

**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 10<sup>th</sup> July 2012**

**PRESENT** : Trustees: Mr. S. P. Penny (Chairman), Ms B. McSean (Treasurer), Mr. P. W. Budd (Minute Secretary), Mr. S. Georgii (Grayshott Parish Council), Mr. G Pullen (Vice Chairman & Booking Secretary), Mrs. F. Jones (Little Sunflowers), Mr. A. Legat (Grayshott Stagers), Mrs. J. Mills (NADFAS).

Also in Attendance: Mrs. W. Allen, Mrs. P. Barrett, Mr. P. Bates, J. McWilliam, Mrs. R Moore, Mrs. B Penny, Mr. C. Slaughter (Grayshott Parish Council), Mr. P Thompson, Mr. K. Woodage (Grayshott Village Hall).

<b>MINUTE No:</b>	<b>ACTION</b>
<b><u>1.00</u></b>	<b><u>APOLOGIES FOR ABSENCE:</u></b> Dr. D. Barrett, Mrs. S. Dorsett, Mr. D. Moss, Mr. G Rae, Mr. B Spencer, Mrs. J. Spencer,
<b><u>2.00</u></b>	<b><u>MINUTES OF THE LAST ANNUAL GENERAL MEETING</u></b> were distributed to all those present and taken as read. Acceptance of the minutes was proposed by Peter Thompson, seconded by Mrs. F. Jones and unanimously agreed by the meeting. The minutes were signed by the Chairman as a correct record.
<b><u>3.00</u></b>	<b><u>CHAIRMAN'S ANNUAL REPORT:</u></b>
3.01	The Chairman delivered the following report:-  Good evening ladies and gentleman and welcome to the 110 <sup>th</sup> Annual General Meeting of the Grayshott and Hindhead Institute and Village Hall.  Once again I am going to report on a very busy year for the Village Hall which has entailed considerable financial investment the details of which the Treasurer will explain later.  During the quieter summer period last year we took the opportunity to carry-out works in the main hall. The main hall and stage floors were sanded and resealed, which improved their appearance greatly, and treated with an anti-slip coating.  Storage space at the Village Hall has always been at a premium and many users will have noticed that a 'new' door appeared in the main hall last August. From an old photograph it was noticed that there had once been a door in the west wall of the main hall. Investigation revealed that the opening still existed behind the wood panelling and the opportunity was taken to reinstate the door, thereby making the 'dead' space between the hall and the caretaker's accommodation accessible and usable for chair storage.  Following a request by the management committee Grayshott Village Archive

agreed to research the history of the Village Hall. In September, thanks to the hard work of Brian Tapp, we were delighted to receive a very comprehensive, illustrated, document which is available on our website. A copy is available for perusal after the meeting if anyone is interested.

Just before Christmas we replaced the cookers in the kitchen. While the previous cookers (which were approximately 10 years old) appeared to be in reasonable condition the increasing cost of repairs due to the shortage of spare parts (the replacement of a single knob costing nearly £100!) coupled with the relatively low cost of new cookers led to the conclusion that their replacement made good economic sense.

In July last year the management committee received a cheque for £2,500 from the Parish Council which had generously decided to share a legacy that it had received from the late Mrs. Ecott who had expressed the wish that the money should be used to improve the environment of the Village, specifically mentioning the Village Hall.

The Village Hall has always been an 'anonymous' building in that it has never had a sign or name board and visitors often struggle to find us. Consequently we decided to use Mrs Ecott's legacy to erect a sign at the front of the building so that it is clearly visible from the Headley Road. The sign was erected a few weeks ago and hopefully you will have noticed it this evening on your way in!

Towards the end of last year we were saddened to learn of the death of Gordon Gale. Gordon had been a great supporter of the Village Hall for many years and had been planning, before his health deteriorated, to give an illustrated talk to raise funds for us. While the planned talk never came to fruition Gordon's generosity continues and the management committee was quite taken aback when we learned that he had left the sum of £10,000 to the Village Hall in his will. The Management Committee has decided that we wish to spend Gordon's gift on something specific, rather than just subsuming it within the general funds and we are currently investigating a number of suitable projects.

We have continued our policy of investing in the fabric of the Village Hall for the long term and regular users of the Library cannot have failed to notice that the railings between the toilet block and the pathway have been replaced. The old railings, which had been patched and mended on many occasions, had reached the end of their useful life and were not really fit for purpose being too low in relation to the present ground level (which is about 12in higher than when the railings were originally erected).

This year, of course, marks the diamond jubilee of Her Majesty the Queen and in June the Village Hall was suitably adorned with bunting for the long bank-holiday weekend. I am pleased to be able to report that the Village Hall has been chosen to house a tableau picture by Phil Bates, which you can see on the wall behind me, as a permanent reminder of the occasion. Our thanks go to Phil, who is with us this

evening, for his generosity and I'm sure that he will be happy to explain the concept of the picture when we break for refreshments.

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

Kevin Woodage, our caretaker, not only continues to clean the hall and help our users in his quiet, conscientious and helpful manner but has been of invaluable assistance to the Management Committee in arranging quotations and supervising contractors.

Helen McHugh, our Sunday cleaner, continues to assist Kevin in maintaining the high standards we have come to expect and I continue to receive unsolicited compliments regarding the cleanliness of the building.

The reallocation of the frequencies used by the Village Hall's radio microphone system has necessitated the purchase of new sound equipment and yet another new license to operate them! Our thanks are due to our 'resident' sound engineer, Steve Georgii, for keeping abreast of the changes and for giving freely of so much of his time to identify the best deals for the Village Hall and to install the new equipment.

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

Last year I reported that Graham had decided that he would retire from the committee at this year's AGM and that we would be facing a considerable challenge to find someone to fill his shoes as bookings secretary. After the meeting Tony Legat, who has been a committee member for several years, indicated to me that he would be willing to take-on the role but only once he retires next year. We are very much indebted, therefore, to Graham as he has agreed to carry-on for a further year. Tony has already joined the regular officers' meetings and he will be working with Graham over the coming year to 'learn the ropes'.

Finally my thanks go to 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 Mrs. Pat Barrett.

#### **4.00**

#### **ACCOUNTS:**

#### 4.01

Good evening everyone. I am pleased to present my tenth 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 5 years, the Financial Statements for the year to 31 March

2012 have been examined by Rick Peet of AVN Picktree in Farnham.

At the AGM last year, I reported that there had been a surplus a surplus of £4,197. In 2011-12, I am pleased to report that we have also a surplus, this time of £10,449, based on an income of £60,928 (a slight decrease on the previous year) and expenditure of £50,479 (again, a decrease on the previous year). However, our income reflects the most generous legacies that we have received during the year from the estates of the late Mrs Ecott and the late Mr Gordon Gale. So in real terms our expenditure exceeded our income by just over £2,000.

In the last financial year, income from lettings increased by just over £3,000. Again, this was only made possible by Graham Pullen, the Bookings Secretary, being able to “squeeze” in bookings between bookings and Kevin Woodage, our caretaker, who is willing to manage the quick change-overs and room set ups.

The Chairman has already reported on the two legacies we received during the year. The first was from the Estate of the late Mrs Ecott and was used to purchase the new Village Hall sign that, hopefully, you will have all noticed. We have yet to make a decision on how best to spend the legacy from the estate of the late Gordon Gale, who was such a strong supporter of the village hall, but as Stephen has already said, we hope to be use the money on a single project which will improve the hall for all the users.

Stephen Penny has also mentioned that a number of major projects this year, but I thought I would give you some indication of the costs of these projects.

- Sanding and resealing the main hall and stage floors cost nearly £4,000, but given the finish, I’m sure that you will all agree that this is a real improvement. It is now easier to keep clean and wash down.
- Work to create the new storage space off the Main Hall cost just over £4,500, but it has become a very useful space, allowing us to clear some of the chairs out of the Main Hall.
- The new external handrails around the toilet block cost around £2,000, but as the existing had become a hazard, this was essential work and had to be carried out.
- The replacement of the three cookers in the kitchen was done in time for Christmas 2011. It was interesting to note that the new cookers, at £1,300 were cheaper than the 3 cookers we purchased 10 years previously!

I reported at the last AGM that we started to use Internet Banking. Over the past 12 months, we have also been able to make use of high interest deposit accounts, which, whilst this ties up the monies for a fixed period of time, does return a better rate of interest - we get no interest on money in our current account, and the Savings accounts only attract 0.05%. As a result, the monies in our bank accounts received just under £400 in interest, compared with just under £30 the previous year.

Our major items of expenditure continue to be the Wages of our only employee, Kevin, and the gas and electricity bills. As general rule, we expect to see monthly gas bills of about £1,000 a month during the coldest of the winter months, whilst electricity is usually around £500.

You may have noticed that, despite the relatively warm winter we experienced in 2011-12, the expenditure for gas usage is significantly higher than the previous year at £8,963. I do have an explanation for this that you might like to hear. In 2009 it was decided to change our gas supply from E-On to British Gas, along with our electricity supply. The transfer was a painful process, taking many months,, but by August 2009 we thought that we had paid the final bill to E-On. So you can imagine my surprise when I received a telephone call and bill from Eon for £8,252 as a back charge for gas usage. E-On had been reviewing some of their older accounts and realised that they had undercharged the Village Hall by over £8,000. Following a month of negotiation, we agreed to pay £4,000 in full and final settlement. It just goes to show what you can do by talking to someone. So, if the additional £4,000 is taken into consideration, our gas usage during the 2011-12 financial year has only cost £4963, a significant reduction on the previous 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. I 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 2012 shows an increase in total funds from £83,087 to £93,505.

Once again I too would like to record my sincere thanks to my fellow Executive Committee Members – Stephen Penny, Peter Budd and Graham Pullen - for their support in what has been a busy year.

As a consequence of this year's activity, I am happy to report that although we have carried out a number of major projects during this financial year, I believe that the Hall's finances are, and continue to be, in good shape. As a committee, we continue to work on new ways of using our finances to allow us to cover such major projects such as the redecoration of the external woodwork that is currently being undertaken.

At this point it is customary to ask if there are any queries regarding the accounts. However, if there are no questions, I would like to conclude my report by recommending the 2011-2012 Financial Statements to the meeting.

Acceptance of the statements for 2011-12 was proposed by Mrs. Pat Barrett and seconded by Mrs. F. Jones.

The Meeting accepted the financial statements.

**5.00**      **APPOINTMENT OF MEMBERS:**

5.01      The following had been appointed by user groups:

- Sheila Dorsett (Arthritis Care)
- Steve Georgii (Grayshott Parish Council)
- Wendy Allan (Grayshott Flower Club)
- Fanny Jones (Grayshott Little Sunflowers)
- June Mills (NADFAS)
- Dennis Moss (Grayshott Indoor Bowls)
- Brian Spencer (Grayshott Gardeners)
- Grayshott Stagers still to nominate.

5.02      Elected Members:

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

**6.00**      **ANY OTHER BUSINESS:**

6.01      The Treasurer had received a letter from Gordon Rae (President Grayshott Gardeners) in which he thanked the Village Hall for their constant support and particularly to Steve Georgii for all his time and effort dealing with the screen and PA system.

He went on to express his personal view that he could not remember the Village Hall having been kept and maintained so well and proposed a vote of thanks to Kevin Woodage who he considered an outstanding caretaker and a pleasure to deal with.

The Meeting closed at 8.21pm.

**Signed:**

**Date:**