

GRAYSHOTT VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of the Annual General Meeting held at the Grayshott & Hindhead Institute & Village Hall held in the Studio, Grayshott Village Hall on 9th July 2019

PRESENT: Trustees: Mr. S. P. Penny (Chairman), M. B. McSean (Treasurer), Mr. S. Georgii (Vice Chairman & Grayshott Parish Council), Mr. A. R. Legat (Booking Secretary). Mrs. J. Charters (Grayshott Stagers), Mr. J. Hardy (Grayshott Indoor Bowls), Mrs. J. Mills (The Arts Society Grayshott), Mr. Brian Spencer (Grayshott Gardeners), Mr. C S Townend (Friday Art)

Also in Attendance: Mrs. P. Barrett, Mrs. R. Boxall, Mrs. S. Evans (Admin Assistant). Mrs. J. Gale, Mr. D. Homer (Grayshott Gardeners), Mr. D. O'Byrne (Grayshott Folk Club), Mr. J. Price (Grayshott Gardeners), Mrs. A. Seal (Grayshott Art Society), Mrs. J. Spencer (Life Friend).

MINUTE No:

ACTION

1.00

APOLOGIES FOR ABSENCE: Mr. L Davis (Haslemere District Dog Training Club), Mr. G. Franke (Grayshott Stagers), Mrs. S. Jelliss (Grayshott Stagers), Mrs. G. Keitch, L M Knox, Mrs. J. Levy (Friday Art), Mr. P. Lucas (Grayshott Stagers), Mrs. H. Marston, Mrs. L. Musco (GPC), Ms. S. Smith.

2.00

MINUTES OF THE LAST ANNUAL GENERAL MEETING were distributed to all those present and taken as read. Acceptance of the minutes was proposed by Mr. Steve Georgii, seconded by Mr. Brian Spencer and unanimously agreed by the meeting. The minutes were signed by the Chairman as a correct record.

3.00

CHAIRMAN'S ANNUAL REPORT:

3.01

The Chairman welcomed those present to the 117th Annual General Meeting of the Grayshott and Hindhead Institute and Village Hall.

He reported that that last year we had identified that the East roof window the Studio needed replacing as water ingress was causing damp in the wall. The committee decided that while the West roof window was not currently leaking given that it is also over 70 years old it would be prudent to replace both windows at the same time at a total cost of over £25k.

In October we completed a very lengthy application form for a 50% grant from Hampshire County Council. We had to wait until February to learn that unfortunately we had not been successful. However, he was very pleased to report, that in mid-June the Parish Council agreed to support the project from the Construction Industry Levy Fund that it administers and has awarded the Village Hall a grant of £12,600. We are currently liaising with the contractor and hope that the work will be carried-out in August or early September.

During the year we upgraded the fire-alarm including the installation of a new control panel, additional call points and smoke detectors and the system is now linked to a 24 hour monitoring station.

We had planned to redecorate the outside of the building last year, but unfortunately our contractor was taken seriously ill and was unable to undertake the work. We have now identified a new contractor and work started at the beginning of June, so

hopefully the outside of the building should be looking smart by the end of the summer.

During the year, as expected, we lost two long-standing users. In July Little Sunflowers playgroup closed followed by the Flower Club at the end of March.

Little Sunflowers was a major user of the Village Hall and while we (Tony) have filled some of the vacancies generated we were mindful that the Parish Council will also be leaving the Village Hall in the not too distant future thereby placing further strain on our regular income.

While the Village Hall currently has comfortable reserves we were mindful of the fact that, in addition to the replacement of the studio windows, we will need to spend significant sums on the building in the not too distant future (replacement of the main heating system is likely to cost in excess of £80k).

We decided, therefore, that it would be prudent to review our pricing structure to ensure that the Village Hall remains viable and that we continue to treat our different user groups in an equitable way. Consequently a number of user groups saw a significant increase in their charges in April and the Chairman would thank them for their understanding and support.

In addition to reviewing our letting charges we have also scrutinised expenditure and our thanks are due to our administration assistant, Sarah Evans, who oversaw the renegotiation of our energy contracts last autumn and more recently our waste collection contract which will result in significant savings.

We are also grateful to Beryl Greenslade who agreed to organise a fundraising event to support the Village Hall's funds. Initially the quiz night was planned for September, but as ticket sales were not good we decided to move it to March. With hindsight this was a good decision as the quiz was very well attended and made a substantial profit – details from the Treasurer in her report.

The closure of the Flower Club has also created a vacancy on the management Committee as they were one of the organisations identified in our governing scheme that can appoint a trustee. We are pleased, therefore, that the Grayshott Art Society, which has used the Village Hall every Tuesday for many years, has agreed to fill the vacancy.

Vodafone has been looking for a location for a mast to improve mobile 'phone reception in the Village and a number of sites have been investigated and discounted for a various reasons.

The Village Hall has been in discussion with Vodafone's agent since last November and we have managed to locate a site within the Village Hall carpark that is technically suitable and won't reduce the number of parking spaces. We are still at early stages but if the installation goes ahead mobile 'phone reception should be improved and the Village Hall will receive a modest income.

Two committee members will not be with us next year. Brian Spencer, appointed by Grayshott Gardeners, has decided that it is time to stand down and we will be pleased to welcome John Price in his place and the closure of the Flower Club means we will lose Beryl Greenslade. The Chairman thanked both of them for their support and input to committee discussion over many years which has been greatly valued by me as chairman.

Finally the Chairman thanked those people who make the Village Hall function on day-to-day basis:

Kevin Woodage, the caretaker, who continues in his quiet and uncomplaining way to be the back-bone of the Village Hall and even goes so far as to arrange his holiday dates to cause the least inconvenience to those of us that have to cover his absence.

Helen Pullen, the Sunday cleaner, loves nothing more than rolling up her sleeves and donning a pair of rubber gloves to clean the toilets after a major function on Saturday night – or at least if she doesn't actually enjoy it she never complains!

Sarah Evans (admin assistant), is not only adept at negotiating good deals for us but has the task of gently (and occasionally not so gently) reminding our 'forgetful' users that as well as using the Village Hall they need to pay as well.

Treasurer, Barbie McSean, keeps us on the financial straight and narrow, ensuring that we plan well ahead to avoid future crisis, as well as overseeing much of the business management of the Village Hall.

Tony Legat, Bookings' secretary, performs the most amazing juggling act squeezing in as many users as possible. His efforts (often responding to emails while he is on holiday) not only help our finances but ensure that we meet the charity's object which is the provision of facilities for the benefit of the local population.

Acceptance of the Chairman's Report was proposed by Brian Spencer and seconded by John Hardy.

4.00

TREASURER'S REPORT AND ACCOUNTS:

4.01

The Honorary Treasurer presented her seventeenth report as Honorary Treasurer of the Grayshott and Hindhead Institute and Village Hall. As has been the case for the past few years, the Financial Statements for the year to 31 March 2019 have been examined by Rick Peet, of BGA Accountants, in Farnham.

At the AGM last year, she reported that the charity had made a loss of £4,017 for the year; but in 2018-19 we made a surplus of £8,259. This was based on income of £65,881 (an increase of over £4,800 on the previous year) and expenditure of £58,197 (a decrease of over £7,300 on the previous year). During the year we did not carry out as many projects as we had planned for a number of reasons, but the value of the one-off projects was a total of £7,183.

So, to give a little more detail on the figures.

In 2018-19 our income figure of £65,881 was made up of £59,476 as lettings income. In addition to the money that we have raised through regular lettings and one-off bookings, we receive a rent from the Grayshott Parish Council for the use of the Nancy Littlejohn Room as well as £145 in donations from our Friends. You can see this information on Page 7 of the accounts.

As for expenditure in 2018-19, the major items of expenditure continue to be the wages of the Charity's 2 employees, Kevin Woodage and Sarah Evans, as well as the utility bills. This year the payroll costs for both employees, which included the salaries, national insurance contributions and the mandatory pension contributions, were £18,277. Our utilities bills, which includes electricity, gas, water, business rates and refuse collection, came to a total of £12,353. As our Chairman has already reported, Sarah Evans, our admin assistant, has been able to negotiate considerable savings on our refuse collection for this financial (2019-20). In addition, following a review of the Charity's gas and electricity contracts, we are confident that we are getting the best value for money with our utility bills.

In addition to these items of expenditure, we also have to carry out mandatory checks on the boilers, cookers and other appliances, as well as annual servicing on the fire alarm and emergency lighting, intruder alarm, CCTV and fire extinguishers. Other general maintenance activity during the financial year has included:

- Trimming of the outside hedges
- Clearing the guttering
- Window Cleaning
- Ad hoc repairs and replacement of light fittings, kitchen equipment, etc.
- A new boiler for the Caretaker's Cottage

Along with our insurances, the cost of additional cleaning, software and licences, the annual running costs (including the utilities and payroll cost) for the Charity exceed £50,000 before we carry out any refurbishment programmes. The administrative costs of running the Charity, such as telephone and broadband, secure off-site backup of our software, etc., is a further figure of £2,179 (as reported on page 8 of the annual accounts).

In addition to the general repair and maintenance activities, we also carried out the replacement of flooring in the Caretaker's cottage at a cost of £841. The Chairman has already mentioned that we have replacement the fire alarm panel and added new call points to bring the system up to current standards. This work cost £6,341. We have also taken out a maintenance contract with the installer, which has halved the previous years' costs.

During 2018-19, we had also planned to replace the windows in the Caretaker's Cottage, as several windows were letting in daylight (and water) where they shouldn't be! However, due to technical issue - some of the windows do not have lintels above them – this project has been deferred until 2019-20 financial year, although we have accrued a sum of £4,000 within our accounts for this project.

We have continued to make use of high interest deposit accounts, which, whilst this ties up the monies for a fixed period of time, does provide a better rate of interest,

as we get no interest on money in our current account, and the Savings accounts only attract minimal interest. By managing our cash flow, we have been received near £500 in bank interest in 2018-19, an increase on the previous year. We also receive a small dividend from some shares which were invested many year ago.

A full breakdown of the Charity's income and expenditure for the year is available on pages 7 & 8 of the accounts.

Our Chairman has already mentioned that the Management Committee held a fund-raising Quiz Night, which included a fish and chip supper, in March 2019, very ably organised by Beryl Greenslade. With an income of £1,881 and expenditure of £701, this event raised an impressive sum of £1,180, which will be put to very good use. I would like to thank Beryl and her family who organised the event, set the questions and managed the scoring with what appeared from the outside great ease. Well done and thank you!

Funds in the Dedicated Re-Decoration Account (or as it is also known, the Friends' Account) currently stands at £1,065.00. As always, the Treasurer thanked all the Friends for their continued support of the Friends of the Hall, but it is very sad to note that a number of our Lifetime Friends are no longer with us.

The Balance Sheet for the 12 months to 31 March 2019 shows an increase in total funds from £117,627 to £126,059. Some of this money has been ring fenced for specific expenditure - Stephen has already mentioned that we will need a figure in excess of £80,000 to replace the Main Boilers as the Chairman has already reported we will be replacing the roof windows in the Studio this summer as well as carrying out the external redecoration of the halls.

We are very fortunate in that Alex Collins of AJC Accountants continues to provide our payroll service on a Pro Bono basis. I would like to record our thanks to Alex for his support of the Village Hall by carrying out the payroll services.

The Treasurer thanked both Kevin and Sarah for their hard work during the year. In particular, Sarah manages the monthly bookings, which has eased my workload quite considerably.

She also gave her personal thanks to my fellow Committee Members for their support in what has been another busy year for the Village Hall.

As a consequence of this year's activities, and the amount of work that has been carried out this year, the Treasurer feels confident to report that the Hall's finances are, and continue to be, in good shape.

At this point there were no queries regarding the accounts so she concluded her report by recommending the 2018-19 Financial Statements to the meeting.

Acceptance of the statements for 2018-19 was proposed by Jennifer Charters and seconded by Sarah Evans.

The Meeting accepted the financial statements.

5.00

APPOINTMENT OF MEMBERS:

5.01

The following had been appointed by user groups:

- Jennifer Charters (Grayshott Stagers)
- Len Davis (Haslemere & District Dog Training Club)
- Steve Georgii (Grayshott Parish Council)
- Ann Seal (Grayshott Art Society)
- John Hardy (Grayshott Indoor Bowls)
- Stephen Townend (Friday Art)
- June Mills (The Arts Society Grayshott)
- John Price (Grayshott Gardeners)

5.02

Elected Members:

Stephen Penny, Tony Legat, Barbie McSean, and Peter Budd had agreed to stand for election. There being only four candidates for the five elected posts they were declared elected without the need for a vote.

6.00

ANY OTHER BUSINESS: Jan Gale thanked the Chairman for all his work.

The Meeting closed at 8.25pm.

Signed:

Date: