

# Alstonefield Village Hall Committee

## Minutes of the Annual General Meeting (AGM)

Held at the Village Hall

on Wednesday 5 May 2021

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Minute taker: AM

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Item:

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1 **Apologies:**

None

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2 **Members present:**

Dave Littlehales(DL), Val Littlehales(VL), Anne Morgan (AM), Joanna Griffin(JG), Debs Railton(DR), Jamie Tomlinson(JT), Martin Snodin(MS), Frank Lipp(FL)

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3 **Others present** (*names of members of the public attending do not need to be recorded*):

Cathy Reavy, Mandy Turley, John Austerberry, Nicola Austerberry

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4 **Minutes of the last AGM** to be signed as a correct record, or corrected:

Agreed as a correct record

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5 **Financial report** (Treasurer's report)

Income: a successful year with our main income from grants - £31,036. (Thanks to MS for all the applications.) Car park did well despite half the year in lockdown, taking £1,089 in cash. Lettings despite lockdown - £1,569.

Donations of £1,740 received; Gift aid £265. £250 bank compensation and bank interest £117.

Spending

New car park was the major spend £31,500. We spent £600 on the internet but this has enabled the installation of the Sumuup machine for concert use and pop-up café; the Honeywell to enable the central heating; and the Post Office. The Old School Garden cost £313 for maintenance. We spent £1,850 on curtains for the main hall and the decorating costs have been paid from this year's money to Richard Allen. The kitchen is partially upgraded. Mark has put a new floor down in the freezer room (to be paid in 2020/21). Electricity is higher than last year despite being shut!\* (£639 vs £555) but the unit cost has gone up. The internet account has been moved to Clear Business to get a discount as that price had increased too despite moving supplier (£475 vs £602), so a healthy position to be in. Water is now paid via DD. We have had no expenditure for music licences or many Initial payments – for hand towels etc.

\* Shut for general hiring because of lockdown but PO remained open and Hall used for several weeks in the winter months scrubs and gowns for the NHS.

Bank accounts –Santander account closed as difficult to manage (no internet banking). 2 Yorkshire bank accounts – cash management and current (now owned by Virgin bank) and one Virgin book account. Interest rates are practically zero! The only cash I deal with now is from the car park box and all payments and receipts are done electronically – interestingly I only wrote one cheque.

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There will be a newly installed Google calendar which will link the bookings to invoices to payments and the Honeywell. This will enable me to keep track of payments with the bookings as currently done on trust only. All committee members can have viewing rights to this if they wish. 3 people can activate the Honeywell remotely to turn the heating on and off and alter temperatures. There is also a booster switch in the main hall for 2 hours.

Sumup has been a valuable asset for concerts in this increasingly cashless society and has also enabled Mandy to receive payments for her pop-up café. We are currently taking 20% of all Mandy's takings for hall hire. Originally it was £15/day to get her up and running. This is calculated from the weekly sum up reports received by the village hall. A further 20% of all cash received is to be paid annually.

Finally (in summary)

Income	£35,816
Expenses	£39,616
Capital (bank balances)	£48,539
Plus:	£1,440 in floats spread between Dave £788.50 for concert money, Frank £551.60 bar float and Car Boot £100 - me

Totalling c.£50,000 at the end of this financial year. So a healthy amount to ensure the continued success of our village hall. (Accounts Summary attached below these minutes.)

## 6 Report on the preceding year (Chair's report)

At the last AGM, we were dealing with the initial impacts of COVID, working out what was permitted in the Hall and what it would mean for our finances if it lasted long. Almost a year on, and we're only now looking at re-opening for our usual activities. But as Debs has reported, COVID grants have broadly replaced the income we might reasonably have expected, so we remain on a sound footing.

Before moving on from the financial aspects, I'd like to thank Debs for re-working the accounts onto a 'shareable' spreadsheet basis, and congratulate her on getting the books to balance on pretty much the first attempt. And we should record our thanks, too, to Alan Barnard for his independent examination – just to remind us all, this is mandatory if any charity's income exceeds £25,000, which is pretty much where we are.

We might have been 'COVID restricted' for the last year, but we haven't been totally inactive. It was actually fortunate we've been allowed to continue the Post Office – without that, we'd probably have had to close down, drain the water systems, etc. By staying open, we were able to say YES to Cathy Reavy and her helpers making scrubs in the Hall – a wonderful use of the space, which as we reported in last year's delayed AGM, continued until the end of May last year.

There was a short period last year, in early Autumn, when we were technically allowed to open more widely, but people were understandably nervous and the lockdown tightened again anyway, after a few short weeks.

But towards the end of the year, being 'open' allowed us to trial the idea of a takeaway café – something permitted, and something that seems to have been appreciated by locals and visitors alike. We've also remained available for things like funeral wakes – thankfully there haven't been any – and occasional use as temporary office for people without working wifi at

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home.

Of course, to do even these limited things, we've had to become a 'COVID Secure Venue' with all the associated requirements such as risk assessments, cleaning protocols and signage for things like Track & Trace. We've done all that - yes, incurring some costs along the way - but we've stayed open as a community facility and I think that's important, even if it only means people can get to a Post Office.

Of course, the big 'event' of the last year was the car park upgrade - something that was roughly a decade overdue. It was a big investment - over £30,000 - only £10,000 of which was grant-aided (thank you, National Lottery). So in the face of the pandemic, it was a bit of a leap of faith to proceed, but early signs of government support were enough to give us the confidence. Via Staffordshire Moorlands, we successfully applied for every COVID grant we were entitled to, which has enabled us to spend a little money on looking to the future:

- The storage room floor has been fully damp-proofed and tiled, with a new shelving unit
- We've bought a heated food cabinet, essentially for the takeaway, but it should be useful more widely
- We now have a way of accepting card payments, which should prove useful for things like the bar
- We now have a wifi enabled central heating controller, so it can be controlled remotely
- The main hall has had an 'arty' bit of decoration with new pictures, which should make it more attractive to hirers and visitors
- More curtains have been added in the hall, which look smarter, more consistent (on both display cabinets) and enhance the monthly concerts
- We've bought a full-size table tennis table, as a starter, to look at widening activities to a more diverse range of people and ages
- Outdoor picnic tables will be arriving towards the end of the month.

We have other investments in mind, such as some vital external maintenance, which the committee will be discussing after this meeting.

I'd like to mention one thing we engaged in during the year, which was to contribute to the national Village Halls Domesday Book. (Last year, in January, we joined a nationwide village halls week but the pandemic put paid to anything similar this year.) It was put together by the rural action body ACRE [Action with Communities in Rural England] as a 'virtual record' to celebrate 100 years of village halls in the UK - most date back to the 1920s, as we do. Over 750 halls have contributed so do go online and take a look.

Some more thanks. Like all village halls, we rely on volunteer members - trustees - and I thank you all. But we also rely on goodwill and help from others, and I'd like to put on record our thanks to Pauline Hambleton who despite her busy life, manages to clean whenever we ask - and sometimes when we don't. And Mandy has been amazing in setting up the takeaway café, which meant she had to step down from being a committee member (to avoid any conflict of interest) - although you wouldn't notice - her support to the Hall is undiminished! To make it work, she's had to register as a food business with Environmental Health, which has meant ensuring our kitchen standards - as well as her own methods - are up to scratch. With a nod to Jamie Tomlinson for his advice and practical help, it's great to be able to report that we were awarded a 5 star hygiene rating.

Finally, I'm reminded that one person has already said they won't be standing again, and

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that's Frank. He joined in 2006, and has given sterling service since, both practical and advisory, as well as going 'over and above' when the Hall needed special efforts to get the building works completed some years ago. Anyway, I make that 15 years, which on top of his other village activities, is surely enough of a contribution to this particular group. So thank you very much, Frank, and we've a small gift as a token of our appreciation. (Bottle of whiskey handed over.)

## 7 Committee membership for the following year:

i) Nominations for (max 6) Representative Members *(potential user groups to be invited every year)*

User group	Nomination	Note
Parent & Toddlers	-	Future of group uncertain
Friendship club	Anne Morgan	
Bowls	-	No nomination offered
History Group	Martin Snodin	
Cricket Club	-	No nomination offered
Parochial Church Council	-	No nomination offered
(Parish Council)	-	(Do not wish to be represented)

ii) Elected members (maximum 4)

Jo Griffin	Dave Littlehales
Debs Railton	Jamie Tomlinson

iii) Co-opted members (maximum 4)

Val Littlehales	

Notes on adequacy of committee, if any

Although this is a total of only 7 trustees, the general view was that this should be adequate but will need to be kept under review.

## 8 Any other business

None

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ALSTONEFIELD VILLAGE HALL 1/4/20 - 31/3/21	Summary of Accounts	
	2020-2021	2019-2020
Balance brought forward from previous year	52,339.27	43,273.21
<b>Receipts</b>		
Lettings	1,569.00	9,118.82
Fundraising	-	2,825.75
Concerts	-	10,850.00
Car Park	1,088.77	882.56
Donations	1,740.00	4,152.25
Books/cards	-	65.77
Refunds/Gift Aid	265.14	668.36
Bank Interest	116.88	157.42
Grant	31,036.00	
Sales of assets	-	700
<b>Total Receipts</b>	<b>35,815.79</b>	<b>29,420.93</b>
<b>Payments</b>		
Cleaning & Toiletries	674.54	570.52
Licences, Insurance & Affiliations	1,214.48	1,067.99
Water & Sewerage	-	127.65
Maintenance	33,736.24	3806.36
Postage, Telephone, Stationery	41.43	41.61
Telephone/Internet	602.84	475.09
Heating	-	1,265.64
Electricity	638.59	555.38
Replacements & Repairs	1,043.90	2482.88
Waste Bins	-	314.67
Concert Expenses (incl. Donation to Lisieux Trust)	200.20	5,484.37
Old School Garden	313.00	195
Misc. (including new kitchen equipment)	1,150.86	3,967.71
<b>Total Payments</b>	<b>39,616.08</b>	<b>20,354.87</b>
<b>Balance at year end</b>	<b>48,538.98</b>	<b>52,339.27</b>
<b>Reconciliation</b>		
Deposit Accounts balance at year end (Yorkshire current)	1,945.33	29,372.26
Virgin Account (Refurbishment Fund)	20,641.02	20,540.01
Current Account balance at year end (Yorkshire cash)	23,536.61	449.11
Current Account balance at year end (Santander)	2,385.70	1,877.71
Cash-in-hand at year end	30.32	100.18
Less Payments not reached bank a/c at year end		-
Receipts not reached bank a/c at year end		-
<b>Total</b>	<b>48,538.98</b>	<b>52,339.27</b>
	- 0.00	- 0.00