

GRAYSHOTT VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of the Annual General Meeting of the Grayshott & Hindhead Institute and Village Hall held in the Small Hall, Grayshott Village Hall on 8th July 2014

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

Also in attendance: Dr. & Mrs. D. Barrett, Mrs. D. Bean, Mrs J. Charters, Mrs. J. Colby, Mrs. S. Moss, Mr. G. Pullen, Mrs. J. Spencer.

MINUTE NO.

1.00 **APOLOGIES FOR ABSENCE:** Mr. P. Bates, Mrs. R. Francis (Insight Yoga), Mrs. J. Gale, Mrs. B. Penny, Mr. J. Sherwood (GDFAS), Mr. K. Woodage (Grayshott Village Hall), Mrs. S. Woodd (SW Yoga).

2.00 **MINUTES OF THE LAST ANNUAL GENERAL MEETING** were distributed to all those present and taken as read. Proposed by Mr. B. Spencer and seconded by Mr. S. Georgii. Acceptance of the minutes was proposed by Mr. A. Legat and seconded by Mrs. F. 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 presented the following report:

“Good evening ladies and gentleman and welcome to the 112th Annual General Meeting of the Grayshott and Hindhead Institute and Village Hall.

“During the year our toilet refurbishment project, started in the autumn of 2012, was completed. In addition to a complete redecoration new lighting was installed and all of the various fittings (towel dispensers, mirrors etc) were replaced and anti-slip flooring was laid throughout. The Treasurer will give you the details of the costs later.

“It is nearly twelve years since the Main Hall was last decorated and we will be undertaking a major refurbishment of the Main Hall, Stage and Foyer areas including redecoration, new curtains and the installation of radiator covers. The work is due to start later this month and should be complete in time for the ‘new season’ starting in September.

“As you may remember the Village Hall was very fortunate to receive a significant legacy from the estate of the late Gordon Gale in 2011. The Trustees decided that it would be appropriate to use the funds to replace the lighting in the Main Hall, some of which dated from the late 1950s. The Christmas period saw the completion of the first phase of the project with the replacement of the fluorescent lighting and the completion of the project,

including the installation of decorative wall lights should be realised by early September.

“In November last year I was asked to give a talk to the Grayshott Village Archive about the history of the Village Hall. During the talk I mentioned that for many years this room used to house the Village Hall Men’s Club. After the meeting, which was held at the Grayshott Social Club, I was approached by the Club Secretary, Peter Hatch, who informed me that the Social Club had a billiards trophy in its possession which he believed may have belonged to the Village Hall club. This has now been verified and the Social Club has kindly donated the trophy to the Village Hall and we will be making arrangements for its permanent display.

“In January the Treasurer and I had arranged to meet with representatives from Hampshire County Council to discuss the renewal of the lease for the library building, which falls due at the end of August this year. At the start of the meeting we were advised that constraints in local government funding mean that the Library Service in Hampshire has to achieve savings of 12% by April 2015.

“As many of you will be aware Hampshire County Council conducted a consultation, which closed in May, on the future of a number of small libraries in Hampshire, including Grayshott. While a formal decision on the future of the library will not be made by the County Council until mid-September it would appear that there is a strong possibility that the current arrangement may come to an end. The Village Hall has already offered to make the car-park available, free of charge, to the County Council should a mobile library be provided in the future.

“While the income from the library has always been a welcome and reliable addition to our day-to-day lettings income the Management Committee believes that the future viability of the Village Hall would not be jeopardised if the library leaves. Given the current demand additional space released would allow us to provide facilities for a number of groups who we are currently unable to accommodate.

“The Treasurer will explain the financial situation in a few minutes time however I thought that a few non-financial facts and figures might be interesting. During the year ended 31st March 2014:-

“The Hall was used by 77 different groups or individuals; over 1,900 sessions were booked; largest user = 343 sessions (Grayshott Little Sunflowers), 25 users booked only a single session. More than 50 repairs to the building were carried-out by the caretaker or committee members

“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 once again has created the hanging baskets that adorn the front of the building.

“As usual my personal thanks are due to my fellow officers for their continued support, enthusiasm, good humour and willingness to do whatever is necessary. Their involvement goes far beyond their ‘official’ duties:-

“Steve Georgii is our Vice Chairman, however many of our users will know him as our ‘resident’ sound engineer. Steve continues to spend many hours of his time on Sunday mornings maintaining our sound equipment and making ‘special leads’ so that user groups and visiting speakers can connect their equipment to the Village Hall system.

“Barbie McSean is our Treasurer, however it’s difficult to find any aspect of Village Hall life where Barbie’s influence is not felt. From the inspiration and drive behind the toilet refurbishment and forthcoming works in the main hall to working out the holiday rota when Kevin is on leave Barbie is key to the smooth running of the hall.

“Tony Legat is our Bookings Secretary and also our resident IT expert. Following Graham Pullen’s retirement as booking secretary last year Tony has overseen the migration of our booking software to a new ‘virtual’ server, maintained our website, introduced free WiFi and can be regularly be found at the top of a ladder when ‘high level’ works need to be carried out.

“Peter Budd is our minute’s secretary. During the year he also gets lumbered with most of the daytime changeovers as he is the only officer who does not work full-time.

“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. When looking at the accounts last week it occurred to me that we are now effectively running a small business with a not insignificant turnover.”

The Chairman’s report was proposed by Brian Spencer and seconded by Mrs. B. Thonger and accepted by the Meeting.

4.00

TREASURER’S ANNUAL REPORT AND ACCOUNTS:

4.01

The Treasurer presented her twelfth report as Honorary Treasurer of the Grayshott and Hindhead Institute and Village Hall. As has been the case for the past 7 years, the Financial Statements for the year to 31 March 2014 were examined by Rick Peet of AVN Picktree in Farnham.

At the AGM last year, the Treasurer reported that the Charity had made a loss of £4,226. However, at the end of this financial year (2013-14), the Charity had a surplus of £3,494.83, based on an income of £54,674.89 (an increase on the previous year) and expenditure of £51,180.06 (a decrease on the previous year). Last year it was reported that the money raised from the use of the 3 halls had broken through the £40,000 barrier; in this current financial year, it had increased to £45,446.37 (see Page 7 of the SOFA). The Treasurer

recorded her thanks to Tony Legat, who in his first full year, had continued to fit in additional classes around our regular bookings...

The Chairman Stephen Penny had previously mentioned that the refurbishment of the toilets had been completed during the 2013-14 financial year and that members of the Executive, as well as Kevin Woodage, the caretaker, had also carried out 50 maintenance and/or repair jobs during the financial year. The following is an indication of the cost of just a few of these projects.

- In 2012-13 the work to upgrade the toilet facilities at the hall started with work on the disabled toilet area and cost £7,049. In 2013-14, work was completed to redecorate the Ladies and Gents toilets at a cost of £3,984, as well as new safety flooring in both areas at a cost of £3,826. Over the two financial years the main toilet areas were refurbished at a cost £14,861.
- Expenditure within 2013-14 on the replacement of the lighting in the main hall was £3,510, with further expenditure due in the next financial year.
- Repairs to the small hall floor cost £1,584.
- Following the electrical inspection of the caretaker's accommodation, remedial works to the caretaker's cottage were required at a cost of £552.

The Treasurer reported that major items of expenditure continued to be the wages of our employee, Kevin Woodage, and the utility bills. As general rule, the average monthly expenditure required to keep the hall running was approximately £2,000. Throughout the year mandatory checks on the gas boilers, fire alarm and fire extinguisher systems, etc., were also carried out, as a cost of £2,037.

The Management Committee continued to make use of high interest deposit accounts, which provided a greater return (or interest) – the current account does not attract any interest and the savings accounts only attract 0.05%. By managing cash flow closely, this resulted in £434 in bank interest in 2013-14.

The Treasurer noted that a full breakdown of the Charity's income and expenditure for the year is available on pages 7 and 8 of the accounts.

It was reported that funds in the Dedicated Re-Decoration Account (or as it is also know, the Friends' Account) stood at £1,292.92, as a contribution towards the redecoration of the toilets was made. The Treasurer thanked the Friends for their continued support of the Friends of the Hall, including the new Friends who had become part of the scheme during 2013-14.

The Treasurer reported that the Balance Sheet for the 12 months to 31 March 2014 showed an increase in total funds from £89,472 to £93,006.

The Treasurer recorded her personal thanks to the Committee Members for their support in what has been yet another busy year for the Village Hall.

The Treasurer completed her report by stating that it was felt that as a consequence of the year's activity and the amount of work that had been carried out during the financial year, she was confident that the Hall's finances were, and continue to be, in good shape.

In response to a question from Mr Graham Pullen who questioned the increase in the expenditure on gas in 2013-14, the Treasurer noted that this was in part caused by delays in the previous year's billing and changes in the tariffs charged. A short discussion continued as to the problems of changing suppliers, with the Treasurer noting that small gains were not worth the extraordinary effort required to change suppliers.

The Treasurer recommended the 2013-14 Financial Statements to the meeting.

Acceptance of the statements for 2013-14 was proposed by: Mrs. W. Allan and seconded by Mrs. B. Thonger.

The Meeting accepted the financial statements.

5.00 **APPOINTMENT OF MEMBERS:**

5.01 The following had been appointed by user groups:

- Mr. S Georgii (Grayshott Parish Council)
- Mrs. W. Allen (Grayshott Flower Club)
- Mrs. F. Jones (Grayshott Little Sunflowers)
- Mr. L. Davis (Hindhead & District Dog Training Club)
- Mrs. J. Mills (NADFAS)
- Mr. D. Moss (Grayshott Indoor Bowls)
- Mr. B. Spencer (Grayshott Gardeners)
- Mrs. B. Thonger (Grayshott Stagers)

5.02 Elected Members:

Peter Budd, Tony Legat, Barbie McSean and Stephen Penny had agreed to stand for election. There being only 4 candidates for the five elected posts they were declared elected without the need for a vote.

6.00 **ANY OTHER BUSINESS:**

6.01 In answer to a question from Mrs. B. Thonger, it was stated that the redecoration of the main hall would start on 28th July to be completed by 22nd August.

6.02 Dr. D. Barrett proposed a vote of thanks to the Chairman, Mr. S. Penny, for all the hard work, which was unanimously agreed.

The Meeting closed at 8.24pm

Signed:

Date: