

ASHTON KEYNES VILLAGE HALL

Minutes of the Annual General Meeting
held via Zoom video conferencing on Thursday 11th March 2021 at 8.00pm

Present

Dave Sheppard (Chair & Acting Secretary VH), Brian Kimberley (Treasurer, VH),
Rowena Adams (VH), Bridget Batchelor (VH), Paul Blackburn (Senior Table Tennis)
Linda Cook (Bowls), Margaret Cooper (VH & PC), Carol Drew (WI), Fliss Harris (Preschool),
Stuart Harris (VH), Tamla Logan (VH) and Dave Wingrove (PC)
(VH – Village Hall Trustee, PC – Parish Council)

1. Apologies

- 1.1 Apologies were received from Tim Bird, Steve Day, Jackie Mitchell and Daphne Neale.

2. Minutes

- 2.1 Minutes from the previous AGM were agreed and signed as a true record.

3. Chairman's Report

- 3.1 The Chairman read out the report as follows:

Welcome to the Annual General Meeting.

Well, what a year this has been. Very shortly after our AGM last year on 12th March, we went into the first lockdown and apart from some essential services, all bookings had to stop. By essential services I mean that the Hall had to stay open for the Shop, the Post Office and the Branch Surgery.

As we started to emerge from the Spring lock-down, we put a team together to create a Risk Assessment for the Hall. This ended up by being a hefty document but we had to cover every possibility of the Hall's use and it did permit various activities to restart. Preschool restarted on 1st June as this had been permitted by the UK Government. For a short period, we had Senior Table Tennis and Circuit Training, even a dance team. It didn't last long and other than Preschool and the essential services, we were soon back in lockdown. There was no booking recovery between lockdown 2 and lockdown 3 and so as Brian will report, the income from normal hiring has been a shock to the system.

On the other hand, whenever there was an opportunity to bid for grant or relief funding, we did so. This gave us an emergency grant of £10,000 and several subsequent grants. We have to thank both central and local Government for ensuring our stability during the past year. The continuation of some of these grants is a source of funds and we hope this will run until a full reopening. Brian's report and the Accounts will provide much more detail.

Is it safe to talk about a full re-opening? The Risk Assessment team is monitoring this very carefully, but so far it is looking good. Our first independent booking for a year takes place towards the end of April.

The Government's target date of June 21st to lift all restrictions could signal a restart to all activities, but we think there may still be some nervousness and may even be some Groups that will struggle to restart.

We will have to have a lengthy debate about the Rural Cinema, especially as the big Cinema chains will be fully operational by July (some even earlier).

In summary, it has not been a relaxing year for us, despite the lack of Hall usage. Risk Assessments, Poster production, new cleaning equipment and regimes, grant applications, all take time; but the Management Committee have done a superb job in keeping the Hall running for those that needed it and ensuring that Users have something to return to.

Of course, maintenance doesn't stop, nor do new policy requirements such as the need for all Charities to have a Safeguarding Policy. We still have the need for new chairs, for re-decoration,

etc. We still have roof-leaks. During the year we changed the outside lighting and moved the water tank. We thought both of these were Health & Safety issues that needed addressing. As you probably know, all the new outside lighting was smashed by burglars that broke into the shop in November, but was fixed two days later and paid for by shop insurance.

The Village Hall needs an active Management Committee and we are lucky that so many of us put in the time and effort. Thanks also go to people outside of the committees that very often volunteer their time to the Hall.

I would like to thank all of the Management Committee for their work during the past year. There were numerous time-consuming tasks and they have all been handled with energy and professionalism. In addition, I would like to thank Angela Morrissey for her work as Cleaner and Debi Deeks for stepping in to do the cleaning when Angela had to self-isolate. Thanks to Tina Smith for monitoring Water temperature (a CQC requirement).

It was our fifteenth year of operating a full alcohol licence and all of the legal elements that this required. There have been no issues – but equally no usage during the last year.

David Wain resigned as Secretary during the year and one member who joined during the year has had to resign due to work commitments. The Constitution dictates that we can have a User Group as it is quite a useful sounding board for people who do not want to be Trustees. We will try and get this started.

Of course, I could not end without thanking you the Users, for (hopefully) lying in wait for the Hall to be fully reopen again. Without Users, none of us would be here.

- 3.2 Approval of the Chairman's Report was proposed by Dave Wingrove, seconded by Rowena Adams and all were in favour.

4. Treasurer's Report

- 4.1 The Treasurer read out the report as follows:

This has been a very exceptional year due to the lock downs and regular groups unable to use the hall. Financially, however, we ended in a very strong position due to local and government grants more than offsetting the lack of rental and fund-raising income. We were able to carry forward just over £10,000 towards expected future loss of earnings due to the continuing lock down. I would like to thank our Chairman, Dave Sheppard for all his efforts towards obtaining these grants.

In summary, income was in excess of outgoings by just over £14,000 this year.

The overall income was up on last year due to several factors. As already mentioned, we received Government Support Grants that amounted to almost £18,000 and this more than offset the £9,000 loss of rental income and £1,300 less from fund raising income due to being unable to run the rural cinema. We also received £1,800 from the Area Board towards the replacement of the external lighting.

Continuing from previous years, the Parish Council organised and paid for a capital project directly, rather than provide a maintenance grant. The project selected during the 2020/21 financial year was the moving of the hot water tank from the loft area to the ground floor for health and safety reasons.

The outgoings were down on last year due to slightly lower maintenance costs, although a considerable amount was spent on maintaining our Covid-19 Secure status.

The utility bills were down 45% on the previous, due to the hall not being used so much and the water bill being a lot less than previous years.

Other major expenditure includes:

Insurance	£1,326.00	
Maintenance	£6,900.00	This included £3,562 for the external lighting, £1,048 for boiler service and maintenance, £760 for repairing shed roof, £390 for repairing windows and £336 for under-sink storage in the ladies toilet. There is also £760 for waste collection included in this figure.

When the defibrillator was installed in 2013, the village hall took responsibility for the fund raising, purchase and subsequent maintenance of the machine. The residual funds have been used for the VETS system, user training and replacement pads and batteries. There is still £390 still in this fund for future expenses, and it has been shown separately in the accounts, as it is not strictly village hall money.

As the reserves have increased substantially, I have recommended that the rental prices for the hire of the main hall and the Ashton Keynes room remain at the September 2017 rate.

In conclusion, the accumulated funds at the end of the year were up by just over £14,000 compared to last year. I have therefore increased the ring-fenced fund by £4,000 to £16,500. This fund is required for future major refurbishments. I have also carried forward the remaining Government Support Grants of £10,335 into next year in order to offset any future lack of income due to the Covid-19 pandemic. The remaining balance of £12,420, remains the same as last year and is required for day to day running expenses and emergencies throughout the coming year.

The Accounts are available online in the downloads area of the Village Hal website.

5. Charities Act

The Chairman reported that the Management Committee is fully up to date with the requirements of the Charities Act and that the Annual Return has been completed and email addresses checked.

6. Election of Management Committee Members

Rule 5 of the Constitution states that all Village Hall Management Committee members are elected at the AGM, with the exception of the Parish Council Representative (nominated by the Parish Council) and the Users Group Representative (nominated by the Users Group). It was noted that the VHMC had decided to remove Dane Forsythe as a Trustee because since joining there has been zero communication. The following attendees put forward their names as wishing to serve on the Village Hall Management Committee and were duly elected as follows:

Elected Member	Proposed by	Seconded By
Bridget Batchelor	Dave Sheppard	Dave Wingrove
Margaret Cooper	Brian Kimberley	Stuart Harris
Stuart Harris	Dave Sheppard	Tamla Logan
Brian Kimberley	Stuart Harris	Dave Wingrove
Daphne Neale	Rowena Adams	Bridget Batchelor
Dave Sheppard	Margaret Cooper	Dave Wingrove
Rowena Adams	Paul Blackburn	Dave Wingrove
Tamla Logan	Brian Kimberley	Bridget Batchelor

It was noted that Margaret Cooper may relinquish her post as Parish Council representative in May 2021.

The Election of Officers will take place at the first Management Committee meeting after the AGM (Rule 16).

7. Any Other Business

- 7.1 Fliss Harris thanked the Committee on behalf of the Preschool for all of the measures put in place during the year and the support that has been given.
- 7.2 Dave Wingrove thanked Dave Sheppard and the members of Management Committee on behalf of the Parish Council for the huge amount of time and work they have put into running the Village Hall in during this difficult period.
- 7.3 There was some informal discussion on the timing that various Groups may or may not start. Linda Cook indicated that Bowls are unlikely to start before mid-October. Paul Blackburn indicated that Senior Table Tennis could restart in May in a limited capacity. Everyone agreed that things can only restart when it is safe to do so.
- 7.5 Linda Cook queried the restart of the Rural Cinema. Dave Sheppard advised the meeting that the new Management Committee will be considering this, but it is likely to be after the summer.
- 7.4 Linda Cook queried if the Post Office income was included in lettings. The Treasurer advised the meeting that the Post Office do not pay and that the cost is shared between the Village Hall and the Parish Council.
- 7.5 Carol reported that the WI is also unsure about when a restart can happen.

8. Next Meeting (first Committee Meeting of the new session)

- 8.1 The first committee meeting of the 2018/2019 Village Hall year will be arranged outside of the AGM.

There was no further business and the meeting closed at 20:45hrs.