

## 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 11th July 2023

#### **PRESENT:**

Trustees: Mr. S. P. Penny (Chairman), Ms. B. McSean (Treasurer), Mr. A. R. Legat (Booking Secretary), Mr. S. Georgii (Minute Secretary & Grayshott Parish Council), Mrs. J. Charters (Grayshott Stagers), Mr. J. Hardy (Grayshott Indoor Bowls Club), Mrs. J. Bearman (The Arts Society Grayshott), Mrs. J. Levy (Friday Art), Mr. A. Figiel, (Haslemere & District Dog Training Club), Mrs C. Baker (Elected), Mr. P. W. Budd (Elected),

Also in Attendance: Mrs. P. Barrett, Mr. D. O'Byrne, Mrs. J. Gale and Mrs S. Longman.

#### **MINUTE No:**

#### **ACTION**

<b><u>1.00</u></b>	<b><u>APOLOGIES FOR ABSENCE:</u></b> Mrs. A. Seal, Mr. & Mrs. B. Spencer, Mrs. K. Weir.	
<b><u>2.00</u></b>	<b><u>MINUTES OF THE LAST ANNUAL GENERAL MEETING</u></b> The minutes of the 2022 AGM had been distributed to those present and taken as read. Acceptance of the minutes was proposed by Mr. A. Figiel, seconded by Mrs. J. Levy and unanimously agreed by the meeting. The minutes were signed by the Chairman as a correct record.	
<b><u>3.00</u></b>	<b><u>CHAIRMAN'S ANNUAL REPORT:</u></b>  3.01 Good evening ladies and gentlemen and welcome to the 121st Annual General Meeting of the Grayshott and Hindhead Institute and Village Hall.  At last year's AGM I reported on a second year much of which had been dominated by COVID and ever-changing government guidance. Thankfully the restrictions that curtailed the life of the Village Hall and its users for so long now seem a distant memory. It is worth remembering, however, that it was only in February 2022, just before the start of the year now under review, that we were permitted to return to normal operation.  During 2022-23 the Village Hall was used by more than 100 organisations and individuals and, as you will hear from the Treasurer in a few minutes, income from lettings was at about 98% of pre-pandemic levels, when increases in charges are taken into account, a not insignificant achievement for our bookings' secretary.  At the start of the year a cautious budget was set as we were unsure how quickly income would recover following the lifting of COVID restrictions. As I have already mentioned users were keen to return to the Village Hall as soon as they were able, and the income generated allowed us to move-ahead with a number of improvements costing nearly £18,000.  In August the main building was due for its 5-year electrical test. While the wiring had not deteriorated since the previous inspection our contractor advised that we should consider some improvements to bring it in line with modern standards.	

Consequently, we had a number of aged fuse boards replaced and ‘residual current’ protection fitted to all socket outlets.

During COVID the water tanks in the loft above the main hall toilets developed several leaks, damaging the decoration of the ceilings below. Temporary repairs, using waterproof tape, had been carried-out at the time but we were pleased to be in a position to replace the tanks and the aged supply pipe during the year.

In January we were pleased to welcome back our decorator, Ian Knight, who managed to work-around our users and complete the repainting of the toilets and main kitchen without us having to close the building.

Since Hampshire County Council closed Grayshott Library and the Studio returned to Village Hall use we have had intermittent problems with damp patches on the inside of the East wall. Following a number of failed attempts to resolve the problem a survey of the roof was commissioned to ascertain whether its failure was the cause. The survey identified that the roof is in good condition and concluded that the internal damp problems are due to condensation rather than water ingress – additional ventilation measures are now being investigated.

In the past we employed a cleaner to support our caretaker however this arrangement was stopped to save money during the COVID restrictions. With a very welcome increase in bookings, it became necessary to reinstate this assistance and we were very pleased to welcome Vali Mocanu to the Village Hall team last November.

As the Treasurer will advise we have been able to continue 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 nearly 35 years old and much of the pipework connecting them to the radiators dates from 1902, so we will need to expend significant funds in the not-too-distant future.

To date the Village Hall has been protected from the worst of the energy price increases as we entered into long-term fixed price contracts before Russia invaded Ukraine. These contracts will come to an end in 2024 and we expect to see significant cost increases next year. The trustees decided that it was necessary to increase letting charges by 7½% in April 2023 to ensure that we have sufficient reserves to cushion future energy price rises.

While increased charges are never welcome, they are unfortunately necessary, and we were pleased to be able to hold this year’s increase below the general level of inflation.

We are still awaiting the erection of the mobile ‘phone mast which, despite several more surveys and updating of the lease agreement, has yet to materialise albeit that Vodafone continue to pay us for the use of the site!

We are indebted to our two employees for continuing to discharge their duties so well. Sarah Evans, our Admin assistant, ensures that our users are invoiced promptly and reminds a thankfully small minority that they also need to pay

promptly. Kevin Woodage our caretaker has continued to clean the building and set-out furniture without complaint despite not being in the best of health during the year and we wish him well for the future.

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 Mr. A. R. Legat and seconded by Mrs. J. Charters.

**4.00**

**TREASURER'S REPORT AND ACCOUNTS:**

4.01

The Hon Treasurer presented her twenty-first report as Honorary Treasurer of the Grayshott and Hindhead Institute and Village Hall. This report referred to the 2022-2023 financial year, which ended on 31 March 2023. As with the previous year, Wise and Co., who are now part of the Shaw Gibbs group, were asked to examine the Charity's accounts.

As the Chairman had already reported, the beginning of the 2022-23 financial year was further impacted by the global pandemic, but certainly not to the extent of the previous year.

In the 2022-23 Financial Year, the Charity received income from regular and one-off lettings of £60,118, which was higher than last year's comparable income of £46,798. The Friends of Grayshott Village Hall donated £150, and with additional donation of £200, the Charity received £87.50 in gift aid. The Charity also received income - £60.45 - as part of the Amazon Smile campaign, which has now ceased..

The Charity has also benefited from a grant of £3,500 from the Department of Culture, Media and Government. This was for the installation of fibre optic broadband. This is reported within our accounts as income of £3,500, while there is matched expenditure of £3,500 to Grayshott Gigabit Limited.

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 £1,000.

So in summary the income that the Charity received this year was £60,118 from normal activities, but with the additional monies from the agreement with Vodafone, the grant, sundry income as well as the donations and gift aid received, the total income for the year was £65,116.

Now to look at the expenditure for 2022-23.

As can be seen from the Accounts, the payroll costs for both employees, which included salaries, national insurance contributions and mandatory pension contributions, was £19,053.

The utility bills, which included electricity, gas, water and business rates, totalled £10,856.

The Charity is 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

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 £52,731 (compared to £38,799 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 £5,707 (as reported on page 9 of the annual accounts).

During the year the trustees agreed to invest £30,000 in a fixed term bond with the Cambridge and Counties Bank. This meant that the funds held with Lloyds Bank, dropped below the £85,000 threshold for the Financial Services Compensation Scheme. The trustees also agreed to invest £10,000 in a fixed term deposit with Lloyds. Both of these fixed term investments return a higher rate of interest than the usual savings accounts. As we are all aware, bank interest rates have increased significantly in the last 12 months or so and during 2022-23 the monies received in bank interest have increased to £461, compared with £19 in the previous year. The Charity also received small dividends of £85 from some shares which were invested many years ago.

The Chairman has already mentioned that we have carried out a number of repair or refurbishment projects during the year. These figures below give an example of the individual costs of some of these projects:

Redecoration of the toilets	£3,617
Redecoration of the kitchen	£1,150
Electrical works	£1,802
Water Tank and supply pipes replacement	£2,354
Studio Wall investigations	£1,908

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 £820. The Hon Treasurer thanked all the Friends for their continued support of the Hall.

The Balance Sheet for the 12 months to 31 March 2023 showed a small increase in total funds from £123,721 to £128,939. The majority of the funds are ring-fenced

for specific expenditure as reported on Page 10 of the accounts. The Chairman has already mentioned the age of the main hall boilers, as you can see there is a provision of £55,000 within our accounts, although we suspect that this will only be part of the cost when we do have to carry out the replacement.

It is positive to note that the village hall has continued to be used so heavily. By way of illustration in 2021-2022, Sarah Evans, our Administrative Assistant, issued 420 invoices to our users and customers, whereas in 2022-23, 535 invoices were issued.

The Hon Treasurer therefore felt the Charity was in a good financial position.

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

As there were no questions, the Hon Treasurer recommended the 2022-23 Financial Statements to the meeting.

Acceptance of the statements for 2022-23 was proposed by: Mrs. J. Charters and seconded by: Mr. J. Hardy

The Meeting accepted the financial statements.

## **5.00**

### **APPOINTMENT OF MEMBERS:**

#### 5.01

The following had been appointed by user groups:

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

#### 5.02

Elected Members:

Stephen Penny, Tony Legat, Barbie McSean and Carol Baker had agreed to stand for election. There being 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 8.32pm.

**Signed:**

**Date:**