

HORTON AND CHALBURY VILLAGE HALL

Minutes of the Annual General Meeting held on 6th June 2017

1. Welcome and apologies

The Chairman welcomed everyone and the attendance sheet was circulated.

Those present:

Management Committee: D Shand (Chairman and Trustee), M Sadler (Representative Member for the PCC, Trustee & Treasurer), R Nash (Trustee & Secretary), J Hayes (Parish Council Representative), C Agnew (Trustee), John Street (Trustee), I Potentier, B Wigley, L Arthur (Trustee), Dennis Holford (Trustee).
Members of the public: P Arthur, G Chamberlain (*Financial Examiner*), A Shand, Z Coles, D Holford, P Potentier, R Sadler, J Street

2. Acceptance of the minutes of last meeting AGM held on the 6th June 2016

There being no corrections or additions called for, the Chairman asked that he be authorised to sign them as a true record of that meeting.

3. Annual Report

Copies of the Report of the Trustees and Financial Statements for the Year ending 31st December 2016 were circulated.

The Chairman reported that the successful operation of the hall has continued during 2016 as evidenced by the increasing number and variety of bookings. Our improved financial position enabled us to appoint a part time Administrator Mrs Zoe Coles who is making a valuable contribution to the development of the hall. This appointment is of great benefit to the Management Committee because the day to day running of the Hall, including holding the mobile and diary and servicing the website has become increasingly time-consuming due to the success of the hall. Mrs Coles is making a valuable contribution to the development of the hall and towards the end of 2016 she took over the role of caretaker as well. Richard Wareham who had been our part time caretaker for 2 years served us very efficiently. The Committee are very grateful for his service to the hall.

The Hall has operated within budget during the period. Tight fiscal control by the Management Committee, together with increased one-off bookings and some successful repeat events such as monthly Cream Teas and an annual Quiz night plus our Village Fete, have resulted in a stable financial position which is set to continue throughout 2017

We are pleased to provide a venue for weddings, but restrict these to no more than one per month so that other events are not crowded out. Weddings contribute significantly to our profitability and have enabled us to continue to offer a 20% reduction in hire fees to residents of Horton and Chalbury, plus some encouragement to charitable or village activities at minimal cost.

The hall is now equipped with Wi-Fi and the website is fully operational.

Strict controls have been put in place to overcome the problems experienced with noise complaints from neighbours. Regular noise monitoring activities by the management have ensured that there have been no recent incidents.

The Management Committee are grateful for the support of the Knowlton Parish Community Benefit Fund as our finances having benefitted from two grants.

The first was late in 2015 for £4550 for external decoration and refurbishment of the hall's wooden floor. The second was in 2016 for £3573.60 for repair work on the foul water drainage system. All the repairs carried out with these grants were very successful.

The Chairman thanked all members of the Management Committee and the Social Committee for their sterling work during the year.

4 Finance

The Treasurer expressed her gratitude to Graham Chamberlain for examining the accounts.

Total hire charges were up in 2016 (£16,411 against £14,538 in 2015). This was mainly due to 7 weddings. Fundraising has been down slightly. (£3633 in 2016, £3854 in 2015, £3890 in £2014). The grants which the Chairman mentioned have made a significant difference. We are also grateful to Knowlton Parish Community Benefit Fund for paying for the installation of our Wi-Fi connection.

Expenditure has been steady overall apart from Gas prices which were up 20% between October 2016 and February 2017. Wi-Fi and mobile costs now total £544 per annum and Website design was £885 in 2016 with on costs about £100 per year. Part-time administrator/caretaker costs have increased, but this is essential for the smooth running of the Hall.

We now have £16,000 in our CAF (interest bearing) account against unforeseen expenditure and refurbishment/replacements due to increasing age of the hall and equipment.

Four Trustees are signatories of our two NatWest Bank accounts which are double signatory. They are D Shand, John Street, M Sadler and R Nash. Bank statements can be seen on line. D Shand and M Sadler are the only double signatories on the CAF Reserve account.

Adoption of Reports

Proposer: John Street **Seconder:** C Agnew Unanimously accepted

5 Election of members of the Management Committee

The Management Committee members were elected, unanimously, 'en bloc'

Proposer: D Shand **Seconder:** L Arthur

Officers will be elected at the first management meeting following the AGM.

6 To appoint an Examiner for the 2017 accounts

Graham Chamberlain has agreed to continue in this role.

Proposer: D Shand **Seconder:** L Arthur

There being no further business or issues arising, the meeting was closed at 19.54.

June 2017