

GRAYSHOTT VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of the Annual General Meeting held at the Grayshott & Hindhead Institute & Village Hall held in the Main Hall, Grayshott Village Hall and via Zoom on 6th October 2020

Stephen Penny
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. L. Davis (via Zoom) (Haslemere District Dog Training Club), Mr. J. Hardy (via Zoom) (Grayshott Indoor Bowls), Mrs. J. Bearman (The Arts Society Grayshott), Mr. J. Price (Grayshott Gardeners), Mrs. J. Levy (Friday Art), Mrs. A. Seal (via Zoom) (Grayshott Art Society)

Rita Buda (Secretary)
Also in Attendance: Mrs. P. Barrett (via Zoom), Mrs. J. Gale, Mr. D. O'Byrne (Grayshott Folk Club), Mr. & Mrs. J. Spencer (Life Friend).

MINUTE No:

ACTION

1.00

APOLOGIES FOR ABSENCE: Mr. C.S Townend (Friday Art), Miss H Coyte (Grayshott Stagers), Mr. P. Crowfoot (The Arts Society Grayshott), Anne Wardell (Grayshott Gardeners), Sarah Evans (Admin Assistant)

2.00

MINUTES OF THE LAST ANNUAL GENERAL MEETING had been distributed by email to those present and taken as read. Acceptance of the minutes was proposed by Mr. A. R. Legat, seconded by Mr. J. Price 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 118th Annual General Meeting of the Grayshott and Hindhead Institute and Village Hall during these troubled times. In addition to those of attending in person there are also have a number of remote attendees via Zoom.

Usually the AGM is usually held in July however this year we took the decision to postpone the meeting for a number of reasons:

- a) so that in June and July we could concentrate on reopening the Village Hall in a COVID-19 secure way
- b) to allow additional time for the completion of the examination of our accounts – we have new examiners this year and COVID-19 has inevitably slowed the process even further
- c) in the hope that restrictions would be eased enough (as they have been) to allow us to meet in person, rather than just on-line.

Consequently most of this evening's business, and all of the Treasurer's report, will relate to the financial year that ended in March this year, however the Chairman provided a brief summary of the key matters related to COVID-19 that have arisen since April.

During the financial year we carried-out a significant amount of work to the building, including some 'catch-up' works that had been scheduled for the previous year but for various reasons had been delayed. These included:

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- External repainting of the entire building and the replacement of a rotten gable-end window in the Studio and various other woodwork repairs.
- Replacement of the roof-light windows in the Studio – we were fortunate to receive a grant of 50% of the costs through the Parish Council from the Community Infrastructure Levy.
- Installation of double glazing in the caretaker's accommodation
- A refresh of the paintwork in the Main Hall
- Replacement of the bathroom in the caretaker's accommodation.

The Treasurer will give more detail latter, however the cost of these projects together with the day-to-day maintenance of the hall was in the region of £50k.

The other significant item that occupied our time during the year was the approach by Vodafone to site a mobile telephone mast on Village Hall property. After very lengthy negotiations and a couple of false starts we finally reached agreement in early August. Installation of the mast should go ahead in the not too distant future, generating an annual income for the Village Hall which will be very welcome in the current climate.

Turning to COVID-19:

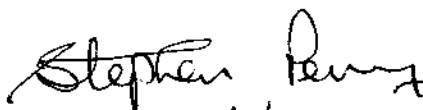
In common with many other businesses the Village Hall was required to close in late March as part of the government's measures to combat the pandemic.

Following a risk assessment and the implementation of COVID-19 secure measures, including signage and the provision of hand sanitiser, we re-opened, for a limited range of activities, on 10th July. After an initial slow start (1 booking per week) we have seen a steady increase in usage and bookings are now at about 50% of the usual level for this time of year. We are indebted to Action for Communities in Rural England (ACRE) who have had the unenviable task of translating government guidance into something that is meaningful for Village Halls. We are now on version 7 of their guidance, which runs to 47 pages!

The financial impact of COVID-19 will make itself known in the current year's accounts, which will be seen at next year's AGM. It will not be possible to assess the effect with any great degree of accuracy for some time, however it is clear that we will suffer a very significant loss of income coupled with increased costs.

While some of our losses will be mitigated by government grants it is inevitable that our reserves will be depleted. As will be seen from last year's accounts we were in a sound financial position in March so, thankfully, cash-flow has not been an issue for us, as it has been for some Village Halls. We must not forget, however, that a significant proportion of our reserves has been earmarked for the replacement of the main hall heating system; the boilers are now over 25 years old and much of the pipework dates from 1902 when the hall was built.

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


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Kevin Woodage, our caretaker, has remained amazingly patient throughout the long and frustrating period of closure and his common sense approach has proved as indispensable as ever. Without his presence the Village Hall would not function.

Sadly for us Helen Pullen, our Sunday cleaner, discovered during lockdown that she really liked not working and has now retired from her duties at the Village Hall. Helen originally joined us, over 10 years ago, for a period of 6 to 8 weeks when we didn't have a caretaker, so we probably encroached on her good nature for far too long. Given the current circumstances we won't be seeking a replacement for the time-being, however Helen will be a hard act to follow and Chairman put on record his thanks for her significant contribution.

Sarah Evans, our admin assistant, very diligently and tactfully keeps our users in check and ensures that they actually pay for using the Hall, a concept that some find hard to understand. Due to the long period of closure Sarah was furloughed for several months and we were very pleased to be able to welcome her back last week.

Barbie McSean, our Treasurer, has not only continued to keep us on the financial straight and narrow but has also navigated us through the Coronavirus Job Retention Scheme claim process (unless you have had to submit a claim you would not believe how complex this can be), overseen the transition to the new company who have examined our accounts this year and ensured that we have got a good deal when purchasing COVID-19 products such as hand sanitiser (it's so much cheaper when you buy 5 gallons at a time!).

Last year the Chairman said that Tony Legat, our Bookings' secretary, had performed the most amazing juggling act, squeezing in as many users as possible. This remained true until March when COVID-19 provided an enforced break of several months. Since August, however, Tony has been busier than ever trying to meet the expectations of users while ensuring that bookings are suitably spaced-out to try to avoid one user group on the way in meeting another group on the way out.

Last, but not least, Steve Georgii continues to maintain and improve our audio-visual facilities and has recently made changes to make sure that they can be used in a COVID-19 secure way. He also gave-up a significant amount of his time over the summer to oversee the 'phone mast contract negotiations ensuring that the deadline for completion was met, which has resulted in a significant 'early completion' payment.

The Chairman's Report was proposed by Mr. J. Price and seconded by Mrs. J. Bearman.

4.00

TREASURER'S REPORT AND ACCOUNTS:

4.01

The Hon Treasurer presented her eighteenth report as Honorary Treasurer of the Grayshott and Hindhead Institute and Village Hall. This report refers to the 2019-20 financial year, which ended on 31 March 2020, just as Lockdown started. This year Wise and Co, based in Farnham, were asked to examine our accounts. The process of working with them has gone very smoothly, although it has taken longer

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than expected due to the constraints that the Coronavirus has put upon businesses and individuals. As a result, the examined reports being presented still require signature from the Accountants.

At the AGM last year, it was reported that the Charity had made a surplus of £8,259, but this year, following the long overdue projects that we have carried out, our reserves were reduced by £19,186. The headlines of these figures are that the Charity's income during 2019-20 was £76,087, an increase of nearly £10,000 on the previous year and expenditure of £95,274 (an increase of nearly over £37,000 on the previous year). As the Chairman had already mentioned a number of "one-off" projects have been carried out in this financial year, with a total cost of £49,042.

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

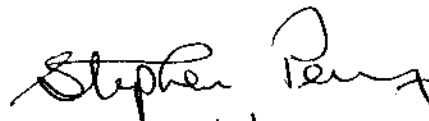
In 2019-20 our income figure of £76,087. The Charity's main income was through regular lettings and one-off bookings to a total of £57,673. In addition to this the Charity received a rent from the Grayshott Parish Council for the use of the Nancy Littlejohn Room as well as £145 in donations from the Hall's "Friends". The Charity also received a donation of £377 and sundry income of £38. As the Chairman has already reported, the Village Hall was very fortunate to be awarded a grant of £12,600 from the Community Infrastructure Levy by the Parish Council towards the costs of replacing the Roof Lights in the Studio. You can see the detail on Page 7 of the accounts.

As for expenditure in 2019-20, the major items of expenditure continue to be the wages of the Charity's two 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 £18,676. The utility bills, which included electricity, gas, water, business rates and refuse collection, came to a total of £11,495, a decrease on the previous year in the main because Sarah had been able to negotiate savings of 50% on the refuse collection. The Charity's gas and electricity contracts have been reviewed when they become due for renewal to ensure that the Charity gets the best value for money.

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

- Trimming of the outside hedges
- Clearing the guttering
- Window Cleaning
- Ad hoc repairs and replacement of light fittings, kitchen equipment, etc.

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 are in the region of £41,000 before any refurbishment programmes were carried out. The administrative costs of running the Charity, such as telephone and broadband,


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secure off-site backup of software, etc., was a further figure of £1,570 (as reported on page 8 of the annual accounts).

The Chairman has already reported on a number of major one-off projects carried out during the 2019-20 financial year:

External redecoration of the Building	£15,595
Replacement of the Roof Lights in the Studio	£25,200
Additional of double glazing to the Caretakers Cottage (although this was provided for in the previous year's accounts)	£3,187
Replacement of the Bathroom in the Caretakers Cottage	£7,194
Touch up of the paint work in the Main Hall	£1,864

The Charity continued to make use of high interest deposit accounts, which, whilst this tied up the monies for a fixed period of time, did provide a slightly better rate of interest. By managing cash flow, The Charity has received over £430 in bank interest in 2019-20. The Hon Treasurer reported that this was a decrease on the previous year, and that she was expecting bank interest to decrease even further in the current financial year. The Charity also received 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.

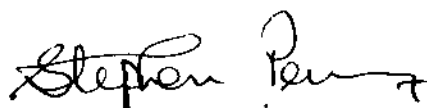
Funds in the Dedicated Re-Decoration Account (or as it is also known, the Friends' Account) currently stands at £410, as funds were used to contribute to the cost of the external redecoration. As always, the Hon Treasurer would like to thank all the Friends for their continued support of the Friends of the Hall.

The Balance Sheet for the 12 months to 31 March 2020 showed a decrease in total funds from £126,069 to £106,806. Some of this money was ring-fenced for specific expenditure – the Chairman had already mentioned that some monies had been set aside as a provision to replace the Main Boilers.

The Hon Treasurer would like to record her thanks to Alex Collins of AJC Accountants who has continued to provide payroll services on a Pro Bono basis.

The Hon Treasurer also thanked both Kevin Woodage and Sarah Evans for their hard work during the year. In particular, Sarah who managed the monthly bookings, thereby easing the workload of the Treasurer during the 12 months to 31 March 2020 considerably.

Personal thanks to her fellow Committee Members were also recorded by the Hon Treasurer for their support in what had been another busy year for the Village Hall.


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So at the end of the financial year, 31 March 2020, the Hon Treasurer was confident that the Charity's finances were in good shape.

However, whilst the purpose of the Annual General Meeting was to review the activities of 2019-20, the Hon Treasurer considered it remiss not to look ahead to 2020-21, which will be a different picture; every business, charity and individual will have been affected by the global events that have taken place in the last 9 months. The Trustees have always managed the finances of the Charity to ensure that sufficient funds are held to enable the Charity to continue for a period of 12 months in the event that no income was received. In this financial year (2020-21), the Village Hall was closed for the best part of four months. We were able to make use of the government's Coronavirus Job Retention Scheme, which meant that we received a percentage of the salaries for both our employees who were put on furlough for a number of months. The Charity has also benefitted from other government and local authority schemes, which has been of great financial help. With the halls closed there has been a reduction in the utility bills, but payment of insurances and other regular maintenance costs have continued. The accounts that will be presented at the next Annual General Meeting will show a very different financial position to the previous year.

Upon opening up the floor to any questions, Des O'Bryne enquired as to the level of trade debtors at the end of March 2020. The Hon Treasurer replied that this was because the end of month billing was sent out on the last day of the financial year, but that most of the invoices were paid within 4-6 weeks despite this being the beginning of the lock down period.

As there were no further questions, the Hon Treasurer recommended the 2019-20 Financial Statements to the meeting.

Acceptance of the statements for 2019-20 was proposed by Mr. J. Price and seconded by Mr. L. Davis.

The Meeting accepted the financial statements.

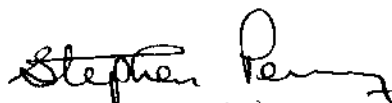
5.00

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)
- Jill Levy (Friday Art)
- Jackie Bearman (The Arts Society Grayshott)
- John Price (Grayshott Gardeners)


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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:

6.01

Des O'Byrne asked what the criteria was for the number of people attending a seated event. The Chairman referred him to the latest Government Guidelines.

6.02

Jennifer Charters thanked the Chairman for all his work.

The Meeting closed at 8.30pm.

Signed:

Stephen Penny

Date:

20th July 2021