

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 12th July 2016

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).

Also in Attendance: Dr. David Barrett (Friend), Mrs. Pat Barrett (Friend), Mrs. Jennifer Charters (Grayshott Stagers), Mrs. Karen Flood (Grayshott Gardeners), Mrs. Jan Gale (Friend), Mrs. Beryl Greenslade (Grayshott Flower Club), Mr. Graham Pullen, Mrs. Leslie Stemp (Grayshott Flower Club).

MINUTE No:

ACTION

1.00

APOLOGIES FOR ABSENCE: Mrs. Pauleen Dowsett (Grayshott Stagers), Mr. Dennis Moss (Grayshott Indoor Bowls), Mrs. Betty Penny.

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. Jan Gale, seconded by Mr. Steve Georgii 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 114th Annual General Meeting of the Grayshott and Hindhead Institute and Village Hall.

This year has, in the main, been one of consolidation following the major works last year to convert the library into the Studio.

I am pleased to be able to report that our opinion that there would be sufficient demand for an additional room to be viable has been more than proved right. I will leave the Treasurer to give you the financial details in a minute, however during its first 11 months of operation the Studio was used by 50 different groups for a total of more than 1,500 hours. It is interesting to note that the Library would have been open for just over 500 hours during the same period, so irrespective of the financial position we have significantly increased the use of the building. Bookings for the current financial year are already in excess of 1,800 hours.

Looking at all of the rooms within the Hall bookings increased from just over 5,000 hours in 2014/15 to nearly 6,500 hours in 2015/16, a growth of nearly 30%. Consequently it is clear that the Studio has generated genuine additional bookings rather than just displacing activities from one room to another.

While the works in converting the Studio were complete by early May last year I know that the Treasurer was relieved when, several months later, she finally managed to transfer the gas and electricity supplies to the Village Hall's provider and resolve an error by East Hampshire District Council in calculating the business rates.

The welcome the increase in bookings has, of course, created an increase in work load for our Caretaker Kevin Woodage. Consequently we were pleased to be able to employ Nicola Chapman as Assistant Caretaker to assist with day-to-day tasks and help provide cover when Kevin is on holiday.

When the library closed in December 2015 the Trustees agreed to allow the mobile library to use the Village Hall carpark on a weekly basis without charge. Following further cut-backs to the library budget we were advised in March that the mobile library service would cease in June this year, thereby bringing to an end the Village Hall's role in facilitating a library service for Grayshott which first started more than 80 years ago.

During the year works were carried-out to the roof of the Studio to seal the flashing around the roof lights and prevent water ingress which was damaging the East Wall. Now that the roof is secure we can arrange to have the wall redecorated when it is thoroughly dry.

The two small, high-level, dormer windows in the main hall were also re leaded at the same time as they were subject to occasional leaks when the wind was in the wrong direction.

During the summer holiday period the single toilet cubicle off the small hall foyer was remodeled to better meet the needs of the Grayshott Little Sunflowers playgroup. The facilities now comprise two cubicles with special low level WCs suitable for use by the children. The cost of the project, which was just under £6,000 was shared equally between the Village Hall and Grayshott Little Sunflowers.

We had hoped to redecorate the Small Hall over the Christmas period, however due to the illness of our decorator this was not possible and the works have now been rescheduled for this August.

As ever my thanks are due to my fellow officers for their unstinting dedication to the Village Hall. Between them they give literally hundreds of hours of their time on an entirely voluntary basis to ensure that the Village Hall continues to function. Their willingness to cope with whatever challenges arise in a good humoured way makes my role as Chairman so much easier.

Finally I'm sure that you will all want to join with me in thanking our Caretaker, Kevin Woodage, our Assistant Caretaker, Nicola Chapman and our Sunday cleaner Helen McHugh for the vital contribution that each of them makes to the Village Hall. Much of their work is not seen by the users as it takes place early in the morning, late at night or on Sundays, but if it wasn't carried-out so effectively I know that it would soon be brought to my attention.

Acceptance of the Chairman's report was proposed by Mr. Steve Georgii and seconded by Mrs. Beryl Greenslade.

4.00

ACCOUNTS:

4.01

Barbie McSean presented her fourteenth report as Honorary Treasurer of the Grayshott and Hindhead Institute and Village Hall. As has been the case for the past 9 years, the Financial Statements for the year to 31 March 2016 have been examined by AVN Picktree in Farnham.

At the AGM last year, I reported that the charity had made a small surplus of £2,334 for the year, and I am pleased to report that this year we have also made a small surplus of £3125. This was based on an income of £64,383 (a decrease on the previous year) and expenditure of £61,677 (a decrease on the previous year). The decrease in income was because we had received dilapidations money of £11,000 from Hampshire County Council following the closure of the County Library.

Last year I reported that the money raised from the use of the halls had increased to £47,046; this year, as you can see from the accounts on page 7, this has increased to £57,112. The increase in the lettings is due to the fact that the Studio became available from May 2015, and has contributed significantly to our income. Lettings in the Main Hall have remained at about the same value of around £22,000, lettings in the Small Hall and the Common Room have dropped by about £2,800, but the Studio lettings for the 11 months of the year were over £14,500, giving an increase in income of almost £12,000. The additional cost to the Village Hall as far as the utilities are concerned is around £3200, so the new space has been a significant contributor to our income in this financial year.

My thanks must go to Tony Legat, who has continued to fit in additional bookings around our regular users.

You will see that we received a donation of £3060. This was from Little Sunflowers as their contribution to the cost of reconfiguring the small hall toilets and kitchen area. The total cost of the refurbishment was £6091.

In addition to this work, the major repairs that we have carried out this are repairs to the lead work to the roofs of the Studio (£2584) and the Main Hall (£3141).

Apart from the redecoration and repair programmes that we carried out in 2015-16, our major items of expenditure continue to be the Wages of our 3 employees, Kevin Woodage and Nicola Chapman, and the utility bills. Payroll expenses were £13345 and the utilities were £14,116. Throughout the year we also have carried out mandatory checks on the gas boilers, fire alarm and fire extinguisher systems, etc. In 2015-16 this cost the Charity £785.

We have 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 we get no interest on money in our current account, and the Savings accounts only attract 0.05%. By managing our cash flow, we have been received £366 in bank interest in 2015-16, which while a decrease on the previous year, this is only to be expected given the monies expended on the Studio and therefore not in our bank account!

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 £841.64. As always 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 2016 shows an increase in total funds from £95,513 to £98,557.20.

I too would like to record my personal thanks to my fellow Committee Members for their support in what has 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, I feel confident to report that the Hall's finances are, and continue to be, in good shape.

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 2015-16 Financial Statements to the meeting.

Acceptance of the statements for 2014-15 was proposed by Mr. Graham Pullen and seconded by Mrs. Pat Barrett.

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 (GDFAS)
- Dennis Moss (Grayshott Indoor Bowls)
- Brian Spencer (Grayshott Gardeners)
- Jennifer Charters (Grayshott Stagers)

5.02 Elected Members:

Stephen Penny, Tony Legat, Barbie McSean, and Peter Budd had agreed to stand for election. There being only four 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 8.20pm.

Signed:

Date: