

GRAYSHOTT VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of the Annual General Meeting of the Grayshott & Hindhead Institute & Village Hall held in the Studio, Grayshott Village Hall on 13th July 2022

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), Mr. P. W. Budd (Minute Secretary), Mrs. J. Charters (Grayshott Stagers), Mr. J. Hardy (Grayshott Indoor Bowls Club), Mrs. J. Bearman (The Arts Society Grayshott), Mrs. Jill Levy (Friday Art), Mrs. A. Seal (Grayshott Arts Society),

Also in Attendance: Mrs. Pat Barrett, Mr. D. O'Byrne (Grayshott Folk Club), Mr. Len Davis, (Haslemere & District Dog Training Club), Mr. Andrew Figiel, (Haslemere & District Dog Training Club), Mrs. Jan Gale, Mrs. Sue Townend.

MINUTE No:	ACTION
<u>1.00</u>	<u>APOLOGIES FOR ABSENCE:</u> Mr. Peter Crowfoot, Mrs. Sarah Evans, Mr. John Price, Mr. Graham Pullen, Mr. & Mrs. Brian Spencer, Mrs. Sue Thornton, Mrs. Katie Weir.
<u>2.00</u>	<u>MINUTES OF THE LAST ANNUAL GENERAL MEETING</u> had been distributed to those present and taken as read. Acceptance of the minutes was proposed by Mr. Len Davis, seconded by Mr. J. Hardy and unanimously agreed by the meeting. The minutes were signed by the Chairman as a correct record.
<u>3.00</u>	<u>CHAIRMAN'S ANNUAL REPORT:</u> 3.01 Good evening ladies and gentleman and welcome to the 120 th Annual General Meeting of the Grayshott and Hindhead Institute and Village Hall. At last year's AGM I reported on a year of COVID related extremes. For much of the year now under review COVID continued to dominate with ever changing government guidance that slowly filtered down to our level, via the very helpful people at Action with Communities in Rural England (ACRE), keeping us out of mischief! Looking at my emails I can see that I exchanged over 200 messages with my fellow officers and committee members relating to COVID and we issued 5 different sets of guidance to users. While bookings have not quite returned to their pre-pandemic levels on a day-to-day basis it now feels as though Village Hall life has more or less returned to normal. Looking back on the last year, however, has made me realise just how gradual that change has been. At the start of April 2021 the Village Hall had been closed to all users since the previous December. On 12 th April 2021 we were permitted to re-open for socially distanced activities for children, on 17 th May most other activities were permitted, albeit with significant restrictions on numbers and social interaction and it wasn't until July that larger gatherings could take place. In December the spread of the Omicron variant lead to the introduction of the government's 'Plan B' which reimposed some restrictions including the wearing of face masks. In January 2022

some restrictions were eased and on 24th February 2022 most of the remaining COVID measures were removed.

While the Village Hall was open for most of last year the restrictions imposed at various times did have a significant impact on income from lettings as the Treasurer will explain in a few minutes. We were fortunate to receive further assistance from the government in the form of the extended Coronavirus Job Retention Scheme and other grants and consequently we ended the financial year in an apparently healthy position.

Looking forward, however, we have a back-log of redecoration and other maintenance issues that were put on-hold during the pandemic and we will not be immune to the inflationary pressures that are affecting society in general, so it is likely that we will have to call on our reserves in future years. Please bear this in mind when looking at the accounts and listening to the treasurer's report.

Mindful of the financial outlook the Trustees took the decision to increase letting charges by 5% in April, the first increase since 2020, which will generate approximately £2,500 additional income over the coming year. While increased charges are never welcome they are unfortunately necessary and, I suspect, are likely to be a feature in coming years.

Despite COVID I am pleased to be able to report that this year we have been able to add to the funds that we have set-aside to replace the heating system in the main hall. The boilers that heat the main part of the building are now over 30 years old and much of the pipework connecting them to the radiators dates from 1902, so we are expecting to have to expend significant funds in the not too distant future.

During the year we implemented a number of cost-saving measures including the way in which we manage the heating system. The timeclocks were reset so that the heating only comes-on automatically for regular bookings thereby insuring that the building is not heated when not in use resulting in reduced gas usage. Our thanks are due to Kevin, our caretaker, as this has involved him in significant additional work as he now has to manually override the system whenever there is one-off or infrequent booking.

Last year I reported that thanks to Steve Georgii's efforts in the summer of 2020 we had managed to conclude an agreement with Vodafone to site a mobile telephone mast on Village Hall land. While Vodafone have been paying for the privilege for nearly two years the mast has yet to make an appearance. A further site survey was undertaken recently, but I'm not holding my breath...

In September we were very pleased that after nearly eighteen months of differing furlough arrangements we were able to return our two employees, Kevin Woodage and Sarah Evans to full-time employment. As ever our thanks are due to them for the efficient and good-humoured way in which they discharge their, often unseen, duties.

Finally my personal thanks are due to my fellow officers for their invaluable support – we are most fortunate to have the service of such skilled individuals at

no charge. Without their dedication the Village Hall would simply not function.

Adoption of the Chairman's Report was proposed by Jackie Bearman and seconded by Ann Seal.

4.00

TREASURER'S REPORT AND ACCOUNTS:

4.01

The Hon Treasurer presented her twentieth report as Honorary Treasurer of the Grayshott and Hindhead Institute and Village Hall. This report referred to the 2021-22 financial year, which ended on 31 March 2022. As with the previous year, Wise and Co were asked to examine the Charity's accounts.

As the Chairman had already reported, the 2021-22 financial year was further impacted by the global pandemic, but certainly not to the extent of the previous year. It was therefore difficult to report on comparisons as in previous years.

In the 2021-22 Financial Year, the Charity received income from regular and one-off lettings of £46,793, which was significantly higher than last year's comparable income of £9,909. Although an increase in lettings, this was still not at the level prior to the pandemic. The Friends of Grayshott Village Hall donated £150. With additional income which included donations of £35; the Charity received £11.33 in gift aid as a result. The Charity also received income as part of the Amazon Smile campaign.

The Charity continued to receive funding for a number of schemes set up by the government to assist charities and businesses such as the Village Hall. As can be seen in the accounts, the Charity received grants to a total value of £13,682, being £3,015 from the Coronavirus Job Retention Scheme and £8,000 from the Omicron Hospitality and Leisure Grant.

As reported by the Chairman, the Village Hall Management Committee negotiated a 10-year agreement with Vodafone to install a telephone mast in the car park. This resulted in an income of £1,082.

So in summary the income that the Charity received this year was approximately £46,798 from normal activities, but with the additional monies from the agreement with Vodafone, the grants to assist business during the Pandemic and the donations and gift aid received, the total income for the year was £61,914.

The Charity made use of the Coronavirus Job Retention Scheme (more commonly known as "furlough"), which meant that it was possible to keep both employees and protect their full salaries. As can be seen from the Accounts, the payroll costs for both employees, which included salaries, national insurance contributions and mandatory pension contributions, was £18,808. As the Charity received £3,015 from the Government Scheme, it meant that there was a net cost to the Charity of £15,793.

The utility bills, which included electricity, gas, water, business rates and refuse collection, totalled £8,551. We were still required to pay Business Rates for part of the year but the refuse collection was cancelled.

The Charity was required to carry out the mandatory checks and servicing of the boilers, water heaters, cookers and other appliances, as well as the annual servicing of the fire alarm and emergency lighting, intruder alarm, CCTV and fire extinguishers. Other general maintenance activity during the financial year included:

- Trimming of the outside hedges
- Clearing the guttering
- Window Cleaning (although much reduced)
- Ad hoc repairs and replacement of light fittings, kitchen equipment, etc.

Along with insurances and the cost of softwares and licences, the annual running costs (including the utilities and payroll cost) for the Charity were in the region of £38,799 (compared to £38,000 for the previous year) before any refurbishment programmes were carried out. The administrative costs of running the Charity, such as telephone and broadband, secure off-site backup of softwares, etc. and accountancy fees was a further figure of £2,304 (as reported on page 9 of the annual accounts).

The Charity continued to hold reserves on deposit. However, interest rates had dropped significantly and the interest received was just under £19, compared with £50 in the previous year. The Charity also received a small dividend from some shares which were invested many years ago.

The Treasurer reported that a full breakdown of the Charity's income and expenditure for the year was available on pages 8 & 9 of the accounts.

Funds in the Dedicated Re-Decoration Account (or as it is also known, the Friends' Account) stood at £670. The Hon Treasurer thanked all the Friends for their continued support of the Hall.

The Balance Sheet for the 12 months to 31 March 2022 showed an increase in total funds from £104,920 to £123,721. Some of this money is ring-fenced for specific expenditure – the Chairman had already mentioned that some monies had been set aside as a provision to replace the Main Boilers.

The Hon Treasurer would like to record her thanks to Alex Collins of AJC Accountants who continued to provide payroll services on a Pro Bono basis.

The Hon Treasurer reported that the Trustees had always managed the finances of the Charity to ensure that sufficient funds are held to enable the Charity to continue for a period of 12 months in the event that no income was received. However, if the additional financial support from the government's Coronavirus Job Retention Scheme and other government and local authority schemes had not been forthcoming, the financial position of the charity would have been a different picture.

On a positive note, as has already reported, many of our regular users had started to return to the village halls, as soon as they had been allowed to under the government's roadmap and the halls were getting busier. By way of illustration in

the year prior to this one, Sarah Evans, our Administrative Assistant, issued 132 invoices to Customers, whereas in 2021-22, 420 invoices were issued.

The Hon Treasurer therefore felt the Charity was in as good a financial position as could be expected at present.

The Hon Treasurer also put on record her thanks to both of our employees, Kevin and Sarah, who have been so helpful, as well as thanking my fellow officers for their support and hard work over the last 12 months.

As there were no further questions, the Hon Treasurer recommended the 2021-22 Financial Statements to the meeting.

Acceptance of the statements for 2021-22 was proposed by: Len Davis and seconded by: Jennifer Charters

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)
- Andrew Figiel, (Haslemere & District Dog Training Club),
- Steve Georgii (Grayshott Parish Council)
- Ann Seal (Grayshott Arts Society)
- John Hardy (Grayshott Indoor Bowls Club)
- Jill Levy (Friday Art)
- Jackie Bearman (The Arts Society Grayshott)
- John Price (Grayshott Gardeners)

5.02

Elected Members:

Stephen Penny, Tony Legat, Barbie McSean, Carol Baker and Peter Budd had agreed to stand for election. There being 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 8.22pm.

Signed:

Date: