

## **Minutes of the Quenington Village Hall Annual General Meeting. Meeting held on Thursday 29<sup>th</sup> October 2015 at 7.30pm**

### **1. Opening Remarks/Welcome**

The meeting was opened by Fran Huckle (chair of the management committee) who welcomed everyone to the hall and the AGM.

### **2. Apologies.**

**Present:** Fran Huckle (Chairman) (FH), David Bostock (DB), Jan Denton (JCD), John Dooley (JJD), Antonia Faulkner (AF), Janet Goddard (JG), Anthea Palmer (AP) & James Sweeting (JS).

**Apologies:** None.

The meeting was attended by three members of the public – Alwyn Davies, Michael Sayer, Liz McFadyen. Apologies were received from Phillipa Griffin.

### **3. Minutes of Quenington Village Hall AGM (2013)**

Due to technical issues (noted in 2014 minutes), these had not been signed at the 2014 AGM. Draft copies have been available on the website since 2014 and hard copies were provided for all present. AP proposed they were accepted as a true reflection of the meeting. This was seconded by JS. All present agreed. The minutes were signed by FH.

### **4. Minutes of Quenington Village Hall AGM (2014)**

Draft copies of the 2014 AGM minutes have been available on the website since 2014. Hard copies were provided for all present. JJD proposed they were accepted as a true reflection of the meeting. This was seconded by JG. All present agreed. The minutes were signed by FH.

### **5. Matters arising from the Minutes (2013 & 2014)**

There were no Actions from the minutes and no issues/comments were raised.

### **6. Presentation of Annual Chairman's Report**

FH presented the annual report which outlined the achievements at the hall throughout the year. A summary of the report is attached as Appendix 1.

JCD proposed the Annual Chairmain's Report for 2015 was adopted. This was seconded by JG. All present agreed and the Annual Chairman's Report was duly adopted.

### **7. Presentation of Annual Accounts**

DB presented the annual accounts for the period 1<sup>st</sup> July 2014 to 31<sup>st</sup> June 2015. A summary of the report is attached in Appendix 2. The financial situation is summarised below, which shows a loss for the year, but this was due to outstanding invoices carried over from building works in 2013/14.

Opening balance	£18,790
Total Incomings	£8,059
Total Outgoings	£9,454
Closing balance	£17,558
Profit/(loss)	(£1,395)

DB reported the hall was used for a total of 780hrs on 214 days during the financial period.

AP proposed that the Annual Accounts Report was adopted. This was seconded by Mike Sayer. All present agreed and the Annual Accounts Report was duly adopted.

### **Election of Management committee**

The out-going committee (listed above) stood-down.

FH assumed the role of acting chair for the remainder of the AGM.

All out-going committee members were willing to stand again. There were no objections from the floor. Liz McFadyen proposed that the out-going committee should be re-elected en masse. Alwyn Davies seconded the proposal. All present were in agreement, therefore the out-going committee were re-elected en masse.

FH asked for volunteers from the floor. Liz McFadyen (LM) volunteered. LM was proposed by AP and seconded by DB and was duly elected to the committee.

### **8. AOB**

Nothing was raised.

### **9. Closing remarks.**

FH thanked everyone for attending the AGM and announced that the next AGM will be in October 2016 and will be advertised closer to the time.

The new committee remained behind to elect officers and discuss on-going hall management commitments.

The AGM finished at 8.00pm.

## APPENDIX 1 – CHAIR’S REPORT - AGM 2015

### Update

I am pleased to report that this year has been more of a ‘bedding down’ period for the hall, after completing the major refurbishments last year. Nevertheless, the hall has had a busy time. As well as the regular user groups, it has been used on many occasions: for private parties; by the Cotswold Arcadians for their rehearsals; by Cotswold District Council for the general election and for microchipping of dogs; by local artist Rupert Aker during the Fresh Air Sculpture Show and for the CHEQS summer school for children – just a few examples to demonstrate how versatile the hall is.

Two new groups have started using the hall on a regular basis: as well as her Happy Beans class for young children. Lizzie Skinner is introducing Sprouting Beans, a creative group for 9-12 year olds to inspire confidence; we are also pleased to welcome the Cotswold Oil Engine and Preservation Society, which meets on the third Thursday of the month. We continue to host Brownies, Serendipity Choir, Thirst Youth Group, Pilates (which has expanded to 2 classes), the Quenington Society and the Toddler Group. The upstairs room functions well as an office and meeting room for the Parish Council and we still have space available for other groups – offering start-up discounts to encourage new initiatives.

### Events

As well as the above, the committee has organised several events at the hall this year, which serve not only to raise funds, but also to provide variety and to appeal to different groups within the community – giving everyone a chance to enjoy this valuable community facility.

In October last year we held our first **Apple Day**, supported by the Parish Council. This was a great success, with lots of apple-related activities and competitions for adults and children, experts on hand to offer advice and the opportunity to press your own apples for juice or cider. We have just repeated the experience this year, with similar success, and I would like to take this opportunity to thank Ruth Parsons, our resident woodland educationalist, for her enthusiasm in initiating and running the event, and all the volunteer helpers.

Following on from Apple Day, in November we held a puppet show for children - ‘**There’s a Monster in my Piano**’ from the Garlic Theatre Group was supported by Air in G (Arts in Rural Gloucestershire) and in January we were entertained by the conjuror, Ian Keable, who performed his show ‘**The Secret World of Charles Dickens**’. This was magic with a new twist and kept the audience mystified and enthralled. (Ian is now performing in this season’s Air in G Programme, if anyone wants to catch him again).

And of course, we continue to hold monthly **coffee mornings** on the second Saturday of every month and these have a loyal band of supporters. It’s a great opportunity to meet old friends and new and enjoy tea, coffee and home-made cake! The book exchange is proving popular and there is always a Parish Councillor on hand if anyone has anything to raise with the PC. I would like to thank everyone who helps and supports this event, especially Joan Sewell and others slaving in the kitchen and or contributing cakes.

Looking ahead to the new year, in February we are holding another musical event with the support of Air in G – depending on the mood of the occasion, versatile duo **Mambo Jambo** will be performing a musical feast of bluegrass banjo, French waltzes, funky sambas, Cuban ballads, jump jive sax and Balkan clarinet – it sounds as if it will be a lively and entertaining evening – I hope you will come along! Any ideas for an event or activity you would like to see at the hall are welcome and always considered.

## **Hall maintenance**

Although we have finished the major refurbishment of the hall, we continue to monitor and address any maintenance issues arising and this year have drafted a building maintenance plan which will allow us to plan ahead for any major work and set aside resources accordingly. We have also recently extended the shelving in the shed and rearranged the storeroom, to allow user groups to store their equipment more efficiently. Many thanks to Maurice Denton and Chris Huckle for erecting the shelving in the shed so capably.

## **Thanks**

Running a community facility like this is very much a team effort, so I would like to thank all my fellow trustees for all their hard work and support this year:

- Our treasurer, David Bostock, who amongst other things, has very ably managed our finances this year, as you are about to hear;
- Anthea Palmer, who keeps us on the straight and narrow in terms of our environmental, health and safety obligations, as well as sharing minute-taking duties;
- Antonia Faulkner who has kept the hall organised and tidy;
- John Dooley for his help with the maintenance issues, the web site, minute-taking and liaison with the Parish Council;
- James Sweeting for his practical and professional building advice and help;
- Janet Goddard for her sound common sense and her reliable support at coffee mornings and other events (alongside Joan Sewell, who continues to give regular help).
- Jan Denton, specifically for her help in designing and producing our new publicity leaflet

I would particularly like to thank former committee member, Anne Currie. Unfortunately Anne has had to resign from the committee due to family and work commitments and we will especially miss her for her wise advice on legal matters.

Finally, I would also like to like to give special thanks to our cleaner, Anne Wyatt, who goes well over and above the call of duty in keeping the hall clean and tidy at all times; and also the band of volunteer gardeners who keep the external appearance of the hall attractive and tidy.

And thanks to you all for coming and giving us your support tonight.

## APPENDIX 2 - TREASURER'S REPORT - AGM 2015

This report covers the financial year from 1<sup>st</sup> July 2014 to 30<sup>th</sup> June 2015.

### **Income - Total for the year £8059.**

The majority of the income came from lettings of the hall to user groups and private hirers and amounted to £5676 (an increase of £830 over the previous year). The hall was actually used on 214 days during the year with a total of 780 booked hours. This was equal to an average daily use of 2.1 hours.

Further income of £829 came from fund raising activities which was mainly the monthly coffee mornings and the Magic Night performance in January. A small profit was also made from the Apple Day event (with financial support from the Parish Council) and the children's puppet show.

Subscriptions to the 100 club totalled £584 for the year before taking out the prize money and this continues to be a useful way of raising funds.

Donations and grants for the year totalled £946 of which £834 came from the feed in tariff for the solar panels on the roof. There was also a generous donation of £100 from the Youth Club car boot sales.

Finally we had a small amount of interest amounting to £23.

### **Expenditure - Total for the year £9454.**

£5691 of this was for repairs and renewals which included £3800 for the final invoices on the refurbishment project following the purchase of the hall.

Utility charges including electricity, water, BT and heating oil came to £1229.

Insurance premiums were £627 for the year and cleaner costs were £1042.

Administration costs were £555 which included renewal of the CDC premises licence, renewal of performing rights licence, accountancy fees, web site maintenance, printing and stationery costs.

Finally prize money and lottery licence costs for the 100 club were £308.

### **Summary**

The total expenditure exceeded income by £1395 but it should be remembered that £3800 of the expenditure was for the final invoices on the hall refurbishment work and will not be a typical annual expense.

The total funds at the end of the year were £17558 which is a very satisfactory financial situation.

David Bostock  
Treasurer  
Quenington Village Hall Management Committee

29th October 2015