

**GRAYSHOTT VILLAGE HALL MANAGEMENT COMMITTEE**

**Minutes of the Annual General Meeting held at the Grayshott & Hindhead Institute & Village Hall held in the Small Hall, Grayshott Village Hall on 7<sup>th</sup> July 2010**

**PRESENT** : Trustees: Mr. S. P. Penny (Chairman), Ms B. McSean (Treasurer), Mr. P. W. Budd (Minute Secretary), Mrs. F. Jones (Little Sunflowers), Mr A Legat (Grayshott Stagers), Mrs J Mills (NADFAS), Mr B Spencer (Grayshott Gardeners).

Also in Attendance: Miss N. Chapman, Dr D Barrett, Mrs P Barrett, Mrs J Spencer, Mrs. B. Penny, Mrs. J. Prendaville, Mrs. Seal, Mr. P. Thompson, Mr K Woodage.

**MINUTE No:**

**ACTION**

**1.00**

**APOLOGIES FOR ABSENCE:** Mrs M Herbert (Flower Club), Mr S Georgii (GPC), Mr. A. Meehan, Mr. D. Moss (Grayshott Bowls), Mr. G. Pullen (Vice Chairman & Booking Secretary),

**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 Brian Spencer, seconded by Fanny Jones 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 delivered the following report:-

Good evening ladies and gentleman and welcome to the 108<sup>th</sup> Annual General Meeting of the Grayshott and Hindhead Institute and Village Hall.

The last twelve months have been both a challenging and successful time for the Village Hall.

As you may remember I reported last year that following correspondence with the Charity Commission regarding the insurance of the Village Hall a new understanding regarding the Parish Council's role as Custodian Trustee had been reached. The process of 'unpicking' some of the links between the two organisations was finally completed a few months ago and I would like to put on record our gratitude to the members of the Parish Council for their continued support of this organisation and to the former Parish Clerk, Liz Pennick, for her invaluable assistance and persistence in dealing with a number of matters on our behalf.

During the summer our new insurers carried-out an inspection of the Village Hall and I am pleased to be able to report that apart from a few minor actions, the most onerous of which was the replacement of 2 ladders, we received a clean bill of health.

When setting the letting rates for April 2009 the management committee was mindful of the potential for increased costs in the light of the new relationship with the Parish Council and took the difficult decision to implement a 5% increase in the best interests of the Village Hall (but not necessarily in the immediate best interests of their appointing organisations).

Thanks, mainly to the tenacity of our Treasurer, Barbie McSean, we have been able to negotiate much better deals in a number of areas such as energy supply, waste collection and cleaning supplies and these have largely off-set increases in other areas. The management committee was pleased, therefore, not to have to implement further rises in April 2010. We should remember that Graham Pullen's sterling efforts in attracting new bookings also helps to keep prices down. Last year was a record for bookings income, which at £37,000 was up by more than 20% on the previous year.

In passing it is interesting to note that at £49 the current charge for the large hall is considerably cheaper, in real terms, than it was 100 years ago when the cost was 1gn or approximately £95 at today's prices!

A further consequence of the new relationship between the Parish Council and the Village Hall is that the Management Committee is now responsible for the lease arrangements for the Library. As I reported last year the lease was due for renewal in September 2009 and negotiations had been underway for over a year.

After a long period of refusing to discuss the question of rent the Library Service informed us that they could not agree to any increase. The management committee believed that this stance was unreasonable since it would have meant no change over a period of ten years and sought the support of our District Councillor, Ferris Cowper, and our County Councillor, Sam James. Thanks to their invaluable support and some high level negotiations at the County Council an acceptable outcome was achieved and the rent was increased by nearly 30%. The new lease was drawn-up for a period of five years, however the County Council have insisted, for the first time, on the insertion of a six-month break clause allowing them to terminate the lease early if they want to.

Just after last year's AGM the Parish Council advised us that they would be willing to release some of their reserves that have traditionally been held for major refurbishment works to the Village Hall to facilitate energy saving measures. I am pleased to be able to report that we have had the first floor loft spaces insulated, the increased warmth in the Council Office and Common Room was immediately noticeable, and a new boiler installed so that the first floor can be heated independently. Once again our thanks are due to the Parish Council.

Following the refurbishment of the kitchen in 2008 it became apparent that our stock of china was woefully inadequate and I reported last year that Grayshott Pottery had indicated that they would be willing to help us in this respect. In September we were pleased to take delivery of over 800 pieces of very stylish crockery, worth several thousand pounds, at no cost to the Village Hall. We also

used some of the proceeds of the 2009 race night to purchase several hundred new glasses.

Just after Christmas we were sorry to learn that our caretaker, Jim Hardy, was unwell and that he would be unfit for work for some weeks. Subsequently Jim decided to tender his resignation and he left the Village Hall at the end of February.

The sudden absence of a caretaker, for a prolonged period, posed quite a challenge and I would like to pay tribute to my fellow officers for stepping into the breach and covering the caretaker's duties, completely unaided, for the first six weeks until we could make alternative arrangements.

From early March we were fortunate to have the assistance of our former caretakers, John and Jo Edser, who undertook most of the duties during the week and Helen McHugh was engaged to provide a weekly clean every Sunday. The officers, however, continued to cover Saturdays and the major clean required after dog training every Thursday until our new caretaker started in June.

Following such a long period without a resident caretaker we were very pleased to welcome Kevin Woodage and his partner Nicola to the Village Hall in early June. Due to the many favourable comments that we have received regarding the cleanliness of the halls over the last few months and in view of the heavy usage of the hall we have decided to retain Helen's services as cleaner to assist Kevin.

Finally I would like to thank our users for their patience and understanding during this difficult period.

As usual there are a number of individuals who deserve our thanks:-

Steve Georgii has continued to maintain and improve the Village Hall sound system and has kept abreast with the ever changing legislation regarding radio microphones

Tony Legat has continued to be our resident IT expert keeping the caretakers computer system up and running and Helen McHugh has once again put together our hanging baskets.

I would also like to take this opportunity to thank my fellow officers, Graham Pullen, Barbie McSean and Peter Budd for their support, enthusiasm, good humour and willingness to do whatever is necessary. As I have said before the word 'no' does not appear to be in their vocabulary and without their dedication and hard work over the last few months this institution would not have continued to function.

Finally I would like to thank all of you for taking the time to attend the AGM this evening.

Acceptance of the Chairman's report was proposed by Peter Thompson and

seconded by Joan Spencer.

#### **4.00**

#### **ACCOUNTS:**

#### 4.01

Barbie McSean presented her eighth report as Treasurer of the Grayshott and Hindhead Institute and Village Hall. She reported that once again it had been an extremely busy year for the hall. The financial statement for the year to 31 March 2010, which as in the previous 3 years, had been examined by Rick Peet of AVN Picktree in Farnham.

Last year the Chairman reported that although the Grayshott Parish Council was the custodian trustee for the Village hall, it did not mean that they owned the building. As a result, considerable time was spend in the last financial year separating the Village Hall from the Parish Council accounts, for such things as the utilities (gas, electricity and refuse collection) as well as organising the insurance of the building. As a result the Parish Council provided the GVHMC with a grant of £2,100 to cover the cost of insuring the building for the first year. We also received a payment of just over £7,500, which was the remaining monies from the Parish Council's Grant Aid Account once all the bills had been paid.

However, one of the more significant changes was that it was now important that a note is made in the annual accounts that the Charity owns a major asset – the building. Following correspondence between members of the Executive Committee, the Charities Commission and our Accountants, it was agreed that the original valuation of £6,000 (ie the value when the hall was built) should be shown in the accounts. This figure appears in the accounts on Page 8.

At the AGM last year, the Treasurer reported that a loss was made on the year, although this loss was covered by the Charity's reserves. In 2009-10 she reported that there was a surplus of £26,013.09, based on an income of £55,999.13 (increased from the previous year) and expenditure of £29,986.04 (decreased from the previous year as no major redecoration projects were carried out during this 12-month period). In the last financial year, thanks to hard work of Graham Pullen, our bookings secretary, income from lettings had increased by nearly £7,000. Our income was also boosted during the last financial year as the charity now receives the rental for the Library directly from Hampshire County Council.

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 know, the Friends' Account) currently stands at £ 2,472.94. The Treasurer thanked everyone for the continued support of the Friends of the Hall.

The Balance Sheet for the 12 months to 31 March 2010 showed an increase in total funds from £46,485 to £78,827. However, the committee is planning to undertake a number of redecoration projects in the next financial year, which will mean that these reserves will reduce significantly.

The Charity received the following donations during the financial year:

Grayshott Stagers £200 towards the cost of replacing the ladders.  
Grayshott Gardeners £250.04 for the purchase of new projector stand.

On behalf of the Committee the Treasurer again thanked these organisations for their kind donations.

The Treasurer also thanked the clerks of the Parish Council (as well as the Chairman of the Council) for their continued help and also her fellow Committee members, especially Stephen Penny, Graham Pullen and Peter Budd for their support during the year.

The treasurer reported that the Hall's finances were and continue to be in good shape, although the Committee would continue to work on new ways of raising finance for major projects that will benefit all users. As such, she recommended the 2009/10 Financial Statements to the meeting.

Acceptance of the statements for 2009/10 was

proposed by Pat Barrett and seconded by Brian Spencer;

the Meeting accepted the financial statements.

**6.00**      **APPOINTMENT OF ELECTED MEMBERS:**

6.01      Stephen Penny, Barbie McSean, Graham Pullen and Peter Budd had agreed to stand for election. There being no other candidates they were declared elected.

**7.00**      **ANY OTHER BUSINESS:**

7.01      Peter Thompson thanked the Committee for all their hard work.

The Meeting closed at 8.24pm.

**Signed:**

**Date:**