**FROXFIELD VILLAGE HALL**

**AGM - 28th April 2022**

Attendees-

Kate Allen (Chair)

Fiona Gibbon (Treasurer)

Sarah MacColl (Secretary)

Angela Hiscock

Kevin Hiscock

Sara Greenaway

Jenna Samengo-Turner

Joanna Farrell

Angela Botham

Katherine Matcham

Apologies-

Vickie Farrow

Sue Clegg

**Notes of AGM meeting April 2021:**

Please find attached. The minutes were recognised as a true record of the meeting and approved.

**Chairman Report:**

The Village Hall successfully bid for a £20,000 Supporting Communities Fund from East Hampshire District Council at the end of 2020. The grant was given to us to support some well overdue maintenance and renovation works to the Hall building. During the Covid restrictions, we used the time to prepare a Schedule of Works and appoint a Task Force led by Dave Rymer.

The Trustees were mindful that there may be a need to assist with any shortfall and agreed to use some of the Charity’s reserves as the project evolved.

As Trustees time was limited it made sense to investigate methods of procuring the works and that it would be easier for us to appoint a *Clients Representative*to act on our behalf.

With a lot of hard work from Dave Rymer in between his day job, we were delighted to appoint Richard Thomas and David Brightwell from Engineering Architecture Ltd based in Petersfield, to carry out Phase 1 of the Village Hall project.  Their quotation for the work was very competitive. Just as importantly, they were very excited to be working with us and the project as a whole. It was lovely that Richard also used to live in Froxfield.

The larger work items such as the soakaway, ground level reduction, flat roof and balcony repairs were completed by August 2021 with the roof tiling repair, rainwater goods, re-pointing, rotten fascia, oil storage door, double glazed unit, garage doors, eaves timbers and irrigation pipework completed by September 2021.

A huge thank you to Dave Rymer who worked tirelessly on organising and coordinating Phase 1 with EngArc Limited.

EngArc were asked to develop initial plans for Phase 2, which includes our wish to improve the overall appearance of the hall with particular regard to the arrival elevations, north and west and to improve disabled access.  Further to this, we would like to secure planning consent for the proposed alterations and any further car park alteration works.

Dave Rymer brought to the AGM the plans for Phase 2 and hope that the community support the next stage. KA asked that any contribution to discussion at the end of the formal part of the AGM would be welcome.

All this work will ensure that the hall has a long term viable future.

KA thanked Richard Giles who lives on Broadway, who has given us his expertise and advice along the way as well as mucked in with various hands-on jobs including pressure hosing the west wall and front of the Village Hall.

KA notified that meeting that the Village Hall has depended on the income from Froxfield Primary and Pre-School over the past year. Not only have they supported us financially but Melody, in particular has put in a great deal of work to ensure the Village Hall is compliant with all the Health and Safety and Fire Safety requirements and now has all systems and procedures in place. This is a huge weight off the Trustees mind, especially as we could be liable in the event of an accident.

In order to remain compliant, there are ongoing weekly and monthly checks that need to take place as well as inspections, servicing and testing. All this must be documented and policies and Risk Assessments kept up to date.

Below is a list of what needs to happen and what Melody is currently doing:

Weekly fire alarm tests

Monthly fire extinguisher checks

Monthly emergency lighting checks

Quarterly fire door checks

Monthly legionella tests (cold and water temperatures)

Quarterly premises inspections

Organise six-monthly fire alarm service

Organise annual fire extinguisher service

Organise annual PAT testing

Maintain H&S records including Policy and Risk Assessments

Ensure adequate First Aid provision

Amongst many other things that Melody and KA have liaised on including overflowing bins and the purchase of new hoover.

The Village Hall has also been fortunate to have the use of the school’s maintenance man as and when we have the need. – Curtain poles and painting and decorating.

A huge thank you to Melody.

**Other highlights of the year were:**

* New curtains and blinds fitted during in April 2021.
* With the fridge freezer breaking down in June 2021, it gave us the opportunity to make some changes to the layout of the kitchen, again with the help of Froxfield School, the corner cupboard was taken out and a new under the counter fridge was bought which created more workbench space.
* The development and huge improvements to the Village Hall Website and to the booking system over the year. Thank you to Jenna Samengo-Turner and Angela Botham. Thank you also to Angela Botham who opened a community Facebook page.
* Appointment of new cleaner who started in October 21. Our hirers have noticed and are incredibly grateful for the extra attention to detail.

**Societies started to come back.**

Drop Inn started with a restricted one in June 2021

We have welcomed back the Choir, Parish Council, Garden Club and the Country and Western.

We have also welcomed a Pilates class that started in January and runs on a Tuesday night.

Would love a few more of those private hirings.

All Village halls have been struggling and there is a local group of Village hall committees getting together to see what opportunities there may be for us all.

Our main fundraising event this financial year was the bonfire and fireworks night in November where we introduced an electronic ticketing system. It worked a treat and we raised over £2,000. With the proceeds we have just purchased and fitted a new carpet in the Jubilee room. Thank you to everyone that attended.

KA concluded the Chairman’s report with the sad news that our Treasurer Fiona Gibbon and our Secretary, Sarah MacColl are stepping down.

Fiona has been on the Village Hall Committee for 9 years. She has been responsible for Invoicing, Accounts, Insurance, Coordinating the EHDC grant and reporting, Negotiating with energy suppliers, Claiming Business Interruption during the pandemic, Cricket Club debtors and above all keeping KA on her toes and compliant.

KA expressed her enormous thanks. It was noted that although Fiona plans to resign we have not as yet been able to find a replacement and therefore she has agreed to continue until that time.

Sarah has coordinated meeting dates, attended meetings, written up our minutes and prepared agendas and more recently, coordinated carpet fitters and opening up of the Village Hall in emergencies.

KA expressed her enormous thanks to Sarah and welcomed Katherine Matcham who has replaced Sarah.

**Treasurers Report and Accounts:**

**Profit and Loss Account**

Accounts have been finalised and are due to be audited by Melody Fry. They remain to be signed by Kate Allen and Sarah MacColl as Chair and Secretary and then submitted to the Charity Commission (by 1.11.2022).

Thank you to Melody for her invaluable help in auditing the accounts.

Profit relating to Unrestricted Funds of £15k is reported this year compared to a Profit in 2020 in Unrestricted Funds of £7k. There is a reduction in Restricted Funds this year of £21k, which relates to a small amount of Restricted Income this year of £500 for car park maintenance from the school less Renovation expenses of £16k and depreciation of £6k.

**Income**

Hall Hire has increased this year by nearly £3k from (a very low) £6k in 2020 to nearly £9k for the year to 2021. This is due to less Covid restrictions so more of our regular hall users have been back on site and towards the end of last year there was an increase in Pre-school Hall hire rates, now that their Nursery numbers are higher.

Thank you to our hirers during this year – most notably The Froxfield Pre-School and Primary School, but also thanks to our regular hirers:

The Choir, the Country and Western club, Froxfield Parish Council and the Parochial Church Council, EHDC for hiring for voting, the Garden club, Oaks Playscheme and Cricket Club as well as a few private party hirers.

Fundraising for the Village Hall this year relates solely to the Bonfire evening, amounting to a profit of just over £2k.

Included in this year’s Accounts and mentioned at last year’s AGM was the kind legacy from the Will of Elizabeth Clarke (formerly of Bluebell Cottage) amounting to nearly £20k. Without this income in 2021, our total income would be £12k rather than £32k and we would be operating at a loss this year of £5k. Assuming our Hall hire income increases marginally to £10k next year and that there are limited fundraising, grants or donations, and with the certain increases in our expenditure, particularly oil and electricity, for the year to 2022 we will be looking at an operating loss possibly of more than £10k.

This is obviously not going to be sustainable long term without further fundraising or grant applications and could also affect the renovations that will be possible.

Without the Elizabeth Clarke donation and without last year’s grants that I applied for from EHDC of £20k and £10k (relating to the Supporting Communities Fund and Small business grant) totaling income of £50k over these last two years, the Village Hall would now almost certainly be struggling financially as it would have needed to use all its reserves to cover expenditure on urgent and essential repairs and would certainly not be able to commence any further renovation. It will be essential to the long-term viability of the Village Hall to ensure the hall hire income from all our regular hirers increases in its value to cover the increasing expenses relating to the running of the Hall.

There has been no Fundraising for the Community Project this year or last and our Grant for £20k received from EHDC last year has now been spent on urgent repairs to the Hall.

**Expenditure**

General expenditure is higher than last year at £16k. Our last 5 years expenditure show that this year’s expenditure is in line with previous years before 2020. During 2020, when there was a significantly lower use of the Hall due to Covid, our annual expenditure in 2020 was £12k, rather than the usual £16k. However, with substantial utility bills increases, such as oil and electricity, I believe our annual expenditure will increase to more than £20k per annum.

**Balance Sheet**

Debtors are higher this year due to the hall hire due from the Cricket Club. We have not received any hall hire income from the Cricket Club since September 2020 (18 months) even though Kate and I had agreed with the Chair and Treasurer of the Cricket Club over a year ago that they would pay £265.65 per quarter, based on their own calculations, which is equivalent to approximately £20 per week. We are currently in negotiations with the Cricket Club to try and resolve this issue.

**Other**

We continue to have available designated funds of approximately £30k in reserves currently agreed by the Trustees to be used on the continuing renovation of the Hall. This is excluding reserves available to cover at least one year’s expenditure. However, the Trustees may wish to consider holding these designated funds to cover increased running costs if there are no foreseeable increases in hall hire income, or unless there are further fundraising activities or grant applications.

**Election of new trustees/members**

Katherine Matcham was welcomed and appointed by the Trustees as secretary. This was proposed by Kate Allen and seconded by Fiona Gibbon.

**General points of discussion:**

Electricity Bill was £1500 for the last one, we need to look into how we can bring these costs down and see if things such as Solar panels or the boiler being replaced will assist with this.

More events need to take place in the VH

Ideas included, fish and chips nights, pudding party

Pop up Pub (licensing is required)

Fete

Coffee stop for cycling

Using all the rooms at the VH for rental

Ballet classes

Road cycling groups that have the VH as a meeting point

Full days on Tuesdays and Thursdays for nursery

Mother toddle group.