

Wimbledon Labour Hall Co-operative Society Ltd

William Morris Meeting Rooms

William Morris House
267 The Broadway, Wimbledon
LONDON, SW19 1SD

www.williammorrishouse.org.uk

2016 Annual General Meeting

1.1 The 2016 Annual General Meeting (AGM) of William Morris Meeting Rooms took place at William Morris House, 267 The Broadway, Wimbledon on **Saturday 21 May 2016** at 10:05am in the Burne-Jones Room (previously Room 1).

1.2 **In attendance** - a total of 21 persons were present. These were shareholders, representatives of corporate shareholders and a staff observer.

The following 17 individual shareholders were present:

Cllr Agatha Akyigyina, Cllr Stan Anderson, Christine Bickerstaff, Barbara Blake, Helen Bramsted, Andy Coles, John Dehaney, John Edmonds, Jeff Hanna, Tony Kane, Sheila Knight, Anna Monks, Alison Morgan, Paul Parkinson, Andy Ray, Mickey Spacey, Steve Spence and.

The following corporate shareholders were present:

GMB Southern (Michelle Gordon)

The following corporate and individual shareholder was present:

Dundonald Ward, Wimbledon CLP (Peter Walker)
Wimbledon CLP (Brenda Grant)

The following staff observer was also present: Caspar Osborn

Welcome and Introductory Remarks

1.3 The meeting was opened by the Chair, Peter Walker, who welcomed all to the 2016 Annual General Meeting (AGM). The Chair recorded his appreciation of the attendance at the meeting by Shareholders and particularly welcomed Cllr Barbara Blake from Haringey, North London, and Michelle Gordon, GMB.

1.4 The Chair stated that representations had been made to bring forward Agenda items 7 and 8 – the “Election Officers” and the “Election of Management Committee Members” to after Agenda item 4 – “Matters arising not covered on the Agenda”. The meeting agreed.

1.5 The Chair had invited a notetaker for the meeting and this was accepted by Paul Parkinson.

Apologies for Absence

2.1 The Secretary, Paul Parkinson, advised that apologies for absence were received from:

Tom Bolger, Eric Bramstead, Judith Brodie, Wayne Busbridge, Helena Little, Josie Martin, David Miller, Naseem Nathoo, Shirley Pritchard, Tom Searle, Janet Snell, Audrey Start, Norman Start, Jacqueline Spacey, Marianne Spacey, Micheal Spacey, Alice Spacey-Mageen

Minutes of the 2015 AGM

3.1 The Minutes of the 2015 AGM were read. The Secretary noted three typos for amendment, namely Section 3 should read "2014 AGM", not "2013 AGM" and all reference in paragraph 3.1 to "2013" is changed to "2014". The Minutes of the 2015 AGM were then approved and signed as a true record by the Chair.

3.2 The Minutes of the 2015 Special Meeting were read. There were no amendments and the Minutes of the 2015 Special Meeting were approved and signed as a true record by the Chair.

Matters Arising

4.1 There were no matters arising not covered in the Agenda.

Election of Officers

5.1 The Chair passed the meeting to the Vice-Chair, Stan Anderson, to take forward the election of the Chair. The Vice-Chair invited nominations for the position of Chair.

Chair

5.1.1 Paul Parkinson proposed Peter Walker and Mickey Spacey seconded. This position was uncontested and Peter Walker was elected Chair. Peter Walker then resumed the Chair and the following officers were then nominated and elected

Vice-Chair

5.1.2 Christine Bickerstaff proposed Stan Anderson and John Edmonds seconded. This position was uncontested and Stan Anderson was elected Vice-Chair

Secretary

5.1.3 Mickey Spacey proposed Paul Parkinson and John Edmonds seconded. This position was uncontested and Paul Parkinson was elected Secretary.

Treasurer

5.1.4 Mickey Spacey proposed Brenda Grant and Helen Bramsted seconded. This position was uncontested and Brenda Grant was elected Treasurer.

Election of the Management Committee

6.1 The Secretary informed the meeting that he had no independent approaches from Shareholders expressing a wish to come on to the Management Committee. Christine

Bickerstaff had told the Chair that they she would like to stand down from the Management Committee. The Chair stated his personal thanks to Christine for all her work and service on the Committee for the past 40 years.

6.2 The Secretary stated that the following ten persons were willing to stand to serve and they included new a member wishing to serve, Margaret Tullock:

Agatha Akyigyina, Mags Alexander, Helen Bramsted, Wayne Busbridge, John Edmonds, Tony Kane, Shirley Pritchard, Tom Searle, Steve Spence and Margaret Tullock

6.3 The Secretary proposed that this list be adopted and this was seconded by Andy Coles. The ten members of the Committee were elected unanimously.

Reports from the Society's Officers

7.1 Reports were given by the Officers of the Management Committee.

(a) Honorary Chair's report

7.1.1 The Chair had made a written report, which was circulated to Shareholders at the meeting and it is attached with these minutes (at **Annex A**)

7.1.2 The Chair said that over the last year the project to redecorate the House had progressed well and there had been growth in the use of the facilities of the House. The Chair stated that he was particularly pleased to see at the recent celebration of Leonie Campbell electoral success to the Greater London Assembly here at the House. There was a gathering of 100+ Labour Party supporters from across Battersea, Wandsworth, Tooting, Mitcham, Morden and Wimbledon.

(b) Honorary Secretary's report

7.1.3 The Secretary had made a written report, which was circulated to Shareholders at the meeting and it is attached with these minutes (at **Annex B**).

7.1.4 The Secretary drew the AGM's attention to the fact it was the 95th AGM of the Society and he offered his appreciation of all who had gone before to maintain the work of the Society. The Secretary also mentioned the recent sad news of the passing of Geoff Norcott who was a previous Chair of the Society. His contribution to work and life of the Society were acknowledged by all at the meeting.

7.1.5 The Secretary advised that at the next AGM he will be seeking a further Special Meeting to follow up on to make some minor Rule changes that will incorporate the relevant sections of Co-operative and Community Benefits Act 2014 into the Rule book. There was also a need to include within the Society's Rules (a) the use of electronic communications - such as emailing shareholders and providing Notices on the Society's website, (b) to amend "Co-operative Union Limited", which no longer exists and has become "Co-operatives UK", and (c) include the "Co-operative Party" (at Special Rule 12). Although these were minor amendments, the aim is to ensure that the Society Rules are up to-date.

- 7.1.6 In responding to the Secretary's report, Michelle Gordon asked whether the employees received the London Living wage. The Secretary confirmed that Casper Osborn and Helena Little received circa £11.20 per hour and that they received a Local Authority increment plus 3% and the intention was to repeat this next year.
- 7.1.7 Mickey Spacey recommended the adoption of different terms in the accounts and reports covering "profit" to be replaced by the term "surplus", which better reflects the position that the Society as a non-profit making organisation. Shareholders present all agreed. Mickey Spacey also confirmed that a Special Meeting will be required for the minor Rule book changes and reminded the AGM that the Rules provided for a one member shareholder vote, not based on the value of the shareholding. Mickey Spacey offered a vote of thanks to the Secretary for his work over the last 12 months. Shareholder present all agreed.

(c) Honorary Retired Treasurer's report and presentation of the Accounts year ending 31 October 2014

- 7.1.8 The Chair invited the Retired Treasurer, Christine Bickerstaff, to present her report about the financial statement for the year-ending 30 October 2015. Copies of the accounts were circulated to the meeting.
- 7.1.9 Christine Bickerstaff stated that the Society's turnover on page 4 of the accounts where recorded as £85,498, which was lower than FY 2013-14 because that year included donations from shareholders for the access friendly works (£7,870).
- 7.1.10 The current creditors are recorded as £64,904 of which circa £55,000 concerned the monies deposited by Boum Leisure as a deposit for their lease, equivalent to 18 months. The Auditor's charges had remained unchanged from 2014.
- 7.1.11 The trading profit (£35,130) was higher than expected and has gone a long way to restore some of the monies spent on the lift, kitchen and accessible toilet. Christine Bickerstaff recorded her regret that with the higher profit this meant some refurbishment has not progressed, but there was a balance to strike by re-accumulating capital in the accounts for rainy day events, and on-going expenditure on the House. She specifically thanked the work done by the House Manager, Tom Searle, on applying his vast experience of running Colliers Wood Community Centre to bear on the House. This had meant a reduction of on-going running costs.
- 7.1.12 Christine Bickerstaff said there was now a need to produce a plaque to record the new access friendly building works and that the last bit of costs associated with these fabric changes are now paid.
- 7.1.13 The Christine Bickerstaff advised shareholders that at the moment the Council rating charge on the House is subject to full relief. This may change in future years. The House has been subject to a rating re-evaluation by the Valuation Office and notice of this had arrived. Mickey Spacey advised that as place provided a community space the full relief should continue and if a charge were to arise then a discretionary relief should be applied for.

- 7.1.14 John Delaney asked why the insurance costs had fallen since the previous year. Christine Bickerstaff indicated that the reason was a case of changing insurance provider and confirmed that a new quote for the House resulted in a much diminished premium.
- 7.1.15 John Delaney also asked about the fall in the interest in the accounts. Christine Bickerstaff advised that this was down to the position where all the capital had been unutilised for the external and internal building works. Mickey Spacey suggested that consideration should be given to setting up a "sink fund" and thereby reduce the corporation tax liability.
- 7.1.16 The Chair asked the meeting for proposer and seconder to accept the 2015 accounts. Andy Cole proposed and Agatha Akyigyina seconded. The meeting unanimously agreed to accept the accounts for the period ending 30 October 2015.

(d) Honorary Treasurer's report

- 7.1.17 The Chair then invited the Treasurer, Brenda Grant, to provide an update on the current accounts. The Treasurer stated that before she update the AGM about the current financial status of the Society, she would like to make a presentation to Christine Bickerstaff. Christine had been a member of the Management Committee many years. Indeed, she first became involved with the Society circa 40 years ago. The Treasurer presented to Christine a framed picture of Tony Kane's depiction of the House, together with a bouquet of flowers, as sign of the gratitude felt by all present. Shareholders present recorded their appreciation and thanks for Christine's contribution to running the Society. A photograph was taken.
- 7.1.18 The Treasurer then presented an update about the present financial position of the Society (copy at **Annex C**).

(e) Administrator reports

- 7.1.19 The House Administrator reports from Caspar Osborn was circulated to Shareholders at the meeting (copy at **Annex D**) and Caspar presented his report to the AGM.

Branding sub-committee report

- 7.1.20 The Chair introduced the House Branding Sub-committee members, Brenda Grant, Tony Kane and Steve Spence. The Chair invited the sub-committee to give their presentation.
- 7.1.21 Tony Kane asked shareholders to look around the building and see the changes to the rooms and he went through their report (copy at **Annex E**). Shareholders at the AGM were unanimous in their appreciation.

Appointment of Auditors

- 8.1 The Treasurer recommended deferring the decision on the appointment of auditors until the next meeting of the Management Committee on 21 July 2016. With the change in

Treasurer on 1 November 2015 it was not possible to follow the 2015 AGM's decision to apply the Co-operatives UK guidance and put the auditing out to tender. This will be deferred until after this financial reporting period. Proposed by the Secretary and seconded by the Treasurer. The meeting unanimously agreed and Tax-Link were re-appointed for the next 12 months.

Any Other Business

9.1 The Chair invited Steve Spence to present a paper about the William Morris Award for Contemporary Arts & Crafts, sponsored by Wimbledon Labour Halls (a copy at Annex F). Steve Spence added to the report by advising that the student's prize will be in the form of vouchers. Michelle Gordon encouraged this proposal for an Arts & Crafts award. Shareholders at the AGM were unanimous in agreeing to the proposal to have an award sponsored by the Society.

9.2 There was no any other business and the Chair thanked all those who attended and the meeting ended at 11.03am.

Signed:.....Date.....

Secretary's Note

On the 22 May 2016, the House Managers report was received and it is included with these Minutes for information (copy at **Annex G**). The report will be presented at the 2017 AGM.

Chairs Report William Morris House May 2015

I am delighted to report that William Morris House has had one of its most successful years in recent times. As the treasurer's report will point out, we now have a very healthy bank balance in excess of £70,000, having completely re-funded the £150,000+ that we spent in 2014 providing disabled access to the first floor.

We made a profit in the last financial year of over £35,000, and once again had a very busy year with local groups booking our rooms. Just as important we have provided a vital campaign base for the Labour Party in the area. We were particularly pleased that Leoni Cooper based her successful campaign to win Merton and Wandsworth GLA seat for Labour for the first time ever. (See attached pictures of her victory party here at WMH)

[3 pictures]

We have continued to help fund a part-time administrator to help the Labour Party based in the office we provide for them. All agree that Helena's efforts were crucial in Leoni's campaign.

As announced at last year's AGM we have started to "Morrisfy" the building and put on display our treasures. The Branding sub-committee and Steve Spence will report on progress we have made in this area and our exciting plans to launch a local William Morris Award for the Arts and Crafts.

I hope our continued business-like approach to running this house, while pursuing the values that Morris promoted during his life will ensure you support the re-election of our management committee.

Peter Walker
Chair
William Morris House
21 May 2016

Annex B**Honorary Secretary Report**

Wimbledon Labour Hall Co-operative Society Limited
 William Morris Meeting Rooms
 2016 Annual General Meeting

At our last Management Committee just over a week ago, Tom Searle, our House Manager raised the subject of good governance and co-operative values. As we meet today for our 95th AGM, I have thought a lot about this and I would like to open my report with a quote from the International Co-operative Alliance Statement of Co-operative Identity – *“Co-operatives are based on the values of self-help, self-responsibility, democracy, equality, equity and solidarity. In the tradition of their founders, co-operative members believe in the ethical values of honesty, openness, social responsibility and caring for others.”*

As a group of people, we meet today to review the work and progress of our Society over the last year. Yes, the agenda may come across as rather formal, with minutes to be agreed, matters arising, reports from the Officers, and the accounts. However, as I reflected on the International Co-operative Alliance Statement I wanted to add the words “mutual-help” and “nurture”. I also genuinely think we are very much working together to make these values happen.

Since our last AGM, I can report that the Management Committee has met on five occasions to discuss and decide about matters relating to the running of the Society. The minutes of these meetings are available for all Shareholders via an on-line “Dropbox” folder/account and Shareholders should contact Caspar Osborn for access. In addition, the Officers of the Committee (Peter Walker, Stan Anderson, Christine Bickerstaff and Paul Parkinson) and the House Manager (Tom Searle) have also held informal meetings to manage any day-to-day operational issues and a Branding Sub-committee (Tony Kane, Brenda Grant and Steve Spence) met several times.

On 1 November 2015, Christine Bickerstaff stood down as Treasurer and Brenda Grant kindly offered to take on this role. I am immensely thankful and grateful for Christine’s vital work for the Society, particularly at time when she has had to contend with so many other things.

Membership news

With each year comes some changes to the membership and it is with sadness that two of our long-standing Shareholders have passed on, namely Geoff Norcott and Sarah Carolan. Geoff had in the past been an active member of the Management Committee (last served in 2013) and held the role of Chair (from 1995 to 1998). Sarah became a Shareholder in 1952 and she particularly knew many of our Shareholders involved with the Society from the 1930’s to the 1970’s. Like many who have gone before, Geoff and Sarah played their part in our community, an organisation which is unique in South London. We are very grateful, and their families and friends have been in our thoughts. Over the last 4 months I have taken steps to establish a new Shareholder Ledger (also known as a Register of Members). Our records are dependent on shareholders maintaining contact with us and I have managed to reconnect with a number who had moved away.

271 The Broadway

At the end of January 2016, the Society was notified about a planning application for a five story high occupancy residential building development. The proposal was large in bulk and mass. It was of poor design and would overshadow our building. It did not fit well within the local historic built environment. So, we submitted a detail objection to the proposal.

267 The Tunnel

Last Autumn, Boum Leisure (who lease the Labour Hall) shared with us their future business plans. They subsequently upgraded their facilities to make it more appealing to a wider clientele. Since then, Boum Leisure asked us about an extension of their lease (which has about 5 years to go). We are in talks with them to agree the terms of the lease extension.

William Morris Art Award

Under the guidance of Steve Spence and Tony Kane we have taken the decision to establish an annual award for local artists (young and old). It has the aim of raising awareness of our Society to a wider audience. This will be launched at the Wimbledon Bookfest in the Autumn.

Facebook and the Website

Earlier this year we reactivated our Facebook site and Kieron Brown completed an overhaul of our website and its governance. We are very grateful for Kieron help and it is now possible to place documentation on the site and keep you regularly informed of events.

Annual Return

In line with the statutory requirements placed upon the Society, I can confirm that I have submitted to the Finance Conduct Authority (FCA) the Society's annual return. Copies of the Annual Returns are available to all Shareholders via an on-line "Dropbox" folder/account and Shareholders should contact Caspar for access.

Looking forward to 2016/17

Looking forward to 2016/17, further work will take place to archive electronically our paper records. This is a slow process and it will take time. However, our aim is to protect as far as possible our heritage. The Management Committee will also bring to Shareholders a proposal to make some minor Rule Book changes covering (a) the use of electronic communications to shareholders and (b) change all references of "Co-operative Union Limited" to "Co-operatives UK" (the former name was in existence in 1921 when we were established but it became the latter). I realise such amendments may come across as a bit pedantic but in the world we live we need to ensure our rules are both legal and compliant and not subject to challenge or subversion.

Finally, I wish to first convey my personal thanks for all of you who have contributed to the work of the Society. In particular, I wish to publically recognise the work done over the last 12 months by Caspar Osborn and Helena Little. Both Caspar and Helena have made an exceptional contribution to the life and success of the Society. As a Management Committee we have been very grateful for all their hard work and commitment.

Paul Parkinson

Honorary Secretary
21 May 2016

Annex C

Honorary Treasurer's Report for AGM of William Morris House
21 May 2016

State of Play for Accounts as at 20 May 2016

General	Account Number	Accounts held	Amount in Bank as at 8 February 2016
Current Account	52119619-00		£10,030.00
Business Select Instant Account	52119619-50		£46,146.81
Business Select 14-Day Account	52119619-53		£21,011.77
Business Select 14-Day Account	52261538-53	not used FY14-15	£0.00
			£77,188.58

Budget Estimate for November 2015 to October 2016

	Budget	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	To date
Bourn Leisure	£36,000		£3,000	£3,000	£3,000	£3,000	£3,000	
JC Decaux	£2,000			£500			£500	
Room hire income	£30,000	£2,242	£2,797.50	£1,553.50	£3,644	£4,440.50	£3,375.50	£18,053

William Morris Accounts 2009 to 2015

	2009	2010	2011	2012	2013	2014	2015
Rents	56,494	68,355	63,832	68,382	70,079	71,879	71,757
Advt	7,000	7,000	7,000	7,000	7,000	7,000	7,000
Income/ Turnover	79,156	93,465	91,218	90,964	82,997	91,368	85,498
Admin Expenses	84,357	81,354	83,717	90,964	82,390	80,141	50,392
Net Profit for year	(5,201)	12,111	7,501	2,810	607	11,227	35,106

ADMINISTRATORS REPORT WILLIAM MORRIS HOUSE

From May 2015 - April 2016

Quarter 1 - May - July 2015 =	88 Invoices for £9,673.50
Quarter 2 - Aug - Oct 2015 =	91 Invoices for £8,981.00
Quarter 3 - Nov 2015 - Jan 2016 =	88 Invoices for £9,137.00
Quarter 4 - Feb - Apr 2016 =	100 Invoices for £12,533.50

Consistent Regular Clients at William Morris House

Prosper Network, Merton PSC, Hypno-birthing, Wellness from Within, Dance Gems, Wimbledon Tango, Tango Fandango, MR Media Ltd, Tiny Tunes, AA Sun, AA Mon, SLAA, GA, Che Dyer Yoga, Workers Educational Association, Wimbledon Speakers Club, Carlton Theatre Group, Minxy's Jewellery Class, Springfield University Hospital, Actual First Aid, Yoga bellies, Lifestyle, Health and Balance, Merton Friends of the Earth, Wimbledon Life Drawing, CoDa, Steps Group, London Hypnotherapy Academy, Wimbledon Zen Meditation, 121 Visas, Emma's Dance Academy, Ursluline Music School, Urban Steppers, Enjoy Hula.

I am pleased to inform the AGM that we now have over 30 regular clients at William Morris House. The statistics listed at the top of the page outline how much money has been invoiced for each quarter which is consistent with this time last year. We have also hosted more functions at the house in the last 12 months for a variety of birthday parties, christenings and other celebrations. The house is now being well utilised at all points of the week rather than just focusing on the evenings and weekends as has been the case in the past. There are now weekday clients 7 days a week so the house is never long without a client booking.

The impact of the administrator role is not just based on how much money is taken each month as we have also worked hard to increase the number of concessionary and self-help groups now using the house on a regular basis. I'm pleased to report that we now have over 1,000 people using the self-help groups at William Morris House every month, which has gone some way to compiling our revenue but more importantly it confirms the house as a thriving community hub where local people can meet for a variety of different activities and needs.

I am including a copy of a recent rota so you can see how the clients are organised. They are generally hard working individuals who understand the history of the house and its importance to the local area. Maintaining professional and efficient systems and relationships are key to keeping clients happy to be regularly using the house. The system we use for bookings is kept simple so that we can attract a wide variety of clients and support groups and we continue to offer concessionary rates to non-profit clients.

I wish to thank the Management committee for any assistance they have offered to the role during the last 12 months and hopefully the successes of the last year will be repeated into 2017 and beyond.

Caspar Osborn

William Morris House Administrator 10/05/16

Annex E

Report from the Branding Sub-Committee to the 2016 AGM of William Morris House

The Branding Sub-Committee was set up to re-brand and "Morrisify" the House. Here is a synopsis of what we've been up to over the past year.

Tony Kane, Steve Spence and Brenda Grant

Room Names

All rooms in the house have been renamed and nameplates have been put on the repainted doors
Burne-Jones Room (Room1)
George Bernard Shaw Room (Room 3)
Rose Lamartine Yates Room (Room 4)
Tom Braddock Room (Room 7)

[4 pictures]

Treasures of William Morris House

At last year's AGM we promised that by this year we would have the rest of our treasures on permanent display. All the prints and photographs have been re-framed with non-reflective glass and we have put descriptive "legends" next to them. For added security, and aware that we are a community meeting room, we have displayed them behind perspex panels.

[2 pictures]

Tom Braddock Room

The Tom Braddock Room on the third floor was urgently in need of a new floor (it is often hired out as a dance studio. Over the past year we have installed a new wooden floor; put in LED lighting, redecorated in heritage colours and put in three new William Morris blinds.

[2 pictures]

History of the House in the Kitchen

We were conscious that many of the clients using the House were unaware of its history. We have therefore written a short history of the house which we have had made in to a panel for the kitchen.

[1 picture]

Future Works

In the coming year, we will turn our attention to the George Bernard Shaw Room (Room 3) and Rose Lamartine Yates Room (Room 4). These rooms are adjoining and can be rented as a single space or separately. We need to replace the windows in these rooms and at the same time we will put in new flooring, replace the lighting (with LED lights), redecorate and get some new blinds. We will also install a specialist hanging system which should save the walls from some of our more "nail happy" clients and also enable us to facilitate local art exhibitions etc.

PROPOSAL

THE WILLIAM MORRIS AWARD FOR CONTEMPORARY ARTS & CRAFTS. Sponsored by Wimbledon Labour Halls Co-operative Society Limited.

Although it should primarily help place the work of the Society firmly in the public eye, there are a number of reasons behind the idea of this award:

1. To reinstate the reputation of William Morris as a pre-eminent British designer
2. To remind everyone that his beliefs, both artistic and altruistic, found their highpoint here in Wimbledon

Presented annually, the award should recognise the highest quality of artistic endeavour within the community, and should reflect the wide range of disciplines under the Arts and Crafts banner:

- Painting
- Surface Design
- Stained Glass
- Printmaking
- Illustration etc

TIMETABLE

Between now and October 2016, a small panel made up of local artists and people connected with the arts will be approached to act as judges. Letters and emails will be sent to Art Teachers to generate interest and excitement prior to the launch amongst schools and institutions in Wimbledon and Mitcham & Morden.

OCTOBER 2016

LAUNCH and Call for entries. This could be promoted:

At Wimbledon Bookfest

On the WMHouse website

Through local Press

On posters to be displayed in local Art shops, (such as Fielders, for example) and Art galleries like Aubergine

JANUARY 2017

Entries and Judging.

FEBRUARY 2017

Winners announced at an event held in the Burne-Jones room of WMH. An exhibition of the shortlisted and winning entries to be held in the House for an agreed and suitable period.

AWARDS

There should be one award for adult amateurs and professionals and one for under 18s Adult 1st

Prize £500, 2nd Prize £350, 3rd Prize £150

Under 18 1st Prize £250, Runner-up £150, 3rd Prize £100

On the following page is an example of what the Winner and Runner-up awards could look like. These are not suggestions but are there to demonstrate that a prize worth owning needn't cost the Society a fortune to commission.

Annex G**House Managers Report to the AGM**

Please accept my apologies for today's meeting as I am attending the AGM of the Co-operative Group in Manchester.

The past year has been successful in putting into practice procedures to ensure that the building meets all legal requirements including Health & Safety and looks attractive to our members and clients. We now have the following procedures conducted on an annual basis:

- Fire-fighting equipment maintained and checked
- Emergency lighting
- Fire alarms/smoke
- PAT testing of all electrical appliances (approx 70)
- Buildings and contents insurance
- Public and Employers Liability Insurance
- Gas inspection
- Cleaning contract
- Recycling and refuse collection

Upkeep and Maintenance

We have had The Burne-Jones Room repainted. The Tom Braddock Room has new LED lighting system, completely repainted, new William Morris blinds and are currently awaiting mirrors for the left hand wall.

We have commissioned Paul Strank to inspect the guttering and make good where necessary. In the future we will be looking to replace 7 windows on the first floor and the Labour Party office. We are reviewing our three utilities contracts with the view to best value and sustainability.

I feel that we have reached a stage in our governance of the building when we can move on to look at the effective governance of the management of the Co-operative as a whole. During the next year we need to look at the following areas of responsibility:

1. Determining a strategy for the house, consistent with the Purpose and the Values and Principles and meeting the needs of the Members.
2. Overseeing the business of the house in accordance with the strategy.
3. Motivating and retaining the management committee to deliver the strategy.
4. Holding the management committee to account in performance of its duties, taking into account the views of its Members.
5. Overseeing a risk and internal audit framework designed to provide adequate assurance as to the protection of the houses assets; the health and safety and welfare of clients, members and staff, compliance with all relevant laws and regulations and the maintenance of the reputation of the Society.

The review should be conducted using the Corporate Governance Code from Co-operatives UK.

Tom Searle

House Manager

21 May 2016