

ASHTON KEYNES VILLAGE HALL

Minutes of the Annual General Meeting
held at the Village Hall on Wednesday 16th March 2022 at 8.00pm

Present

Dave Sheppard (Chair & Acting Secretary VH), Brian Kimberley (Treasurer, VH), Rowena Adams (VH), Vicki Butcher (VH), Libby MacKinnon (VH), Phil Moran (VH, PC Representative) and Stuart Harris (VH)
(VH – Village Hall Trustee, PC – Parish Council)

1. Apologies

- 1.1 Apologies were received from Tim Bird, Paul Blackburn, Jemma Craven, Steve Day, Fliss Harris, 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.

During the 2021/22 Village Hall year we still had to cope with partial lock-downs and Government restrictions due to Covid. The Treasurer will be going through the financial detail and in order to avoid any duplication, I will leave it Brian.

Just one element of finance, we achieved a considerable number of grants during the period and these have allowed us to do the repairs we wanted and also make substantial purchases without having an impact on our pre-Covid reserves. As you will hear from Brian, our total reserves at the end of 2021/22 are £27,471, which is over £2,000 higher than the end of 2019/20, despite all of the work done and purchases made. Well done Brian for keeping the finances very stable.

It has been another tense year, although much better than the previous one. The Management Committee have done a superb job in keeping the Hall running to ensure it is there for all.

Although technically we are fully open, we have to accept that there is likely to be some reluctance for large gatherings – let's hope that disappears before the Jubilee celebrations.

We still maintain the Risk Assessment (so that it is easy to reintroduce if needed) and we continue to disinfectant fog the Hall.

As our primary fund-raiser is the Rural Cinema we need to return to a regular monthly slot. Just recently it has been interrupted by Covid restrictions, and then last month we did not have the ideal film for the current situation in Ukraine. The income from the few that we have run has been poor, but hopefully the complete lifting of restrictions means we can forge ahead. The use of the equipment for Jubilee celebrations (and another possible fund-raiser) should raise our profile.

Maintenance continues and we have carried out a significant amount of work during the year. Unplanned issues came along as well, such as the car park flooding, which we have hopefully resolved. The new chairs arrived during the year, we replaced the Cinema projector, and thanks to a donation from Swindon Caravans, we also replaced the Cinema amplifier.

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, as well as Tina Smith & Debi Geek for stepping in to do the cleaning when Angela is unavailable. Thanks to Tina Smith for monitoring Water temperature (a CQC requirement).

Thanks to all those outside of the Management Committee that help with the Rural Cinema set-up and break-down work.

It was our sixteenth 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.

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 the Users, without whom none of us would be here.

- 3.2 Approval of the Chairman’s Report was proposed by Libby MacKinnon, seconded by Stuart Harris. All were in favour.

4. Treasurer's Report

- 4.1 The Treasurer read out the report as follows:

This has been another exceptional year due to the lock downs and regular groups unable to use the hall until later in the year. Financially, however, we ended in a pre-pandemic position due to additional local and government grants. We are able to carry forward £8,000 towards expected future loss of earnings due to any potential Covid issues. I would like to thank our Chairman, Dave Sheppard for his efforts towards obtaining these grants.

In summary, outgoings were in excess of income by just over £12,000 this year.

The overall income was down on last year by around £4,000 due to several factors. Although the rental income was up by £5,000, we received £7,000 less in Government Support Grants and the other grants and donations were down by £2,000. We did not receive any other grants and the donations were from the sale of the chairs and crowdfunding for the rural cinema. The rural cinema was only run three times this year with few people attending and hence the income was minimal.

We did not request the Parish Council to organise and pay for a capital project this financial year, and so the amount that would have been paid will be carried forward until next year.

The outgoings were up considerably on last year due to two major expenditures, increased utility costs and increased spending on maintaining our Covid-19 Secure status.

The utility bills were roughly back to the pre-pandemic levels.

Other major expenditure includes:

Insurance	£1,203.00	
New chairs	£9,341.00	
Maintenance	£14,347.00	This included £9,800 for essential external repairs and painting, which is still to be completed, £1,020 for car park drainage, and £1,908 to repair the roof surroundings on the new Velux windows. There is also £992 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 £301 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 are back to just above the pre-pandemic levels, 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 down by just over £12,000 compared to last year. I have therefore decreased the ring-fenced fund by £6,500 to £10,000. This fund is required for future major refurbishments. I have also carried forward the remaining Government Support Grants of £8,000 into next year in order to offset any future lack of income

due to the Covid-19 pandemic. The remaining balance of £9,170, 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.

- 4.2 Acceptance of the Treasurers Report had been earlier proposed by Rowena Adams and seconded by Stuart Harris. All were in favour.

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). 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
Rowen Adams	Brian Kimberley	Dave Sheppard
Vicki Butcher	Rowena Adams	Phil Moran
Stuart Harris	Dave Sheppard	Brian Kimberley
Brian Kimberley	Libby MacKinnon	Stuart Harris
Libby MacKinnon	Vicki Butcher	Rowena Adams
Daphne Neale	Brian Kimberley	Libby MacKinnon
Dave Sheppard	Rowena Adams	Vicki Butcher

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

7. Any Other Business

- 7.1 The Chairman stressed disappointment that the AGM was only attended by Committee Members; and pointed out that the best attendance was when the AGM was carried out via Zoom.
- 7.2 There was nothing further raised.

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

- 8.1 The first committee meeting of the 2022/23 Village Hall year will be arranged outside of the AGM.

There was no further business and the meeting closed at 2030hrs.