

Hagbourne Village Hall Annual General Meeting

Minutes of 30th November 2010

Members Present Craig Barfoot, John Jones, Yen Rickeard, Alison Huckle, Keith Norman, Margaret emery, Janet Cockburn,

Craig as Chairman welcomed the public, and refreshments were taken.

Apologies for absence from Mary Napper, Penny Gilbert.

Chairman's report by Craig Barfoot

Overview:

I usually start the Chairman's Remarks by commenting that "the Hall has had another successful year", and while this year is no exception, there is, of course, a very significant difference to the Hall this year in that we have finally had our much-discussed Extension built. Our clients, both regular and casual, have enjoyed facilities which, whilst far from perfect, have been available without notable hitches and without any significant repairs becoming necessary. We continue to be practically fully booked and have no leeway to accept any other regular user, but have more unbooked Friday and Saturday evenings than I would like. We continue to keep these free for casual users whose needs are mostly for those times.

Building Maintenance and Improvement

Last year's improvements were limited to the re-decoration of the upper portion of the large hall, and having that room's wooden floor re-sanded and waxed. The new three-part system of wax and polish together with a maintenance chemical which is quick and easy to apply and which refreshes the surface rapidly, seems to be very effective and makes for quick and easy re-surfacing, which we now like to get done six times a year if possible; that is, during each long holiday and at half-terms.

However, the big news this year is that, at last, after some years of discussion as to whether we need an extension, should have one and indeed, whether we could afford one, we have achieved our long-held object of having a useful extension constructed. This consists of four new items, namely:

- a much larger and more attractive entrance hall,
- a meeting room
- an independent lavatory for the disabled
- greater storage facility

and at the same time we have refurbished the Ladies' lavatories and increased the number of cubicles therein, and had a gas-fired heating unit installed with radiators throughout the whole of the newly-built section and in the Small Hall.

Regrettably, we still have some outstanding matters to deal with in respect of certification of the building and are having difficulties in communication with the building inspector, but I expect the job to be completed by the New Year and the meeting room in a state in which it can be hired out.

During the next season, and subject, of course to funds being available, I'd like to see minor repairs and improvements such as the replacement of internal doors, particularly those between the two Halls and the entrance door to the Small Hall, all of which are very flimsy and damaged.

Administration.

My own routine duties have very much taken a back seat this year as I have been concentrating on close monitoring of the planning and construction of the extension. To this effect I compiled a detailed daily record of work achieved and problems encountered together with solutions; should anyone wish to see this record they would be welcome.

The Hall Booking system has moved a step forward in the digital age with initial contact between a hirer and the bookings Secretary becoming possible via a link on the village's website.

Acknowledgements

Part of my duties each November is to record my sincere thanks to all those who have helped the Hall to continue running by so generously donating their time. The Hall could not continue to exist without a great deal of effort from volunteers; if all effort had to be paid for the charges would necessarily rise very considerably.

I'd also like to express my grateful thanks to the Committee members and in particular the Secretary, Treasurer and Bookings Secretary who collectively carry out much of the administration function necessary. This year the work load was extremely heavy owing to the extension, and recognition should go to all those involved for their hard work. Thanks also should go to Sid and Ben Cox who operate the caretaking company which is helping to keep the Hall at such a good standard.

Later during this meeting we shall undertake the routine of block resignation and those willing will re-offer themselves for re-election. I hope there will be others who would like to join our Committee and help to run this important amenity for the Villages of East and West Hagbourne.

Tony Smith asked if there were any archive documents relating to the building as it existed in 1926, or indeed any other village hall archives worth keeping. Craig has a box of these.

Treasurer's report by John Jones.

The details of the treasurer's report can be found at the end of the minutes. We were amazed at how closely the costs had been kept to the estimate. After the work is signed off and the last grant paid in, there will still be a deficit of about £7000 for this project. With the rise in energy costs expected this will mean that we will have to raise the prices of hiring the halls to keep up with maintenance, pay back the loan as quickly as possible and keep a healthy reservoir of funds for future projects.

John Lawson give hearty thanks to John Jones for all his efforts in this, resoundingly echoed by all.

Booking Secretary's report by Alison Huckle.

Hagbourne Village Hall
Bookings 1st September 2009 – 31st August 2010*

Casual Users

	Year to	Aug 08	Aug 09	Aug 10
Parties – to 9 year old		20	26	13
10 to 18 year old		6	8	5
Adult		7	10	14
Anniversary		1	2	0
Christening		3	4	2
Funeral		1	2	3
New Year		1	1	1
Burns Night		1	1	1
Halloween		2	1	1
Wedding Reception		0	0	1
Quiz night		1	0	1
Concerts/Talks/Rehearsals		5	8	17
Elections		0	1	1
Dances		1	1	3
Craft Fairs/Sales		2	4	5
Meetings/Exhibitions		5	3	1
Produce Show		1	1	1
Fun Run		1	1	1
Hire of Tables & Chairs		0	1	1
		<hr/>	<hr/>	<hr/>
		58	75	72

Regular Users

Hagbourne Pre School – daily, term-time

D'Arts group – ceased January 2010

Pre School Committee – monthly

Dance Practice – monthly

Brownies – weekly term-time

Scouts and Cubs - weekly term-time

Botanical Art Class - weekly term-time

Dressmaking Class - weekly term-time

Yoga – weekly – restarted October 2010

Ballet Practice – weekly

EHPC – monthly plus

Garden Club – monthly

Barn Dance – monthly

Ballet and Tap Classes - weekly term-time

*** Halls closed from 11th July until 6th September for building work**

A vote of thanks to Allison for all her work throughout the year was taken.

Other Competent Business (open to the floor)

Historical Archive Storage. Both Tony Smith and Sheila Taylor were hoping that the village hall could provide storage space for the archives of both East and West Hagbourne, as well as Village Hall documents.

Craig said that there was storage space available in the Meeting Room. There is a large amount of material and it will be necessary for someone to decide what to keep, who will be responsible for looking after it and who will give access to it.

Sheila Taylor said that the West Hagbourne Archives could possibly be accommodated in one 4 drawer filing cabinet. There were about 10 m of shelves in the Lawson's store of East Hagbourne archives.

It was agreed that the the village hall should accommodate West Hagbourne's Filing cabinet, and that East Hagbourne's material should be kept in cupboards, both in the meeting room.

Margaret Emery reminded us that the preschool group had arranged a grant of £25,000, and we thanked the preschool for arranging this.

With the present cold weather it was asked who was responsible for putting down salt on the approach to the hall. This is usually done by the caretaker, but some groups open up the hall themselves. It was suggested that salt be kept for this in the hall, and who-ever opens up should be responsible.

At this point the old committee stood down. The amount of work that Craig and John had put in, especially with the extension, was roundly applauded.

Janet Cockburn (West Hagbourne Parish Council representative), Allison Huckle, Yen Rickeard, John Jones and Craig Barfoot were prepared to stand for the committee, and were accepted. Margaret Emery said that the Preschool will put forward a representative in due course.

The secretary will write to East Hagbourne Parish Council, the Parochial Parish council and the regular users to invite them to send a representative.

John Lawson nominated all the previous officers to be re-elected, and this was done en mass.

It was questioned whether officers should be elected by all those present, or selected by the committee themselves. But as the result in this case would be the same, this was not pursued.

The meeting closed.

Uses

	planning & design	fund raising	builder	plumber	electrician	windows	tiling	painting	misc. & conting.	TOTALS
spent	4,498.33	3,333.40	73,822.26	5,215.00	3,231.25	5,900.00	2,577.00	0.00	3,691.56	102,268.80
unpaid			3,642.50			500.00		2,500.00		6,642.50
budget	3,400.00	3,300.00	72,900.00	5,100.00	3,800.00	6,000.00	2,800.00	2,500.00	9,000.00	108,800.00
variance	(1,098.33)	(33.40)	(4,564.76)	(115.00)	568.75	(400.00)	223.00	0.00	5,308.44	(111.30)

negative (...) variance
denotes unfavourable

Sources

<i>internal funds</i>	<i>individual (7)</i>	<i>group (1) bodies</i>	<i>funding (4)</i>	<i>parish (2)</i>	<i>total to date</i>	<i>later</i>	
30,000	1,766	964	37,205	8,600	78,535	23,495	102,030

31 AUGUST 2010

	for						
	actual	comparison	actual		growth	growth	
	ye 8/10	ye 8/10	ye 8/09		£	%	
RECEIPTS							
Pre-School	6,539.37	6,539.37	6,563.87	1	-24.50	-0.4%	
Yoga	148.75	148.75	97.50	2	51.25	52.6%	
Thursday Ballet	211.50	211.50	190.75	3	20.75	10.9%	
Saturday Ballet	699.32	699.32	596.75	4	102.57	17.2%	
Folk Dancing	178.50	178.50	170.25	5	8.25	4.8%	
EHPC	135.00	135.00	97.43	6	37.57	38.6%	
Hagbourne Scout Group	808.11	808.11	815.84	7	-7.73	-0.9%	
Garden Club	64.50	64.50	72.00	8	-7.50	-10.4%	
D'Arts Art Group	64.50	64.50	88.00	9	-23.50	-26.7%	
Dance Practice Couples	174.00	174.00	174.75	10	-0.75	-0.4%	
Horticultural Art	281.00	281.00	320.50	11	-39.50	-12.3%	
Sewing	303.00	303.00	210.00	12	93.00	44.3%	
Casual bookings	3,513.75	3,513.75	3,692.25	13	-178.50	-4.8%	
Total Bookings	<u>13,121.30</u>	<u>13,121.30</u>	<u>13,089.89</u>	14	31.41	0.2%	no significant changes
Hire of Equipment	5.00	5.00	68.00	16	-63.00	-92.6%	
Bank Interest	173.41	173.41	882.38	17	-708.97	-80.3%	all know this story
Car Park Electricity Repayments	161.51	161.51	217.17	18	-55.66	-25.6%	
Fund Raising	305.00	305.00	344.96	19	-39.96	-11.6%	not inc. fund raising relating to exp
Miscellaneous	284.06	284.06	110.00	20	174.06	158.2%	
Extension	26,630.02	removed		21			
Total Other	<u>27,559.00</u>	<u>928.98</u>	<u>1,622.51</u>	22	-693.53	-42.7%	
Total Receipts	<u>40,680.30</u>	<u>14,050.28</u>	<u>14,712.40</u>	24	-662.12	-4.5%	loss of interest & closed one month
PAYMENTS				26			
Gas	792.03	792.03	730.35	27	61.68	8.4%	
Electricity	1,059.21	1,059.21	1,423.45	28	-364.24	-25.6%	switched supplier
Telephone	62.82	62.82	202.27	29	-139.45	-68.9%	phone removed
Caretaker Costs	3,013.55	3,013.55	2,695.70	30	317.85	11.8%	

Insurance	571.64	571.64	536.42	31	35.22	6.6%	
Water	0.00	0.00	797.01	32	-797.01	100.0%	messed up billing
Maintenance & Improvements	1,946.03	1,946.03	1,688.89	33	257.14	15.2%	
Cleaning Supplies	385.73	385.73	468.98	34	-83.25	-17.8%	
Other	285.68	285.68	544.97	35	-259.29	-47.6%	
Extension	49,319.87	removed		36			
Total Payments	<u>57,436.56</u>	<u>8,116.69</u>	<u>9,088.04</u>	37	-971.35	-10.7%	cost containment & closed one month
Receipts minus Payments	<u>-</u> <u>16,756.26</u>	<u>5,933.59</u>	<u>5,624.36</u>	39	309.23	5.5%	
Opening Fund balance	31,842.69		26,218.33	41			
Closing Fund Balance	<u>15,086.43</u>		<u>31,842.69</u>	43			This is a cash reckoning
				44			Doesn't show a balance sheet indebtedness of
Treasurers Account (Lloyds)	8,407.14		1,954.05	45			£30,000
High Interest Account (COIF)	6,758.29		30,584.88	46			nor grants promised (not yet collected) of £23,495
Prepayments	-200.00		-280.00	47			
Accounts Receivable	121.00		15.75	48			
Accounts Payable	<u>0.00</u>		<u>-431.99</u>	49			
TOTALS	<u>15,086.43</u>		<u>31,842.69</u>	50			