

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

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 8th July 2025

PRESENT:

Trustees: Mr. S. P. Penny (Chairman), Ms. B. McSean (Treasurer), Mr. S. Georgii (Vice Chairman, Minutes Secretary & Grayshott Parish Council), Mrs. C. Baker (Elected Trustee), Mrs. J. Bearman (The Arts Society Grayshott), Mrs. J. Charters (Grayshott Stagers), Mrs. M. Clift (Elected Trustee), Mr. A. Figiel (Haslemere & District Dog Training Club), Mrs. J. Levy (Friday Art), Mr. J. Price (Grayshott Gardeners), Mrs. S. Longman (Grayshott Arts Society), Mr. R Tubbs (Grayshott Bridge Club)

Also in Attendance: Mr. P. W. Budd, Mrs. J. Gale, Ms. L. Green, Mr. G. Harvey-Browne, Mrs. F. Larwood, Mr. B. Levy, Mr. D. O'Byrne

MINUTE No:

ACTION

1.00

APOLOGIES FOR ABSENCE:

Mr. P. Crowfoot and Mr. & Mrs. B. Spencer

2.00

MINUTES OF THE LAST ANNUAL GENERAL MEETING

The Chairman advised that the minutes of the 2024 AGM had been distributed to those present and he proposed that they be taken as read – there were no objections.

Acceptance of the minutes was proposed by Mr. J. Price, seconded by Mrs. S. Longman and unanimously agreed by the meeting. The minutes were signed by the Chairman as a true and correct record.

3.00

CHAIRMAN'S ANNUAL REPORT:

Mr. S. P. Penny presented his annual report as Chairman of the Grayshott and Hindhead Institute and Village Hall.

"Good evening, ladies and gentlemen and welcome to the 123rd Annual General Meeting of the Grayshott and Hindhead Institute and Village Hall.

Once again, the year under review has been one of mixed fortunes.

Lettings remained strong during the year with over 2,100 sessions booked by 102 organisations generating a good level of income. This enabled the Trustees to continue to Maintain the buildings and grounds and in addition to a myriad of minor day-to-day repairs the following works were completed without the need to draw on reserves:

- Repainting of external windowsills
- Cleaning and repolishing of the Main Hall floor
- Redecoration of the back-stage toilets
- Repairs to the Small Hall rooflights

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- Replacement of the caretaker's front door
- Repairs to windows

As I have reported in previous years the heating system for the Main building is nearing the end of its life, the newer parts now being over 30 years old, and to this end we have been putting-aside funds for some years. Following a break-down in February we were advised by our contractor that many spare parts are now difficult or impossible to obtain and consequently the Trustees took the decision to start the replacement process. We have commissioned a consultant to design the new system and assist with the tendering process and are currently awaiting his recommendations. As you will hear from the Treasurer, we have over £60k of reserves earmarked for this work, however it is likely that the cost will be significantly more and consequently we expect that we will need to make grant applications in the coming year to cover the shortfall.

Some time ago it was realised that several of the Village Hall officers had been in-post for many years and would want to step down in the not-too-distant future. Following discussion, it was concluded that it is unlikely that replacement volunteers will be found to undertake all of the tasks, especially as the workload has increased considerably in the last few years as the Village Hall has become more popular.

To ensure future viability the Trustees decided that it would be necessary to recruit a manager to oversee much of the day-to-day operation of the Village Hall thereby allowing the officers to take a more strategic role in the future. We were fortunate to receive a number of applications, and I'm delighted to be able to welcome Fiona Larwood this evening who will be taking up her new post in a few days' time.

During the year it became apparent that our long-serving bookings secretary, Tony Legat, was becoming increasingly unwell and sadly, as many of you will be aware, he passed away at the end of May. It would be hard to overstate his contribution to the Village Hall over the last 20 years; in addition to bookings he was our in-house IT department, barman (for events such as this) and was always willing to lend a hand with whatever needed doing. His ability to successfully juggle booking requests contributed greatly to the good financial position that we find ourselves in today and his patient, good humoured manner was very much appreciated by users – he will be greatly missed.

As I reported last year Jennifer Charters and Jill Levy undertook a review of our 'Friends' scheme which supports the redecoration and improvement of the Village Hall. An attractive leaflet promoting the scheme was launched earlier this year and a number of new friends have already been recruited, and I'm delighted to be able to welcome some of you this evening.

Our thanks are due to our caretaker, Vali Mocanu, who opens and closes the building at all hours of the day, cleans all the rooms and in between sets out and clears away hundreds of tables and chairs every week.

Steve Georgii, as well as being Vice Chairman, has continued to maintain and improve our Audio-Visual facilities often providing bespoke set-ups at very short notice when the need arises.


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Sarah Evans, our Admin Assistant, continues the very important task of invoicing our users and, when necessary, reminding them that they are expected to pay! Thanks to Sarah's diligent work the vast majority of accounts are paid on-time.

This has been another very challenging year and my personal thanks are due to the dedication and support shown by my fellow officers, Treasurer, Barbie McSean, Vice Chairman, Steve Georgii and of course to Tony Legat who was still dealing with booking requests just a few days before he died."

Stephen P. Penny, Chairman – 08 July 2025

Adoption of the Chairman's Report was proposed by Mr. A. Figiel and seconded by Mrs J Bearman. The Meeting unanimously adopted the Chairman's Report.

4.00

TREASURER'S REPORT AND ACCOUNTS:

The Hon Treasurer presented her twenty-third report as Honorary Treasurer of the Grayshott and Hindhead Institute and Village Hall.

"This report referred to the 2024-25 financial year, which ended on 31 March 2025. As with the previous year, Shaw Gibbs in Farnham was asked to examine the Charity's accounts.

As the Chairman has already reported, the 2024-25 financial year has seen continued high use of the village hall.

In the 2024-25 Financial Year, the Charity received income from regular and one-off lettings of £70,459.32, which was higher than last year's comparable income of £65,674.45. This is the first time that income for lettings has been over £70,000, a real testament to the extraordinary commitment of Tony Legat, our Booking Secretary. The Friends of Grayshott Village Hall donated £1,270, and the Charity received £310 in gift aid.

As part of the 10-year agreement with Vodafone for a telephone mast in the car park, we also received annual income of £1,000.

Last year we reported that we had been using fixed term deposits with both Lloyds Bank and the Cambridge and Counties Bank, which in addition to attracting higher interest rates than standard savings accounts also reduces the financial risk to the Charity of having all our funds "in one basket". As you no doubt are aware, there is scheme which provides financial protection to the first £85,000 held with any one financial institution. At the end of the financial year the charity had £34,598 in notice accounts with Lloyds and £60,000 with the Cambridge and Counties Bank. With these accounts monies held in savings accounts of £21,465, the Charity received interest of £3,102 as well as dividend payments for shares invested many years ago of £86.

So in summary the income that the Charity received this year was £70,459 from normal activities, but with the additional monies from the agreement with Vodafone, the Friends scheme, gift aid, bank interest and dividends, the total income for the year was £76,228, compared with £71,250 in the previous year.

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Now to look at the expenditure for 2024-25.

As can be seen from the Accounts, the payroll costs for both employees, which included salaries, national insurance contributions and mandatory pension contributions, was £22,214, compared with £16,275 from the previous year. This increase was due to the fact that we had no caretaker in position for 3 months.

The utility bills, which included electricity, gas, water and business rates, totalled £17,641, compared with £11,246 in the previous year. We had seen a significant increase in the cost of our electricity and gas usage following the end of a 3-year contract with our current supplier British Gas. As you can see this is a significant increase in the running costs for the Charity and we continue to work with British Gas to ensure that we are using the best rates available at the time of contract renewal.

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 software and licences, the annual running costs (including the utilities and payroll cost reported above) for the Charity were in the region of £62,920 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 £2,938 (as reported on page 9 of the annual accounts).

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 External Windowsills	£2,000
Small Hall Window Repairs	£3,030
Redecoration of part of the Small Hall following the window repairs	£1,294
Redecoration of the Stage Toilets	£550
Replacement of Front Door and some Windows in the Caretaker's Cottage	£1,785

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 2024-25 financial year are:

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Income (including Bank Interest)	£76,228.82
Expenditure (including depreciation)	£67,596.96
Subtotal	£8,631.86
Unrealised loss on Shares	-£148.65
Surplus at 31 March 2025	£8,483.21

As the Chairman has reported, the re-launch of the Friends of Grayshott Village Hall has been very successful and the funds held in the dedicated "Friends" account now stand at £2,561. The Hon Treasurer thanked all the Friends for their continued support of the Hall, but also the team of Trustees who have worked so hard to get behind this venture.

The Balance Sheet for the 12 months to 31 March 2025 showed an increase in total funds from £129,946 to £138,429. The majority of the funds are ring-fenced for specific expenditure as reported on Page 10 of the accounts.

The Chairman has already mentioned that we are currently working with a Consultant on the replacement of the main hall boilers. We have a provision of £65,000 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 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 2024-25 Financial Statements to the meeting."

Barbie McSean, Hon Treasurer – 08 July 2025

Acceptance of the statements for 2024-25 was proposed by: Mr. R. Tubbs and seconded by: Mrs. J Charters. 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)

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- Roy Tubbs (Grayshott Bridge Club)

5.02

Elected Members:

The following agreed to stand for election:

- Stephen Penny
- Barbie McSean
- Carole Baker
- Graham Harvey-Browne
- Lauren Green

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

The Chairman thanks Mrs. M. Clift who is not standing for election this year for her assistance in the previous years.

6.00

ANY OTHER BUSINESS:

6.01

Mr. R. Tubbs requested that in the Chairman's report at future AGMs should include a summary of health and safety issues arising during the year.

6.02

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 8:24pm

Signed:

Stephen Penny

Date:

21st July 2026