

GRAYSHOTT VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of the Annual General Meeting held at the Grayshott & Hindhead Institute & Village Hall held in the Studio, Grayshott Village Hall on 14th July 2015

Official Opening of The Studio: Before the formal start of the Annual General Meeting, Barbie McSean, Honorary Treasurer, together with members of the Main Committee, cut a ribbon to mark the official opening of the Studio.

PRESENT : Trustees: Mr. S. P. Penny (Chairman), Ms B. McSean (Treasurer), Mr. P. W. Budd (Minute Secretary), Mr. S. Georgii (Vice Chairman & Grayshott Parish Council), Mr. A. R. Legat (Booking Secretary), Mrs. J. Mills (NADFAS).

Also in Attendance: Mrs. Wendy Allan (Flower Club), Dr. David Barrett (Friend), Mrs. Pat Barrett (Friend), Debbie Bean (Little Sunflowers), Mr. Terry Boorman (Grayshott Gardeners), Jo Colby (Little Sunflowers), Mrs. Jan Gale (Friend), Mrs. Beryl Greenslade (Grayshott Flower Club), Jane Lubach (Red Shoes School of Dance) Ms. Helen McHugh (Hall Cleaner), Mrs. June Mills (GDFAS), Mr. Den Moss (Grayshott Bowls), Mrs. Laura Musco (GPC), Mr. Steve Musco (SFM Project Management), Mrs. Debbie Norman (GPC), Mr. Des O’Byrne (Grayshott Folk Club), Mr. Steve Painter (Contractor), Mr. Graham Pullen, Mrs. Anne Seal (Grayshott Art Society), Musco (GPC), Mr. Luke Sholl (Sainsburys), Mrs. Joan Spencer (Friend),

MINUTE No:

ACTION

1.00

APOLOGIES FOR ABSENCE: Mr. Phil Bates, Mrs. Jennifer Charters (Grayshott Stagers), Mrs. Pauleen Dowsett (Grayshott Stagers), Mr. Peter Hatch (Grayshott.com), Mrs. Gill Keitch (Pilates), Mrs. F. Jones (Little Sunflowers), Mrs. Stella Morris, Mrs. Kim Parsons, Mr. John Sherwood (Grayshott Gardeners), Mrs. Lesley Stemp (Grayshott Flower Club), Mrs. Vanessa Stopher (Weight Watchers) Mrs. Brezetta Thonger (Grayshott Stagers).

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 Mrs. Wendy Allan, seconded by Mr. Brian Spencer 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 113th Annual General Meeting of the Grayshott and Hindhead Institute and Village Hall.

Last year I reported that we would be carrying out significant refurbishment works over the summer period. The main hall, stage and foyer areas were all repainted, the cord operated windows in the main hall were serviced and ‘unjammed’, so that they are all now operational for the first time in many years, and much of the architectural ‘furniture’ (e.g. door handles, bolts etc.) were upgraded to be more in keeping with the period of the building.

The lighting improvement projected, started at the end of 2013 with the installation of new fluorescent strip lighting, was also completed. Fully controllable decorative wall lights and LED lighting that can wash the roof in different colours now provides a more subtle alternative to the basic functional lighting in the main hall. The lighting in the foyer was also upgraded including the installation of new, low energy, spotlights to illuminate the commemorative plaques.

New window curtains that complement the revised colour scheme were also installed and our thanks our due to Gillian Chard, and her sewing machine, for their creation.

The improvements to the main hall were possible due to the receipt of several generous gifts from local sources including the substantial bequest from the late Gordon Gale received in 2011 and a donation from the organising committee of the annual Firkin Fest beer festival.

In mid-September we received formal confirmation from Hampshire County Council that the Library housed in the Village Hall would close at Christmas. The decision was not unexpected and the management committee had already started to formulate plans.

As you will see the building, which we has been renamed 'The Studio' has been completely refurbished. Works carried-out included:-

- Rewiring
- New lighting
- New heating & hot water
- Installation of a kitchenette area
- New fire door
- Levelling of floor heights to make the toilet and store rooms accessible
- Refurbishment of the cloakroom
- Cleaning of the roof timbers
- Restoration of the floor
- Installation of match-boarding to protect the lower walls
- Complete redecoration throughout

Our thanks are due to the various contractors who contributed so well to the success of the refurbishment and I am pleased that a number of them are able to be with us this evening.

We are also indebted to our local Sainsbury's who have been supporting the Village Hall for the last 12 months. The collecting boxes at their tills have raised a considerable sum that has been used to support the purchase of new equipment for the Studio.

I would like to pay tribute to my fellow officers who were foolhardy enough to

allow themselves to be persuaded by me that we could complete some of the tasks ourselves to save money.

The preparation of the floor in readiness for sanding and sealing appeared to be a relatively innocuous task, before we started. In reality the green carpet that covered the floor was glued to a layer of hardboard that was in turn nailed to the floor at 4 inch centres. The removal of the carpet and the hardboard was a challenge in itself that took several days, however digging out the 10,000+ nails that were embedded in the floor is a task that none of us would ever want to contemplate again!

I can also report that our bookings secretary, Tony Legat, is now a dab hand at high level cleaning having 'dusted' both the Main Hall and Studio roofs from the top of a scaffold tower armed with a feather duster on the end of a long stick.

The Studio is already proving popular with users and hopefully will continue to serve the Village well for many years to come in its third 'incarnation'.

As you entered you may have noticed a painting of a local scene hanging in the foyer. The picture was acquired by the Village Archive and was painted by Samuel Marshall Bulley in the late 1890s. Mr. Marshall Bulley was one of the original Trustees of the Village Hall in 1902 and gave most of the money for the construction of the Studio building. A small plaque explaining the history of the picture will be erected in due course.

I have already thanked my fellow officers for giving their time in support of the Studio project which was, of course, in addition to their normal voluntary 'jobs' of the day-to-day running of the Village Hall. In a few minutes the Treasurer will report on a healthy financial situation, but please remember that this is only possible because of the hundreds of hours freely given by a relatively small group of volunteers.

As ever our thanks are due to Kevin, our caretaker, who continues to carry-out his duties, at all hours of the day and night, without fuss or complaint. His reliability, good humour and general common sense are invaluable.

Helen, our Sunday cleaner, continues to help us maintain the high standards that we have come to expect and her flexibility in varying her hours to suit the needs of the Hall should not be overlooked along with her skills at creating our hanging baskets.

On the personnel front, Peter Budd has decided that after many years he wishes to relinquish his role as minutes' secretary. While I know that Peter will not 'leave us in the lurch' we will need to find a replacement in the not too distant future, so if anyone present knows of someone who might be interested please let me know.

Finally I am pleased to be able to report that Kevin's partner, Nicola, has recently joined the Village Hall team as Assistant Caretaker to help with the additional workload now that the Studio is operational.

Acceptance of the Chairman's report was proposed by Graham Pullen and seconded by Dennis Moss.

4.00

ACCOUNTS:

4.01

Barbie McSean presented her thirteenth report as Honorary Treasurer of the Grayshott and Hindhead Institute and Village Hall. As has been the case for the past 8 years, the Financial Statements for the year to 31 March 2015 were examined by Rick Peet of AVN Picketree in Farnham.

At the AGM last year, it was reported that the charity had made a small surplus of £3,494 for the year, and the Treasurer was pleased to report that in the financial year 2014-15, the charity also made a small surplus of £2,334. This was based on an income of £72,383.96 (an increase on the previous year) and expenditure of £70,049.84 (an increase on the previous year). Last year it was also reported that the money raised from the use of the halls had increased to £45,446.37, and in the 2014-15 this trend continued with the money raised from the use of the halls increasing to £47,046.34. The Treasurer noted her thanks to Tony Legat, who as Bookings Secretary has continued to fit in additional bookings around the regular users.

In addition to the income received from lettings, in the past the Charity has received an annual income of £4,500 in rent for the Library from Hampshire County Council. As the Chairman has already reported, HCC decided to close the library at the end of 2014, which meant that the Charity received a pro-rata figure of £1,500 for the 2014-15 financial year. Under the contract with HCC, on termination of the lease HCC were due to redecorate the hall. However, rather than HCC spending time and money redecorating the building, only for the Management Committee to redecorate again after all the remedial works to convert the space back to a hall, the Chairman negotiated a figure of £11,676 by way of dilapidations. This is part of the reason why the Charity's turnover has increased quite considerably over the previous year.

The Chairman has already mentioned that the Village Hall was fortunate to be the charity supported by the Grayshott Sainsbury's. As a result of generosity of people using Sainsburys, the Charity has received £333.76 in donations during the financial year, with the total figure now in excess of £430.00.

The Charity has also received a number of donations during this year, which have assisted the refurbishment works to the Main Hall and the Studio. The donations are detailed on page 12 of the accounts, but special thanks must be given to Firkinfest, Mrs Betty Penny, Mr Peter Budd and Mr Stephen Penny for their most generous donations.

The Chairman has already mentioned what a busy year the Executive Committee had in carrying out the full redecoration the Main Hall in the summer of 2014 and

the refurbishment of the Studio following the closure of the Library in December 2014. The Treasurer presented details of the expenditure required for the works to be carried out:

- The redecoration of the Main Hall, foyer and stage area was carried out in the summer of 2014. Further additions were made to the lighting following a grant from FirkinFest, allowing us to install a LED lighting system to complement the uplighters and new fluorescent strip lighting. The cost of the project was just over £10,550 within this financial year, in addition to the cost of replacing the lighting of £3,510.16, which was purchased in the previous year.
- The project to refurbish the old Library started in earnest in January 2015. The Management Committee had set a budget for the works in the knowledge that there were likely to be a few unknowns once work started. The budget allowed for the complete redecoration, new electrical distribution board, lighting, sockets and switches, a new gas boiler and radiators providing a stand-alone heating and hot water system, as well as building works to update the toilet, create a new fire door and level the steps to the link block, install safety flooring in the toilet and refurbish the wooden floor that appeared from underneath the green carpet of the library. The total cost to carry out this work was just under £30,000, although some of this expenditure went into the next financial year. After all the refurbishment work was done, a further £5,500 has been spent on items such as chairs and tables, the dishwasher, microwave and fridge, and exciting items such as new mops, buckets, hoover, tea urn, kettle, glasses, cups and saucers, crockery and cutlery. The new piano, with a lower back, has been an excellent addition to the facility.
- Whilst carrying out the electrical works on the Studio, we have upgraded the external lighting around the building, at a cost of just under £1,500.00

Apart from the redecoration and refurbishment programmes that was carried out in 2014-15, our major items of expenditure continue to be the wages of our employee, Kevin Woodage, and the utility bills. As a general rule, the average monthly expenditure to keep the hall running is just over £2,000 (if it is not a cold winter!). The GVHMC is also required to carry out mandatory checks on the gas boilers, fire alarm and fire extinguisher systems, etc. In 2014-15 this cost the Charity £1,755.53.

The GVHMC has continued 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, as the Charity receives no interest on money in our current account, and the Savings accounts only attract 0.05%. By managing the cash flow closely, we have been received £514.30 in bank interest in 2014-15.

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 £1,437.92. The Treasurer thanked all the

Friends for their continued support of the Hall.

The Treasurer reported that the Balance Sheet for the 12 months to 31 March 2015 showed an increase in total funds from £93,006 to £95,513.

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

As a consequence of this year's activities, and the amount of work that has been carried out this year, The Treasurer felt confident in reporting that the Hall's finances were in good shape and recommended the 2014-15 Financial Statements to the meeting.

Acceptance of the statements for 2014-15 was proposed by Dennis Moss and seconded by June Mills

The Meeting accepted the financial statements.

5.00 **APPOINTMENT OF MEMBERS:**

5.01 The following had been appointed by user groups:

- Len Davis (Haslemere & District Dog Training Club)
- Steve Georgii (Grayshott Parish Council)
- Beryl Greenslade (Grayshott Flower Club)
- Fanny Jones (Grayshott Little Sunflowers)
- June Mills (NADFAS)
- Dennis Moss (Grayshott Indoor Bowls)
- Brian Spencer (Grayshott Gardeners)
- Pauleen Dowsett (Grayshott Stagers)

5.02 Elected Members:

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

6.00 **ANY OTHER BUSINESS:**

The Meeting closed at 8.24pm.

Signed:

Date:

