

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 10th July 2018

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). Mrs. Jennifer Charters (Grayshott Stagers), Len Davis (Haslemere District Dog Training Club), Mrs. Beryl Greenslade (Grayshott Flower Club), Mr. John Hardy (Grayshott Indoor Bowls), June Mills (The Arts Society Grayshott), Mr. Brian Spencer (Grayshott Gardeners),

Also in Attendance: Emma Close (Yoga), Mrs. Sarah Evans (Admin Assistant), Rachel Francis (Yoga), Shirley Jelliss (Grayshott Stagers), Jill Levy (Friday Art), Des O'Byrne (Grayshott Folk Club), Mrs. Joan Spencer (Life Friend).

MINUTE No:

ACTION

1.00 **APOLOGIES FOR ABSENCE:** Dr. David & Pat Barrett, Terry French (Grayshott Flower Club), Jan Gale, Fanny Jones, Hilary Marston, June Mills (Laura Musco (Grayshott Parish Council), Kim Parsons, Liz Pennick, Betty Penny, Paul Salmon, Lesley Stemp, Stephen Townend, Katie Weir (Grayshott Parish Council)

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 welcomed everyone to the 116th Annual General Meeting of the Grayshott and Hindhead Institute and Village Hall and reported that the last year felt as though it had been very busy, but without much of substance to show for all the effort!

On a positive note last summer the Common Room was refurbished taking the opportunity to install a sink and kitchen units so that users could now make tea and coffee without having to venture into the roof-space store to obtain water. A new cleaning store cupboard was also constructed, thereby freeing up space in the existing store for our users.

During the year a number of maintenance issues were identified including the upgrading of the emergency lighting installation, which is now complete, and a complete overhaul of the fire alarm system to provide additional call points and detectors and a new control panel which has been included in the budget for the current year.

The main maintenance issue was the ongoing damp problem in the East wall of the Studio. After lengthy investigation it is now believed the problem lies with the 70 year old roof lights which have failed and require replacement. The total cost (to replace both sides) would be about £25k and the possibility of obtaining grants was currently being investigated.

At the last AGM the Chairman reported that bookings had been increasing year-on-year, however, whilst the current year has continued to be busy a number of regular groups have ceased to operate and income has fallen accordingly – the Treasurer will give you details shortly.

At the end of August this year the largest user, Little Sunflowers playgroup, who have been users of the Village Hall for more than 50 years, will be lost.

The Parish Council has also indicated that they intend to vacate their office in the not too distant future to move to new-build premises at the sports field as they require a ground floor location. The Parish Council had approached the Village Hall with a plan to convert part of the Small Hall into a new office; however it is believed that the plan would have been too detrimental to other users to be acceptable.

The Village Hall is fortunate to have substantial reserves albeit significant sums are earmarked for future major expenditure such as the replacement of the heating system, parts of which are 116 years old, so the Committee will be able to weather fluctuations in income. However, there will be a need to keep income and expenditure plans under close review to ensure that the Village Hall remains viable in the longer term.

The forthcoming closure of Little Sunflowers playgroup will also create a vacancy on the Management Committee as they are one of the organisations identified in our governing scheme that can appoint a trustee. It is with pleasure that the Friday Art group has agreed to fill the vacancy.

The change in appointing organisation also means that we will be saying goodbye to Fanny Jones who has been Little Sunflowers appointee – thanks were expressed to her for her support and input over the last nine years.

Like many organisations the new General Data Protection Regulations has impinged significantly on our time and we now have a series of Privacy Policies to ensure that we handle personal data in an acceptable way.

Last July saw a new addition to the Village hall team when Sarah Evans joined us to take-on the job of issuing invoices, chasing tardy payers and generally assisting in the day-to-day administration of the Village Hall. This is of great assistance to the Treasurer.

Kevin, our caretaker, continued in his quiet and uncomplaining way to be the backbone of the Village Hall. When he is here the day-to-day business of the hall 'just happens' and it is rare that he asks for help.

When he is on holiday, however, it is realised just how much he does and are very relieved when he returns!

The last few weeks have been particularly busy and Kevin's day can start at 7.30am and may not end until 1.30am the following morning, when he has finally managed to persuade party-goers who are reluctant to leave that they really do want to go home! While Kevin is contracted to work for the Village Hall for 'only' 6 days a

week he can often be found cleaning on his one day-off on a Sunday morning following a late-night function. Thanks were offered to Kevin.

The Sunday cleaner, Helen Pullen, continues to help maintain the standards of cleanliness that we have come to expect and is also an expert in dealing with aftermath of a Saturday night party as well as providing our hanging baskets

As ever the Chairman gave his thanks to his 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. Tony and Barbie take the brunt of the workload between them having roles that have to be completed to a timescale. Tony is hardly ever off-duty continuing to deal with booking enquiries or IT issues even when he is on 'holiday' on the other side of the world.

Their willingness to cope with whatever challenges arise in a good humoured way makes the Chairman's role so much easier.

4.00

TREASURER'S REPORT AND ACCOUNTS:

4.01

The Treasurer presented her sixteenth report as Honorary Treasurer of the Grayshott and Hindhead Institute and Village Hall. As has been the case for the past few years, the Financial Statements for the year to 31 March 2018 have been examined by Rick Peet, of BGA Accountants, in Farnham.

At the AGM last year, it was reported that the charity had made a surplus of £22,758.57 for the year; but in 2017-18 it made a loss of £4,017. This was based on income of £61,077 (a decrease of nearly £5,000 on the previous year) and expenditure of £65,521 (an increase of nearly just over £16,500 on the previous year). However, during the year we carried out a number of one-off projects at a total spend of £12,843; if this had not been carried out we would have had a surplus at the end of the year. So to give a little more detail on the figures.

Our Chairman has already reported that there has been a decrease in the number of users booking the village hall. So, whilst it was reported that last year we took lettings fees of £60,751, this year the income from lettings is only £56,681 (please refer to Page 7 of the accounts). Tony Legat, our bookings secretary continued to fit in as many additional and ad hoc bookings throughout the year; The Treasurer expressed her thanks to Tony for all his hard work, even when away on holiday.

In addition to the money -raised through regular lettings and one-off bookings, the Charity received a rent from the Grayshott Parish Council for the use of the Nancy Littlejohn Room as well as £145 in donations from our Friends.

The Chairman has already mentioned the works to the Common Room that was carried out last summer. The total cost of this work was £6,063, coming in under budget.

Last year our chairman reported that premises surrounding the Village Hall suffered break-ins and/or theft of equipment and that we were reviewing the Village Hall's security arrangements. The work to install an intruder alarm, all night lighting of the car park and additional locks and bolts on the main doors was completed during the financial year at a cost of £7,672.

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

- The 5-year electrical installation condition report for the Village Hall and the Caretaker's Cottage
- Trimming of the outside hedges
- Clearing the guttering
- Window Cleaning
- Ad hoc repairs and replacement of light fittings, kitchen equipment, etc.

Apart from the redecoration and repair programmes carried out in 2017-18, our major items of expenditure continue to be the wages of the Charity's employees, Kevin Woodage and Sarah Evans, and the utility bills. Payroll expenses were £16,796 and the utilities were £15,760. Throughout the year we also have carried out mandatory checks on the gas boilers, fire alarm, emergency lighting and fire extinguisher systems, etc. In 2017-18 this cost the Charity £2,243. 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 £426 in bank interest in 2017-18, a decrease 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.

The Treasurer reported that funds in the Dedicated Re-Decoration Account (or as it is also known, the Friends' Account) currently stands at £920, and also expressed her thanks to all the Friends for their continued support of the Friends of the Hall.

The Treasurer reported that the Balance Sheet for the 12 months to 31 March 2018 showed a decrease in total funds from £121,603 to £117,624. She explained that some of this money was ring-fenced for specific expenditure as some of the major repairs that will be required in the years to come will make a significant "dent" in the Charity's finances.

It was also reported that Graham Pullen, who had assisted the Charity, in running the Village Hall Payroll had decided to step down from this role and handed over the payroll to Alex Collins of AJC Accountants, who has agreed to continue to provide this service on a pro bono basis. The Treasurer recorded her sincere thanks to Graham for all the years he supported the Village Hall.

The Treasurer also thanked her fellow Committee members for their support.

There being no further questions, the Treasurer requested acceptance of the Accounts for 2017-18.

Acceptance of the statements for 2017-18 was

proposed by : Brian Spencer

and seconded by: Len Davis

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)
- Stephen Townend (Friday Art)
- June Mills (GDFAS)
- Brian Spencer (Grayshott Gardeners)

5.02

Elected Members:

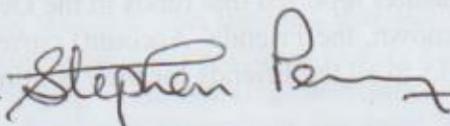
Stephen Penny, Tony Legat, Barbie McSean, and Peter Budd had agreed to stand for election. There being only four candidates for the five elected posts they were declared elected without the need for a vote.

6.00

ANY OTHER BUSINESS: None.

The Meeting closed at 8.25pm.

Signed:



Date:

11th July 2019