



Minutes of the Annual General Meeting of Cherhill Village Hall Charitable Incorporated Organisation held on Thursday 12 March 2020 in Cherhill Village Hall

Attendees:

Trustees: Simon Tomlinson (Chair), Alan Moore, David Cracknell, David Grafton, Maggie Moore, Keri Lynch, Adrian Wright, Sharon Simmons.

6 members of the public and user-group representatives.

CHAIR'S REPORT

The Chair welcomed the attendees, presented the Annual Report and Accounts for 2019 (attached to these minutes) and expanded on the contents of the Annual Report and replied to questions raised by members of the public. It was agreed that an edited version of the report should be published in the Villages magazine.

TREASURER'S REPORT

David Cracknell (Treasurer) expanded on the Accounts Report (attached to these minutes) and explained that the Operating Fund relates to the finances of the current hall whilst the Restricted Fund relates to the new hall. The report is based on the cash position; the accounts registered with the Charity Commission are required to be on a slightly different basis but are consistent.

Operating Fund.

Receipts from regular user groups are broadly similar to last year but income from ad hoc events and the annual Auction had increased.

Total expenditure had reduced slightly, and year on year changes in individual line items were predominantly timing issues rather than underlying changes. The new "commercial" dishwasher was a one-off expenditure.

Routine expenses such as insurance, administration, etc were largely unchanged. Broadband charges had increased in line with improved service but a rebate of £100 appeared elsewhere in the accounts.

In summary, in 2019 hall hire receipts from regular user groups just covered the hall running and support costs i.e. operating costs. Net receipts from ad hoc users, 100 Club, fund raising, solar panels etc were therefore available for improvements to the facilities and future investment.

Cash balance at the end of 2019 was a healthy £25019, although a proportion of this is held as a reserve against unforeseen events such as possible coronavirus interruption of business.

Restricted Fund. There had been little financial activity related to the new village hall. £826 had been raised at the Barn Dance and three other events specifically to raise funds for the new hall are planned. See later for update on progress.

The Treasurer thanked Rachel Harries for examining the accounts and Bob Deacon for managing the Restricted Fund.

ELECTION OF TRUSTEES

Simon Tomlinson, John Cavanagh, Maggie Moore and David Grafton were required to stand down as trustees having completed their previous term. All are willing to stand again, the vacancies had been advertised but no new nominations had been received, so all four were re-elected for a further three years without a vote.

NEW VILLAGE HALL UPDATE

As reported in the Chairman's Report, the new hall had received planning permission following the village's majority referendum vote on the Community Right to Build Order. During 2019, with the assistance of a consultant, a Funding Strategy had been developed and initial discussions with potential major funders were currently underway. Raising grant funding is going to be a substantial challenge. It will be important to funding success for the community to raise, and be seen to raise, some funding on its own account. Events are planned but more are required.

USER GROUPS

The Trustees welcomed representatives from some of the Hall's regular user groups, particularly in the light of the current virus episode.

Cherhill Gardening Club

65 members from Cherhill and many surrounding villages. Each year they book 10 evenings events and one all day Show. A special plea to replace the chairs – which is an action for 2020.

Yoga

3 classes are held most weeks attracting 48 users from Cherhill and surrounding villages.

WI

40 members attend 12 meetings a year.

Theatre Group

A successful pantomime had been held and a summer play. The Theatre Group book many evenings each year for rehearsals etc in addition to actual performances.

Oldbury Club

18 members, mostly in their 80s, meet weekly for lunch and entertainment. Cherhill volunteers organise and support this group.

CORONAVIRUS

The Chairman stated that the Trustees would endeavour to keep the Hall open in the coming months, consistent with Government advice as it develops. Users would be made aware of our policy shortly and in weeks to come.

There being no further business the Meeting was closed approximately one hour after its start at 1930h.

Attached:

Annual Report and Accounts for 2019



Cherhill Village Hall

Registered Charity Number 1164373

Annual General Meeting 12th March 2020

Chairman's Report

Accounts 2019

Chairman's Report

Introduction

The last twelve months has been a very successful period for the Village Hall. At the beginning of the year new volunteers were attracted to join the committee and as a result there is now a full team of Trustees. During the year there has been a record level of bookings with a resultant increase in booking income over the previous year. The Trustees have also worked hard to improve processes, improve the comfort and safety of the hall and become more responsive to the needs of hall users.

Hall Usage

The following provides an idea of hall activity levels over the last twelve months:-

- Over 500 bookings from regular hall users;
- 18 bookings for private events;
- 5 weekend coffee mornings or WI big breakfasts;
- 3 pop up restaurant bookings;
- 3 Elections/Referenda (2 National Elections, 1 Local Referendum).

Some analysis of footfall has also been carried out. It is estimated that the Hall welcomes around 20,000 visits per year.

2019/20 saw the usual mix of successful events in the Hall most of which raised funds either for the Church or the Hall or both :-

- Village Show;
- Auction – raised £750 for the Village Hall and the same for the British Heart Foundation;
- Barn Dance – raised £874 for the new village hall project;
- Quiz;
- Christmas Fairs;
- 100 Club party – raised £750 for the Village Hall and the same for the Church;
- Pantomime and play.

As a result of this level of activity finding space in the calendar for new hirers continues to be a struggle and the Hall is running at or close to the limit of its capacity.

Summary of Key Developments

- Following problems with blocked rainwater soakaways a new soakaway was installed at the front of the hall. Water from the back of the hall was also routed to this new soakaway when the rear one also became blocked.
- New commercial dishwasher. Although there have been some teething problems the new dishwasher has proved very useful for the bigger events.
- Following complaints about the poor performance of the hand driers the Trustees considered installing new, more powerful ones but decided against this due to noise and unsuitability for children. Additional paper towel dispensers have therefore been installed.
- Hall heating. Control processes for the hall heating system continue to be improved. Comments are still made about the hall being either too hot or too cold but they are getting fewer and we continue to try to match the heating controls to the different needs of each group using the hall.
- Cleaning used to be a regular topic of concern for users but since moving to the current cleaning company complaints have much reduced. In addition to the regular twice weekly cleaning sessions extra cleaning activities are also carried out after major events.
- Improved communication with hall hirers. A system to keep regular hirers informed about what is going on with the hall has been introduced and has been well received.
- Additional hall checks. A number of Trustees take it in turn to carry out regular checks of the hall covering everything from the general hall condition through checks of fire doors, smoke alarms and emergency lights to re-stocking toilet rolls and other consumables. These checks, along with the on-line fault reporting system, also help to highlight issues and enable the Trustees to keep on top of minor repair and maintenance tasks.

Planned Projects for the Coming Year

- Improve appearance of front wall. Despite regular maintenance, problems with deterioration of the retaining wall to the car park continue. Ground water pressure behind the wall causes the cement render to crack and flake making it unsightly. Alternative treatments are now being considered and it is hoped to carry these out when the weather improves.
- Chairs. It has been decided to make progress with replacement of the chairs which are now looking very shabby. It will be a major investment hence the need to make the right choices and Trustees will be looking at options in the coming months.

New Village Hall

Following the successful outcome of the referendum and subsequent granting of planning permission the project has now moved onto the fund raising phase. This will be, by far, the toughest part of the project and there is no guarantee that we will be successful although we remain hopeful. Advice has been sought from an external fund raising specialist and a fund raising strategy is in draft form. Contact has been made with a number of potential funders. Most significant is the National Lottery who have taken an interest and the team are working hard to persuade them that this is a worthy project.

Chairman's Closing Remarks

The Trustees would like to express their thanks to all of the people who have chosen to use the Village Hall this year and in particular the hirers and event organisers who have placed their trust in us to provide a clean and safe facility. I personally would also like to thank all of the Trustees and other volunteers who give so much of their valuable time to help manage and maintain the hall.

Simon Tomlinson
Chairman of Trustees

Trustees Serving Since Last AGM

Simon Tomlinson - Chairman	John Cavanagh
Alan Moore – Vice Chairman	Dave Grafton
David Cracknell - Treasurer	Keri Lynch
Maggie Moore - Bookings	Sharon Simmons
Bob Deacon – Assistant Treasurer	Nick White
Nathan Bliss	Adrian Wright

Jo Taylor – Secretary (Associate (non-voting) Member)

Accounts 2019

Receipts and Payments Accounts - Summary

For the period from	01 January 2019	To	31 December 2019	
	Operating Funds £	Restricted Funds £	Total Funds 2019 £	Total Funds 2018 £
Receipts				
Donations and Grants	770	-	770	780
Hall Hire	9,583	-	9,583	9,007
Fund Raising	1,817	874	2,690	1,344
Other Trading Activities	1,674	-	1,674	2,008
Total Receipts	13,844	874	14,717	13,139
Payments				
Fund Raising	993	-	993	754
Hall Running Costs	6,495	-	6,495	6,956
Support Costs	1,859	426	2,285	2,367
New Assets	1,259	-	1,259	857
Architects, Consultancy & Surveys	-	200	200	150
Bank Charges	-	60	60	60
Total Payments	10,606	686	11,292	11,145
Net of receipts/(payments)	3,238	187	3,425	1,994
Cash funds last year end	21,782	9,836	31,618	29,624
Cash funds this year end	25,019	10,024	35,043	31,618

New Assets

Dishwasher £1,259

Debtors £0

Creditors £0

Liabilities

Keys and Hall Hire Deposits £205

Receipts and Payments Accounts - Detail

For the period from	01 January 2019	To	31 December 2019
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	Operating Funds	New Village Hall Project	Total Funds 2019 £	Total Funds 2018 £
Receipts				
100 Club	750	-	750	780
Donations	20	-	20	-
Hall Hire	9,583	-	9,583	9,007
Auction	1,817	-	1,817	1,344
Solar Panel Feed in Tariff	1,674	-	1,674	1,983
Key and Hall Hire Deposits	-	-	-	25
Grants	-	-	-	-
Barn Dance	-	874	874	-
Total Receipts	13,844	874	14,717	13,139
Payments				
Auction	993	-	993	754
Repairs & Maintenance	1,261	-	1,261	2,985
Water & Sewage	606	-	606	593
Heating Oil	1,832	-	1,832	1,061
Electricity	364	-	364	541
Waste Collection	276	-	276	63
Cleaning & Expenses	2,157	-	2,157	1,713
Insurance	597	-	597	580
Broadband/ Wi-Fi	308	-	308	144
Licences and Subscriptions	485	-	485	50
Legal and Accountancy	-	-	-	-
Administration/Communication	226	426	652	1,095
Sundry Expenses	243	-	243	499
New Assets	1,259	-	1,259	857
Surveys	-	-	-	-
Architect & Consultancy Fees	-	200	200	150
Bank Charges	-	60	60	60
Total Payments	10,606	686	11,292	11,145
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David Cracknell
Treasurer