
Or our very own wizard of clocks.

Some sit by the door for hours
To welcome us all with a smile,
And we thank all of YOU, you know who you are,
Who often go THAT extra mile.

Some help set the scene in the ballroom
Or keep the loos shiny and clean
Or work on the website for hours.
We're all of us part of the team.

So today is my chance to say thank you
For not getting cross when I call,
For all that you do, and all that you've done
In our dearly loved Eccles Town Hall.