

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 12th July 2011

PRESENT : Trustees: Mr. S. P. Penny (Chairman), Ms B. McSean (Treasurer), Mr. P. W. Budd (Minute Secretary), Mr. S. Georgii (Grayshott Parish Council), Mrs. M. Herbert (Grayshott Flower Club), Mrs. F. Jones (Little Sunflowers), Mr. A. Legat (Grayshott Stagers), Mrs. J. Mills (NADFAS), Mr. D. Moss (Grayshott Indoor Bowls), Mr. B Spencer (Grayshott Gardeners).

Also in Attendance: Dr. D. Barrett, Mrs. P. Barrett. Mr. P Thompson, Mr. K. Woodage (Grayshott Village Hall).

MINUTE No:

ACTION

1.00 **APOLOGIES FOR ABSENCE:** Mr. P Bates, Mrs. S. Dorsett (Arthritis Care), Mr. G. Gale, Mrs. J. Gale, Mr. P. Hatch (Party in Grayshott), Mrs. B. Penny, Mrs. J. Spencer.

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 Peter Thompson, seconded by Pat Barrett 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 109th Annual General Meeting of the Grayshott and Hindhead Institute and Village Hall.

Once again I am going to report on a very busy twelve months for the Village Hall.

During the year we have undertaken a number of significant projects that have ranged from the 'very visible' to the 'unseen'.

The first 'visible' project of the year was the redecoration of this room (the Small Hall). As you can see we took the opportunity not only to repaint the walls and woodwork, but also to install match boarding to the lower walls (to provide a more durable finish), to box-in the radiators (to improve their appearance), to improve the lighting in the alcove area and to provide additional power points. Our thanks are due to our contractor, Terry Gulliver, for the usual high standard of his workmanship.

The second 'visible' project was the re-rendering of the outside of the west wall. We had been experiencing problems with water ingress (in the caretaker's bathroom and the common room) for some time and inspection of the wall revealed that the render had failed in a number of places and that water was able to seep in behind the pebbledash.

Thanks to the generosity of the Parish Council we were able to put the work (costing over £9k) in hand before Christmas. Unfortunately when work started on removing the old render it became clear that the top of the chimney serving the main boilers in the basement was unstable and would need to be rebuilt. This delayed the rendering work by about 10 days and then the snow set-in, delaying the project even further!

On the 'unseen' side we have had major works carried out to the roof this year. Following the redecoration of the small hall it became clear that the valley between the large and small halls was leaking. Investigation revealed that the lead lining (which we believe was original) needed replacing and this work was put in-hand before Christmas. Early in the new year it became clear that there were problems with two of the three dormer windows on the west side of the main hall. Investigation revealed more original lead that had been patched and repaired on numerous occasions in the past. The committee decided that complete replacement of the lead on all three windows would be the best investment for the future and this work was put in-hand in March.

In total we spent over £17k on major repairs to the fabric of the building in the last year, which illustrates the cost of maintaining a building, which is now 109 years old.

Our third major project of the year falls into both the 'visible' and 'unseen' categories!

Approximately two years ago the committee started to investigate the installation of a large projection screen. Earlier this year Steve Georgii identified a suitable screen, within our price range, and I'm pleased to be able to report that installation was completed at the end of last month. The screen at nearly 16ft wide is certainly 'very visible' when in use, but retracts into its case above the stage 'at the push of a button' to become 'unseen'.

Our thanks are due to Steve for the time he spent in identifying a suitable screen and for his involvement in its installation.

While on the subject of the screen it is appropriate to record that in July last year the Movies in Grayshott group decided that it was not viable for them to continue showing films and kindly donated their equipment and residual funds to the Village Hall.

The other major project has been a complete revamp of our website which has been overseen by Graham Pullen. A professional looking website is, I believe, key to promoting the Village Hall and I know that most of our new business now comes via this route. Our thanks are due to Graham for the enthusiasm he has shown for this project especially as I know that he will have invested many hours of his time in the rather unglamorous task of specifying what we need and then checking the end result.

I have spoken about the major projects but there are, of course, many minor things

that happen on a day-to-day basis. During the year these have included:-

- Digging-out the damp proof course to the east side of the main hall
- Repairing the joists of the main hall floor where rot had set in
- Replacing tap washers
- Repairing toilet flush mechanisms
- Repairing the sump-pump in the boiler house
- Resolving minor electrical faults
- Replacing faulty light fittings

Many of these tasks have been carried out either by committee members or by our caretaker, Kevin Woodage, thereby saving considerable sums.

In late May we were sad to learn of the death of one of our former caretakers, Bruno Mowinski. Bruno and his late wife, Janet, served the Village Hall from the 1960s until the late 1980s during a financially difficult period and their tenacity contributed significantly to the survival of the Village Hall. Bruno was a great character and I know that he will be sorely missed by his friends and family. A letter of condolence was sent to his daughter, Daisy, and a donation in his memory was made to the Royal British Legion.

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

Kevin Woodage, our caretaker, who joined us last year has settled well into his role and his quiet, conscientious and helpful manner is much appreciated by our users.

Helen McHugh, our Sunday cleaner, continues to assist Kevin in maintaining the high standards we have come to expect and I was recently pleased to overhear a first-time visitor to the hall comment that he had never seen such clean toilets in a public building!

Steve Georgii has continued as our resident audio-visual 'guru' and has devoted many hours in maintaining and improving the Village Hall sound system as well as overseeing the new screen project.

My personal thanks are due to my fellow officers, Graham Pullen, Barbie McSean and Peter Budd for their support, enthusiasm, good humour and willingness to do whatever is necessary. It is important to remember that while they carry out the lion's share of the work their contribution to this institution is entirely voluntary.

In particular we are very fortunate to have Graham's support and expertise as bookings secretary. His willingness to challenge the norm and creatively fit-in as many bookings as possible has had a huge impact on the hall's income. For the last few years we have been in the enviable position of being able to maintain and improve the Village Hall from the income raised through lettings, rather than being reliant on grants or endless fundraising activities (albeit that these continue to 'add the icing to the cake'). Graham has indicated that he intends to retire from the committee at the end of the coming year and consequently we will face a

considerable challenge to find someone to fill his shoes.

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 Steve Georgii and seconded by Brian Spencer.

4.00

ACCOUNTS:

4.01

Barbie McSean presented her ninth report as Honorary Treasurer of the Grayshott and Hindhead Institute and Village Hall. As usual it had been a very busy year for the hall with major works undertaken. As has been the case for the past 4 years, the Financial Statements for the year to 31 March 2011 have examined by Rick Peet of AVN Picktree in Farnham.

At the AGM last year, Barbie McSean reported that there had been a surplus a surplus of £26,013. In 2010-11, she was pleased to report that we have also a surplus, this time of £4,197, based on an income of £62,838.63 (increased from the previous year) and expenditure of £58,641 (an increase from the previous year). In the last financial year, income from lettings remained at a similar level to previous years. This was a real achievement by Graham Pullen, the Booking Secretary, given the difficult economic situation within the country.

During the year, the Charity received donations from Peter Thompson and Grayshott Parish Council, which was to cover the cost of providing an external PA system for use at outside events. As the Chairman has already commented, when Movies in Grayshott closed, funds of just over £700, as well as the projection equipment, were transferred to the Village Hall.

Stephen Penny has already mentioned that a number of major projects this year, which have included the re-rendering of the external wall, major repairs to the dormer windows in the main hall and the roof gulley, as well as work at the rear of the building.

The Charity received a grant of £9,245 from Grayshott Parish Council to cover the cost of the re-rendering of the outside flank wall. In addition, the Parish Council donated an additional £7,174, being the remainder of the Refurbishment Account monies held by the Parish Council on behalf of the Village Hall. The Treasurer expressed her thanks to the Clerks and Councillors of the Parish Council for their generosity and help during the year.

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 £1,683. The Treasurer thanked everyone for the continued support of the Friends of the Hall.

The Balance Sheet for the 12 months to 31 March 2011 shows an increase in total funds from £78,827 to £83,087.

The Charity also moved its banking arrangements into the 21st Century by making use of Internet Banking. In part, this was prompted following receipt of a letter from LloydsTSB informing the Committee of their intention to charge the Charity for its banking facilities. The Chairman was able to use his persuasive ways to get a “stay of executive” for 12 months; if it had gone though, this would have meant at least £300 in bank charges for the year! Making payments via Internet Banking will reduce any fees incurred in the future.

On a more personal note the Treasurer recorded her very sincere thanks to her fellow Executive Committee Members – Stephen Penny, Peter Budd and Graham Pullen - for their support in what has been a difficult year personally. She reported that she had continued to do the work of the Treasurer, she reported that she had been of very little help with all the other activities throughout the past 9 months, knowing full well what a strain this places on a small dedicated group of volunteers. She stated that she was very grateful for the continued understanding and support.

The Treasurer reported that the Hall’s finances are and continue to be in good shape, although the Committee would, as always, continue to work on new ways of raising finance for major projects that will benefit all users. As such, she recommended the 2010/11 Financial Statements to the meeting.

Acceptance of the statements for 2010/11 was proposed by Peter Thompson and seconded by Pat Barrett; the Meeting accepted the financial statements.

5.00

APPOINTMENT OF ELECTED MEMBERS:

5.01

The following people had been appointed by user groups:

- Sheila Dorsett (Arthritis Care)
- Steve Georgii (Grayshott Parish Council)
- Mary Herbert (Grayshott Flower Club)
- Fanny Jones (Grayshott Little Sunflowers)
- Tony Legat (Grayshott Stagers)
- June Mills (NADFAS)
- Dennis Moss (Grayshott Indoor Bowls)
- Brian Spencer (Grayshott Gardeners)

5.02

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

6.00

ANY OTHER BUSINESS:

6.01

Steve Georgii reported that NADFAS were really appreciative of the new screen.

6.02

Peter Thompson thanked the Committee for all their hard work.

The Meeting closed at 8.20pm.

Signed:

Date: