

Buckland Newton Village Hall Committee

Minutes of the Annual General Meeting held at the village hall on Monday 17th July 2023 at 5.15pm.

Attendance

Nicki Barker (NB), Ian Scott (IS), Sandi Stout (SS), Jenny Ferreira (JF), Vinny McKenna (VM), Kate Parish (KP), Lyn Cox (LC) and Caron White (CW)

1. Apologies. Katharine Haynes and Rebecca Hamilton
2. Approval of the minutes of the Annual general meeting held on 20th June 2022.
The minutes had been circulated prior to the meeting and were agreed unanimously as a true record by those at the meeting and were signed by the chair.
3. Matters arising. There were no matters arising.
4. Chair's report.

Buckland Newton Village Hall Chairman's Report June 2022 – 2023

The Hall's finances are still struggling to cover most day to day expenditures as well as repairs and replacements. To try and boost income, considerable effort has been made to attract new local hirers via a regular advert appear monthly in the Lydden Vale News and with a colourful hire poster on the hallway board for customers visiting the Post Office. When the hall was in pristine shape after the village hall August clean up, an open afternoon/evening was held in September and invite flyers were sent to a number of local organisations, particularly government bodies. All of this is bearing fruit.

Along with our regular core hirers, plus Artsreach and the Piddle Valley Players there has been an encouraging increase in local and non-local bookings, particularly for exercise classes, children's parties and training sessions.

In June, the Hall deregulated for VAT. This is an important step forward in helping our finances as it gives us a 20% increase in our hire charges without any change to the fee a hirer pays. The history of registration dates back to rebuilding of the hall in 2001, when voluntary registration for VAT allowed us to reclaim some £23,000 of VAT back on the rebuild cost. A requirement was built in by the VAT office that we stayed registered for 20 years. The downside

of registration has been that the hall has absorbed the VAT cost on all hire fees, although this has been offset by reclaiming VAT on hall expenses.

On the repairs/work front, the 3 roof blinds in the main hall were serviced in March by Rob Fernes of Dorset Conservatory Blinds (rob.fernes@tiscali.co.uk). Following a review of the Hall Risk Assessment, a number of minor repairs including to cupboard catches, securing the ladders against the storage room wall, securing the stage curtain weight and refurbishing the roadside notice board were carried out by Richard Hanratty. The 5 year electrical inspection and test was carried out by P & R Hurt in June 2022 with remedial work for satisfactory certification completed in July 2022. The 2022 Village Fete gave us a generous £400 towards the fairly hefty cost of this. The emergency lighting has required additional work, carried out by Stephen White. Our bi-annual PAT test was carried out in April by P N Gray. Replacement of the entrance hallway and cloakroom lighting with modern low energy bulbs has been carried out by Stephen White.

Future work of financial significance that needs attention is the ceiling in the main hall where the ceiling tiles are no longer fitting and in places missing. PGS Interiors and Western Industrial Ceilings visited the hall in May and we are awaiting comparative quotes. A replacement energy efficient fridge is needed for the kitchen to replace the old, gifted fridge which is reaching the end of its useful life and is expensive to run.

Of importance to note is that the water pipes in the hall froze (although did not burst) in both the kitchen and the men's loo during an exceptionally cold spell in December. This was in spite of the heating being run. For future cold spells we need to ensure that either the incoming mains tap in the disabled loo is turned off or ensure that doors to the kitchen and loos are left open to allow heat from the hallway and main hall to keep the temperature raised.

Our cleaner continues to provide an impeccable cleaning service which is well noted and positively commented on by many hall hirers. She is also very diligent in advising us of any issues needing attention, and a number of repairs are scheduled for our summer clean -up weekend. Her salary was reviewed in August 2022 and increased to £14/hour.

5. Treasurer's report. (VM)

Rental income has increased since 2022 though our expenses are an issue. We need to increase income or reduce costs. Some expenses were covered by COVID grants and jobs, for example electrical work and having the blinds serviced, have been done. The oil tank has been filled. Cleaning expenses were more than in previous years. NB added that since the COVID grant, jobs which

had been put off were completed such as tarmac on the car park, electrical jobs and fencing. The COVID grant of £8,000 almost equals the amount spent on necessary jobs. The oil recently bought needs to last until this time next year. More income is required to cover our costs. IS remarked that there was an increase in bookings after our marketing activity last year and that it would be worth again sending out leaflets to raise the profile of the hall. KP said that she still has the template for the leaflets. VM commented that it would be good to have a couple more regular bookings. WIFI is costing £39.00 per month. This together with bank charges and other costs means a lot is going out each month. KP suggested that hall hire charges need to be increased.

NB proposed and SS seconded the adoption of the accounts (see separate document) and the reference to financial matters in the first paragraph of the Chair's report.

6. Items raised from the floor. None

7. Resignation of existing representatives, elected and co-opted members. In accordance with the Charity Scheme, all committee members resigned.

8. Nomination of new representative members (max 11) to the hall management committee (known as charity trustees) from user organisations wishing representation.

Nominations were as follows:

Village Cafe – Lyn Cox

Friday Lunch Club – Jenny Ferreira

Exercise Classes – Sandi Stout

Youth Club – Kate Parish

Garden Club – Katharine Haynes

Artsreach – Caron White

Little Goslings – Rebecca Hamilton

9. Election of new 'Elected Members'.

NB proposed IS and SS seconded.

IS proposed NB and CW seconded.

NB proposed VM and IS seconded

10. Appointment of new co-opted members. Vacancies for new co-opted members remain vacant throughout the year and new members can be co-opted throughout the year.

11. Declaration of acceptance by new charity trustees signing in the minute book. IS explained the personal responsibilities of village hall trustees. The issue of the potential for liability was raised a year ago and IS referred to Louise Beaton (ACRE) who was not aware of a case where a village hall committee member had been found liable. IS was advised that the committee needed to

ensure that it was not negligent and that insurance for the hall needed to be regularly discussed. Having the accounts inspected was also recommended. As committee members we have to act sensibly and prudently. If members agree their names are recorded by the charity commission as trustees. Committee members can choose whether to be trustees or not. A form was passed round for committee members to sign as trustees (see document).

12. Appointment of Auditors NB to ask Jacqui Cuff to inspect the accounts.

13. Any other business. None

Meeting closed at 6.10pm