

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 11th July 2017

PRESENT: Trustees: Mr. S. P. Penny (Chairman), Ms B. McSean (Treasurer), 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 and standing in for Mr. Peter Budd – Minute Secretary), Mrs. Sarah Evans (Admin Assistant). Mrs. Beryl Greenslade (Grayshott Flower Club), Mr. John Hardy (Grayshott Indoor Bowls), Mrs. Fanny Jones (Little Sunflowers), Mr. Dennis Moss (Grayshott Indoor Bowls), Mrs. Sue Moss (Grayshott Indoor Bowls), Mrs. Laura Musco (Grayshott Stagers/Grayshott Parish Council), Mr. Brian Spencer (Grayshott Gardeners), Mrs. Joan Spencer (Life Friend), Mrs. Leslie Stemp (Grayshott Flower Club), Mrs Joan Whitelock.

MINUTE No:

ACTION

1.00

APOLOGIES FOR ABSENCE: Mr. Peter Budd, Mr. Len Davis, Mrs. Betty Penny, Mr. Graham Pullen, Mrs. Helen Pullen.

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 Mr. Steve Georgii, 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 115th Annual General Meeting of the Grayshott and Hindhead Institute and Village Hall.

This year has been one of varied themes and a great deal of administration!

The year started last August with the redecoration of the Small Hall and the toilet and foyer areas which had been remodeled, but not redecorated, the previous year.

August also saw the resignation of our Assistant Caretaker, Nicola Chapman. While no longer an employee, Nicola continues to support the Village Hall by providing cover on a casual basis when Kevin is on leave.

Following Nicola's resignation we reviewed the situation and have not filled the Assistant Caretaker post. We were most grateful that Kevin Woodage, our caretaker, and Helen Pullen, our Sunday cleaner, have both agreed to increase their hours to cover the shortfall.

To ease Kevin's workload (he may have a different view on this matter) we also purchased a floor scrubbing machine to clean the safety flooring in the kitchen and toilets. The amount of dirt it can extract from an apparently clean floor needs to be seen to be believed!

Stephen Penny 10/7/18

Barbie, our Treasurer, has also been kept busy during the year setting-up a pension scheme (we are now required to provide a scheme for our employees), reviewing our banking arrangements and overseeing the introduction of new cloud based accounting software. We have also liaised with the Parish Council regarding the Village Emergency plan and the role the Village Hall would play.

In the autumn we were pleased to be able to help facilitate the resurfacing of boundary road by making the rear of the car-park available to the contractor to store his materials and machinery. We plan to replace the fence that was removed with a laurel hedge (to match the rest of the carpark) and a new gate.

The autumn also saw the judging of the Village of the Year competition and I am pleased to say that we were Highly Commended in the best Village/Community Hall category.

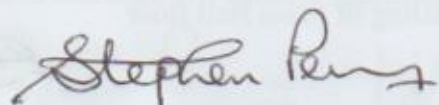
On a less happy note a number of premises surrounding the Village Hall suffered break-ins or the theft of equipment during the year and consequently we reviewed our own security arrangements. We have made a number of improvements including the installation of an intruder alarm, all night lighting of the carpark and additional locks and bolts on the main doors.

Last year I reported that our bookings had increased significantly since the opening of the Studio. This pattern has continued and bookings for the year to March 2017 were 5.3% higher than the previous year. Over the last ten years bookings have increased by nearly 70%.

While the increased usage is very welcome in terms of fulfilling the aims of the charity and generating income to secure the Hall's future (Barbie will give you the figures shortly) success doesn't come without its problems. The administration associated with running such a busy hall has now reached the point where it is beyond what it is reasonable to expect volunteers to do without assistance. Every additional user is extra time spent by Tony in arranging and recording the booking and by Barbie in sending out the invoice and collecting (and sometimes chasing) payment. Consequently the Trustees have decided to employ an Administration Assistant to help with the day-to-day running of the Hall and we are very pleased to be able to welcome Sarah Evans to the Village Hall team.

As ever my thanks are due to my fellow officers for their continued 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 humored, if sometimes weary, 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 and our Sunday cleaner Helen Pullen 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 (election days are not Kevin's favourite), 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.

 10/7/18

Acceptance of the Chairman's report was proposed by Mrs. Beryl Greenslade and seconded by Mrs. Fanny Jones.

4.00

ACCOUNTS:

4.01

Good evening everyone.

I am pleased to present my fifteenth report as Honorary Treasurer of the Grayshott and Hindhead Institute and Village Hall. As has been the case for the past 10 years, the Financial Statements for the year to 31 March 2017 have been examined by Rick Peet, although he now has a new practice, BGA Accountants, in Farnham.

At the AGM last year, I reported that the charity had made a small surplus of £3,125 for the year, and I am pleased to report that this year we have also made a surplus of £22,758. This was based on income of £66,002 (an increase of nearly £2,000 on the previous year) and expenditure of £48,828 (a decrease of nearly £13,000 on the previous year).

So to give a little more detail on the figures.

Last year I reported that the money raised from the use of the halls had increased to £57,112; this year, as you can see from the accounts on page 7, this has increased to £60,751, due to the increase in the total hours booked during the year. In fact in 2006-07 (just 10 years ago), the income received from lettings was only £26,998, less than half of what we received in the last financial year. We have seen a number of new regular bookings at the hall in the past year and my thanks must go to Tony Legat, who has continued to fit in additional bookings throughout the year, even managing to deal with this while away on family holidays due to the advances in modern technology which allow us to be able to carry out our voluntary jobs for almost anywhere in the world.

In addition to the money that we have raised through regular lettings and one-off bookings, we have also been fortunate to have been awarded a grant of £1,000.00 from EHDC Councillor Community Grant Scheme courtesy of Ferris Cowper as well as a legacy left to the village hall by Miss Stella Maud Ducat of £5,000. The Grant from EHDC was used to offset the costs of installing new security systems at the village hall (these costs span two financial years) and the Ducat Legacy was used to purchase 2 reconditioned pianos, one for the main hall and one for the common room.

The Chairman has already mentioned the redecoration of the Small Hall that was carried out last summer. The total cost of this work was £2,359.

We have replaced a window in the caretaker's cottage at a cost of £538.

In addition to the mandatory checks on the boilers, general maintenance activity during the financial year has included:

- Cleaning of the upholstered chairs
- Buffing of Main Hall floor

Stephen Perry 10/7/18

- Buffing of Small Hall floor
- Trimming of the outside hedges
- Clearing the guttering
- Window Cleaning
- Ad hoc repair and replacement of light fittings, kitchen equipment, etc.

Apart from the redecoration and repair programmes that we carried out in 2016-17, our major items of expenditure continue to be the Wages of the Charity's employees, Kevin Woodage and Nicola Chapman, and the utility bills. Payroll expenses were £13,740 and the utilities were £11,590. Throughout the year we also have carried out mandatory checks on the gas boilers, fire alarm and fire extinguisher systems, etc. In 2016-17 this cost the Charity £2,300. Along with our insurances, additional cleaning costs, softwares and licences, the annual running costs for the charity exceed £30,000 before we carry out any refurbishment programmes.

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 provide a better rate of interest, as we get no interest on money in our current account, and the Savings accounts only attract minimal interest. By managing our cash flow, we have been received £501 in bank interest in 2016-17, a considerable increase on last 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 known, the Friends' Account) currently stands at £775. As always I would like to thank all the Friends for their continued support of the Friends of the Hall.

We also still hold £158 in the dedicated landscaping fund, this was money donated to the Village Hall several years ago by Hidden Gardens of Grayshott for the specific use of maintaining the grounds.

The Balance Sheet for the 12 months to 31 March 2017 shows an increase in total funds from £98,557 to £121,603. Some of this money is ring-fenced for specific expenditure as we are mindful that some of the major repairs that will be required in the years to come will make a significant "dent" in the Charity's finances.

For a number of years now, the Charity has benefited from the assistance of Graham Pullen in running a monthly payroll. We are extremely grateful to Graham for doing this on a Pro Bono basis.

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.

Stephen Perry 10/7/18

Joan Whitelock asked with the closure of Lloyds Bank in Grayshott, will the Village Hall stay with them? The Treasurer replied the Village Hall would continue with Lloyds by banking on-line. Any cheques can be paid in via the local post office.

Steve Georgii said that the Asset charge seem good but what is the safety net/requirement? The Chairman and the Treasurer stated that £50k per annum was required. For example to boilers will need replacing hopefully in about 10 years. Pipework is also an issue being 115 years old. Cost to include new pipework and lifting floors etc. £35k has been earmarked and put away for this.

I would now like to conclude my report by recommending the 2016-17 Financial Statements to the meeting.

Acceptance of the statements for 2016-17 was proposed by : Pat Barrett and seconded by Joan Spencer

The Meeting accepted the financial statements.

5.00

APPOINTMENT OF MEMBERS:

5.01

The following had been appointed by user groups:

- Jennifer Charters (Grayshott Stagers)
- Len Davis (Haslemere & District Dog Training Club)
- Steve Georgii (Grayshott Parish Council)
- Beryl Greenslade (Grayshott Flower Club)
- John Hardy (Grayshott Indoor Bowls)
- Fanny Jones (Grayshott Little Sunflowers)
- June Mills (GDFAS)
- Brian Spencer (Grayshott Gardeners)

Thanks were extended to Dennis Moss (Grayshott Indoor Bowls) for his 15 years' service and to John Hardy for replacing him a Trustee.

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:

6.01

David Barrett and others offered thanks to Stephen Penny for all he does. David also voiced his gratitude for a 'splendid' hall. This was generally agreed.

The Meeting closed at 8.25pm.

Signed:

Stephen Penny

Date:

10/7/18