

## 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 2nd July 2024

#### PRESENT:

**Trustees:** Mr. S. P. Penny (Chairman), Ms. B. McSean (Treasurer), Mr. A. R. Legat (Booking Secretary), Mr. S. Georgii (Vice Chairman, Minutes Secretary & Grayshott Parish Council), Mr. J. Hardy (Grayshott Indoor Bowls Club), Mrs. J. Bearman (The Arts Society Grayshott), Mr. A. Figiel, (Haslemere & District Dog Training Club), Mr. J. Price (Grayshott Gardeners), Mrs. S. Longman (Grayshott Arts Society)

**Also in Attendance:** Mrs. M. Clift, Mr. R. Boxall, Ms. M. Hamilton, Mr. P. W. Budd, Mr. R Tubbs, Mr. D. O'Byrne.

<b>MINUTE No:</b>	<b>ACTION</b>
<b><u>1.00</u></b>	<p><b><u>APOLOGIES FOR ABSENCE:</u></b></p> <p>Mrs C. Baker (Elected Trustee), Mr. &amp; Mrs. B. Spencer, Mrs. J. Gale, Mrs. J. Levy (Trustee appointed by Friday Art), Mrs. J. Charters (Trustee appointed by Grayshott Stagers)</p>
<b><u>2.00</u></b>	<p><b><u>MINUTES OF THE LAST ANNUAL GENERAL MEETING</u></b></p> <p>The Chairman advised that the minutes of the 2023 AGM had been distributed to those present and taken as read.</p> <p>Acceptance of the minutes was proposed by Mr. J. Price, seconded by Mrs. J. Bearman and unanimously agreed by the meeting. The minutes were signed by the Chairman as a true and correct record.</p>
<b><u>3.00</u></b>	<p><b><u>CHAIRMAN'S ANNUAL REPORT:</u></b></p> <p>Mr. S. P. Penny presented his annual report as Chairman of the Grayshott and Hindhead Institute and Village Hall.</p> <p>Good evening, ladies and gentlemen and welcome to the 122nd Annual General Meeting of the Grayshott and Hindhead Institute and Village Hall.</p> <p>The year under review has been one of mixed fortunes with significant highs and lows.</p> <p>At the start of the financial year in April our caretaker, Kevin Woodage, was undergoing chemotherapy for cancer and we were hopeful that all would progress well. Sadly, his treatment was not successful, and he passed-away in early September. A highly valued and trusted employee, Kevin was part of the Village Hall for over 13 years and his quiet, uncomplaining good humour was always greatly appreciated. Ever diligent he succeeded in carrying-out his duties throughout his treatment, with only minimal time-off to attend hospital appointments and was still at work just three days before he passed-away in early September, he is much missed.</p>

Kevin's sudden, if not entirely unexpected, death posed a significant challenge in ensuring that 'business as usual' was maintained. I would like to say a special thank you to those trustees who took-on the lion's share of his duties and helped with the recruitment process, together with our users for their patience and understanding during this difficult time.

In late November we interviewed for a new caretaker and the high point of the year came in January 2024 when we were pleased to welcome Vali Mocanu and his family to the Village Hall. Vali was already known to us as he had been helping to clean the halls since November 2022 and has already made a very positive impression; we hope that his association with the Village Hall will be a long and happy one.

When setting the budget for 2023-24 the committee had made provision for a number of projects and while some had to be put on-hold as we were somewhat distracted by the need to recruit a new caretaker, we still managed to:

- Redecorate the Main Hall Foyer.
- Redecorate the Meeting Room stairwell, kitchenette and toilet.
- Redecorate the Common Room stairwell.
- Redecorate the Studio.
- Redecorate and recarpet the caretaker's accommodation in readiness for our new caretaker.
- Install an automatic-fill catering water boiler in the main kitchen.
- Replace the cold-water main supplying the first floor and main hall toilets.

All of which was in addition to dozens of minor repairs and the felling of two trees.

Once again, our thanks are due to our decorators, Ian and Malcom Knight, for their high standard of work and for rearranging their schedule so that they were able to fit-in redecorating the caretaker's accommodation at short notice.

During the 2023-24 financial year the Village Hall was used by 106 organisations and individuals booking over 2,000 sessions and, as you will hear from the Treasurer in a few minutes, income from lettings showed a small real terms increase when compared to the previous year.

Due to the healthy financial situation, we have again been able to add to the Boiler Fund that was set-up in 2010. This fund now stands at £60,000 and is earmarked to cover the replacement of the main hall heating boilers (now nearly 35 years old) and associated pipework some of which dates to 1902 when the hall was built – the total cost of the works is likely to be in the region of £100,000.

Until April this year the Village Hall was protected from the energy price increases resulting from the war in Ukraine as we had entered into long-term fixed price contracts. These contracts have now ended and our energy costs are likely to increase by approximately 50% in the coming year.

The trustees increased letting charges by 7½% in April 2023 in anticipation of future energy price increases and were pleased to be able to limit the increase to 5% in April 2024. While increased charges are never welcome, in real terms our letting rates are now over 3% cheaper than in April 2020.

In September last year the long-awaited mobile 'phone mast was finally erected in the carpark and in addition to improved reception for those using the relevant networks the Village Hall has continued to benefit from a rental income of £1,000 per annum.

As well as our caretaker, Vali Mocanu, who I have already mentioned, our thanks are due to Sarah Evans, our Admin Assistant. While Sarah's role goes largely unseen it is nevertheless vital as she ensures that our users are invoiced promptly, monitors their payments and provides a friendly reminder to pay to the small minority who need it.

Jennifer Charters and Jill Levy have been busy with a review of our 'Friends' scheme which supports the redecoration and improvement of the Village Hall and have produced an attractive promotional leaflet. While the formal launch of the leaflet is planned for the autumn, a number of new Friends have already been signed-up.

I know that this year has been particularly challenging for my fellow officers and consequently my usual 'thank you' for their invaluable and uncomplaining support seems totally inadequate but I'm afraid it's the best that the English language has to offer.

Stephen P. Penny, Chairman - 02 July 2024

Adoption of the Chairman's Report was proposed by Mr. P. W. Budd and seconded by Mr. A. Figiel. The Meeting unanimously adopted the Chairman's Report.

#### **4.00**

#### **TREASURER'S REPORT AND ACCOUNTS:**

Ms. B. McSean presented her twenty-second report as Honorary Treasurer of the Grayshott and Hindhead Institute and Village Hall. This report referred to the 2023-24 financial year, which ended on 31 March 2024. As with the previous year, Shaw Gibbs in Farnham was asked to examine the Charity's accounts.

As the Chairman has already reported, the 2023-24 financial year has seen continued high use of the village hall but the Trustees have all felt great sadness following the death in September 2024 of our caretaker Kevin Woodage.

In the 2023-24 Financial Year, the Charity received income from regular and one-off lettings of £65,674.45, which was higher than last year's comparable income of £60118.33. The Friends of Grayshott Village Hall donated £150, and the Charity received £37.62 in gift aid. The Charity also received income - £70.91 – being the final donation of £30.91 from the Amazon Smile campaign and £40.00 from SSE, following a disruption to the electricity supply.

The Charity has also benefited from a grant of £1,500 as part of the "Emphasis3 CO2 Reductions project which was partially funded by the 'European Regional Development Fund'". This was for an energy assessment for the Halls. This is reported within our accounts as income of £1,500, while there is matched expenditure of £1,500 to GEP Environmental Ltd.

As reported by the Chairman, the Village Hall Management Committee had previously 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 £68,432.

Now to look at the expenditure for 2023-24.

As can be seen from the Accounts, the payroll costs for both employees, which included salaries, national insurance contributions and mandatory pension contributions, was £16,275.

The utility bills, which included electricity, gas, water and business rates, totalled £11,246.

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 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 software and licences, the annual running costs (including the utilities and payroll cost) for the Charity were in the region of £37,200 before any refurbishment programmes were carried out. The day to day administrative costs of running the Charity, such as telephone and broadband, secure off-site backup of software, etc., and accountancy fees was a further figure of £5,555 (as reported on page 9 of the annual accounts). This also included legal fees of £1,080 to update our employment contract documentation prior to the appointment of our new caretaker.

During the year the trustees agreed to continue to invest £31,050 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 use several fixed term deposits of £10,000 each with Lloyds Bank. 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 been held at the higher rates and during 2023-24 the monies received in bank interest have increased to £2,732, compared with £461 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. The figures below give an example of the individual costs of some of these projects:

• Redecoration of Main Hall Foyer	£2,047
• Redecoration of Meeting Room stairwell, kitchenette & toilet	£2,050
• Redecoration of Common Room stairwell	£600
• Redecoration of the Studio	£5,221
• Redecoration Caretaker's accommodation	£4,691
• New Carpet for Caretaker's accommodation	£2,303
• Installation of water boiler in Kitchen	£540
• Replacement of cold-water main (1st Floor and MH Toilets)	£1,675

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. However in summary the headline figures for the 2023-24 financial year are:

Income (including Bank Interest)	£71,250.45
Expenditure (including depreciation)	£7,0522.11
<b>Subtotal</b>	<b>£728.34</b>
Unrealized gains on Shares	£278.50
<b>Surplus at 31 March 2024</b>	<b>£1,006.84</b>

Funds in the Dedicated Re-Decoration Account (or as it is also known, the Friends' Account) stood at £970. The Hon Treasurer thanked all the Friends for their continued support of the Hall.

The Balance Sheet for the 12 months to 31 March 2024 showed a small increase in total funds from 128,939 to £129,946. 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 £60,000 within our accounts, although we know that this will only be part of the cost when we do have to carry out the replacement.

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, Vali Mocanu and Sarah Evans, who are always so hard working and helpful, as well as thanking her fellow officers for their support and hard work over the last 12 months.

As there were no questions, the Hon Treasurer recommended the 2023-24 Financial Statements to the meeting.

Barbie McSean, Hon Treasurer – 02 July 2024

Acceptance of the statements for 2023-24 was proposed by: Mr. A. Figiel and seconded by: Mr. R. Boxhall. The Meeting unanimously accepted the financial statements.

## **5.00**

### **APPOINTMENT OF MEMBERS:**

#### 5.01

User Group Nominated Members:

The following had been appointed by their User Groups:

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

Grayshott & Hindhead Institute & Village Hall  
Registered Charity No: 301837

5.02

**Elected Members:**

The following agreed to stand for election to the Board of Trustees:

- Stephen Penny
- Tony Legat
- Barbie McSean
- Carole Baker

There being four candidates for the five posts they were declared elected without the need for a vote.

**6.00**

**ANY OTHER BUSINESS:**

Mrs. J. Bearman proposed a vote of thanks to all of the Officers for their efforts over the previous year in maintaining the halls at a high standard and in a financially stable position. The meeting unanimously supported the vote of thanks.

The Meeting closed at 8.22pm.

**Signed:**

**Date:**