

# Minutes of the Annual General Meeting of 1<sup>st</sup> November 2021

Registered Charity number 1185608

## **CHAIRMAN**

P Guildford

## **SECRETARY**

P Anning

## **TREASURER**

D Wort

## **Attendees –**

**Trustees:** Peter Guildford, Keith Kerr, Brian Dower, David Wort, Peter Anning, Janita Dedicoat, Eddie Tinsley, Malcolm Brook. **Associate Trustee:** Mina Soi-Westby

**Villagers:** Jan Dower, Judith Kerr, Debbie Wort, Elizabeth Tinsley, Allison Waterfield, Barry groves, Judith Kerr, M & G King, Claire Carvis,

**Minutes:** Nicola Hulme

## **1 Chairman's opening remarks**

The Chairman began by welcoming all present to the AGM

## **2. Apologies for absence –** Susan Lupton, Judy Roberts, D & P Lord, E Tinsley

## **3. The Minutes of the AGM of 26/03/19** were approved as a true record

## **4. Chairman's report**

The period we are going to be talking about is October 2019 through to the end of December 2020

Going forward our financial years will be from the beginning of January each year until the end of December. From the October through to March it was business as usual but when the first lockdown was announced everything changed and we entered uncharted territories

It turned out to be a very interesting period and involved a considerable amount of work behind-the-scenes and I would like to take this opportunity to say thank you to David, Nicola, Claire and Heidi who were all fully involved during this time.

The continued uncertainties brought about by the pandemic and the governments continued chopping and changing of the protocols resulted in advanced bookings having to be changed more than once.

From the beginning we took the view that we would cooperate fully with the hirers and make any changes free of charge. This particular element fell mainly to Claire and I would like to say a special thank you to her for all her patience and continued understanding when dealing with some very difficult and delicate issues.

We have been very fortunate throughout this period in being able to find and be offered financial support from other local charities and the national government.

The seeking out and filling in of the paperwork relating to any potential donations fell to Peter. Peter, you did a sterling job, thank you

During the year we immediately stopped all forms of discretionary expenditure, battened down the hatches, and concentrated on paying the necessary bills "on time and in full".

We were determined not to build up a high level of debt and cause problems in the future with paying back. The cash flow was monitored on a regular basis by David, thank you David for your commitment and attention to the detail during this time, and with Peters assistance we were able to receive cash in on a similar time line to the amounts going out.

As a result of these actions, our financial position remained positive throughout

We have now started to think about resuming the halls improvement program and at the top of the list is a full kitchen upgrade.

There is one item we agreed to purchase immediately at our last meeting, a defibrillator, which will be installed in the foyer of the hall and easily available for immediate use and without codes. Because of the generosity of local charities and the government funding together with our strong financial position, all of the trustees felt that a lifesaving machine would be the right thing to purchase in case of a medical emergency.

There are many occasions throughout the year when we have over 100 people in the hall of all ages and the recent high-profile spotlight in the media brought this matter to our attention and we just felt that it was the right thing to do.

Regarding all other financial matters David will cover this aspect in a few minutes.

We have a couple of changes to tell you about regarding the trustees.

I'm pleased to say that Mina accepted our invitation to be appointed as a full trustee and this appointment is effective from today.

After many years Judy has decided to retire as a trustee and this change is also effective from today.

No one can seem to remember exactly how long Judy has been a trustee and committee member of the Village Hall.

During this long time, she has represented the YMCA, the WI and also the flower club. She was a willing and regular helper at the beer festivals and drawer night suppers. Always willing to beg and coerce companies and people to give us raffle prizes when asked to do so.

And because of her success in this role the responsibility usually fell to her.

Judy, thank you for all that you have done over many years, your enthusiasm, support and commitment has been very much appreciated and you will be sorely missed.

In closing I would like to say thank you to all my colleagues, the trustees, for your continued loyalty and support throughout the year.

Your enthusiasm and experience make my role so much easier and the same also applies to you Nicola. A big thanks to you all.

## **5. Treasurer's report**

The use of the Hall and the associated letting income has been significantly reduced by the Covid 19 regulations, to £25,928, offset by receipt of some Government grants (£18,736) and full rates relief. Despite the difficult economic circumstances, the trustees have reduced the operating costs, and most event bookings for 2020 were rearranged for 2021/2, thereby retaining deposits for planned events, and ensuring future income.

Historically, the accounts have been prepared on a receipts and payments, i.e., actual cash transactions in the year but ignoring bonds paid for future events. In a year where events have either been cancelled or postponed owing to COVID19, it became evident that we were getting a distorted view of our activities.

With the help of our Independent Examiner, we have converted the accounts to an accruals basis. This means that income and expenditure reflect when the actual events take place, rather than just when monies are received or expended. The historical effect of this conversion has been taken account of by restating the previous period's accounts. Full details of the accounts can be found under the administration section of our web site.

## **6. Trustees**

The following Trustees have agreed to continue their role:

Peter Guildford – Chairman

Peter Anning – Secretary

David Wort – Treasurer

Malcolm Brook

Brian Dower

Janita Dediccoat

Keith Kerr

Eddie Tinsley

Judy Roberts has decided to retire as a Trustee, effective from today

We are pleased to welcome Mina Soi-Westby as a full Trustee, effective from today

### **The formal part of the AGM closed at 7.20pm**

The Chairman thanked all The Trustees for their continued support, especially during these difficult times. He then offered to take questions.

Jan Dower gave a vote of thanks to Peter Guildford, all the Trustees, also Nicola & Claire for all their hard work, during what has been a difficult year.

### **A.O.B.**

1. **Q** - Allison Waterfield – view of future bookings?

**A** – Next year is looking strong. We will limit bookings as necessary subject to financial prudence. Local groups have all resumed with caution on numbers at any one time. E.g., Draw Supper & New Years' Eve will be operated on a 'Covid safe' basis

2. **Q** – Barry Groves – Where is our income generated from – local or external areas?

**A** - £25K from lettings (1/3 normal, 2/3<sup>rd</sup> weddings) + Covid grants

Weekend bookings are, in the main from external areas with all user groups being local

**The meeting closed at 7.30pm**