

**Minutes of the Quenington Village Hall Annual General Meeting
Meeting held on Thursday, 22nd November 2018**

Committee members present: Fran Huckle (Chair) **FH**, David Bostock (Treasurer) **DB**, Margaret Stranks (Secretary) **MS**, Jan Denton **JCD**, John Dooley **JJD**, Antonia Faulkner **AF**, Liz McFadyen **EM**, James Sweeting **JS**.

Members of the public present: Val Trafford **VT**.

No apologies for absence were received.

Minutes of 2017 AGM had been available on the QVH website for months, and copies were distributed at the meeting. Adoption of the minutes was proposed by JS, seconded by DB, and agreed by all present. The only copies available had DRAFT printed on them, so a clean copy will be signed at the next committee meeting.

Matters Arising from the Minutes: there were none.

Presentation of the Annual Report: FH gave a report on the various activities undertaken by the management committee during the year 1st July 2017 to 30th June 2018. She also listed the groups using the hall, and outlined the main events held during the year. She thanked her fellow committee members, including Janet Goddard who moved to Scotland during the year, and also Ann Wyatt who cleans the hall so diligently. Adoption of the report was proposed by EM, seconded by JCD, and agreed by all present. The Annual Report was duly adopted, and a copy is attached.

Presentation of the Annual Accounts: DB presented the accounts for the year 1st July 2017 to 30th June 2018. In summary, total income was £8,028.59 and total expenditure was £6,838.98 giving an increase in funds over the year of £1,189.61 which compares with a slight loss in the previous year of £433.50. DB was thanked for his work as treasurer, and adoption of the accounts was proposed by MS, seconded by JCD, and agreed by all present. The Annual Accounts were duly adopted, and a copy is attached.

EM asked if there was a higher amount in reserve than was necessary. DB responded that the balance was certainly healthy, and it was good to have funds for continuing to maintain the property for example by continuing to fund the gardener, and to carry out the proposed redecoration of the hall, as well as any other plans which may be made in the coming year.

Election of the Management Committee: In accordance with the QVH Scheme requirements, the current committee members stood down, and FH took on the role of acting Chair. All the members were willing to stand for re-election, and so were re-elected without opposition. As there were some vacancies on the committee, new members had been sought, and Val Trafford was willing to stand. She was proposed by JCD and seconded by FH, and was duly elected by all present.

Any Other Business: there were no other items.

The AGM concluded at 7.55pm, to be followed by a regular committee meeting.

Signed as a correct record of the meeting: Date:

Quenington Village Hall AGM 22nd November 2018

Chair's report

Update

I'm pleased to report that this year has been another busy one for the Quenington Village Hall. As well as our regular user groups, it has continued to be a popular venue for children's parties and other celebrations. It has hosted elections, willow-weaving classes, business meetings, concerts and much more.

Events

As well as the above, the committee has organised a few events this year, which serve not only to raise funds for the hall but also to bring the community together in a variety of different ways, hoping to appeal to different groups.

We held our fourth Apple Day in October 2017, using funds from the tea and cakes stall at the village fete to hire an apple press. It was in continuous use and the games and activities put on for the children proved popular with both children and adults alike. I would like to take this opportunity to thank our resident woodland educationalist, Ruth Parsons, and her band of helpers, whose enthusiasm inspires this event.

Also in October last year we were pleased to host a return visit by the highly talented Fordante, with their show "From Puccini to the Movies".

In February we were treated to *A Taste of Latin*, performed by Sonrisa, a West Midlands based Latin Jazz band Sonrisa. This was made possible by Arts in Rural Gloucestershire programme. Air in G is a county-wide organisation that offers financial and practical support to individuals or organisations who wish to host performances at their local village hall, community centre or school.

Our monthly Saturday coffee mornings continue to be well supported by locals and other passers-by, and the book exchange is also proving popular. This is a great opportunity to meet up with friends old and new, and enjoy tea and coffee and delicious home-made cakes. There is also always a Parish Councillor on hand to discuss any council related issues. I would like to thank everyone who helps with this event, especially those providing cakes and others working away in the kitchen.

Looking ahead, we are holding another event on 1st February next year again with support from Air in G (Arts in Rural Gloucestershire). The Importance of being Earnest from Two Gents Productions is the migrant's take on Oscar Wilde's classic comedy of mistaken identities, confusion and cucumber sandwiches – it should be fun. Look out for more details shortly.

User groups

The hall continues to host Brownies, the Toddler Group, Pilates, Happy Beans, the Quenington Society, Cotswold Arcadians and Cotswold Oil and Engine Preservation Society. Sadly this year we have lost K'roake Beans and the Thirst group, but have gained the Coln Choir on Monday evenings and a Friday evening Keep Fit class. More information and contact details for these groups are on our web site. There is a little space for more, so if you want to get something going please contact a member of the committee.

Hall improvements

This has been a relatively quiet year for the hall, maintenance-wise. New curtain poles were purchased to replace the failing rails, and we continue to monitor and address any issues arising. Plans are afoot to redecorate the main hall next summer.

We have also had to tackle the thorny issue of data protection, following recent changes to the legislation and, with help from Action with Communities in Rural England and Gloucestershire Rural Community Council advisors, now have a full policy and procedures document available on the web site.

Thanks

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

- Our treasurer, David Bostock, who amongst many other things, has very ably managed our finances and bookings this year, as you are about to hear;
- Antonia Faulkner for her help with bookings and keeping the hall tidy;
- John Dooley for his help with health and safety, maintenance issues, the web site and liaison with the Parish Council;
- James Sweeting for his practical and professional building advice and help;
- Up until May this year, Janet Goddard for her sound common sense and her excellent catering support at coffee mornings and other events – sadly we have lost her now to Scotland, but I would like to take this opportunity of thanking her for all her help.
- Jan Denton for ensuring that our events and activities are well-publicised and for taking on the responsibilities of Data Protection;
- Liz MacFadyen for her social media role and all-round help;
- Margaret Stranks for her efficient minute-taking and enthusiastic support. (Margaret has also recently taken on the Toddler Group which was threatened with removal to Southrop – we hope that it will thrive under her management as it would be a shame to lose it from the village)

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

QUENINGTON VILLAGE HALL
TREASURER'S REPORT - AGM 2018

This report covers the financial year from 1st July 2017 to 30th June 2018

Income - Total for the year £8028

The total income for the year increased from the previous year by £400. This was again due to an increase in lettings which rose to £5984 compared to the previous year of £5325. This increase again illustrates the popularity of the hall for user groups and private functions particularly as the fees for hiring the hall are still unchanged since opening in 2013.

Further income of £509 came from events and fundraising activities which included the monthly coffee mornings, concerts and the Village Apple Day. The Village Apple Day was again supported by a donation of £120 from the village fete towards hiring the apple press.

Subscriptions to the 100 club totalled £711 which is a small increase on the previous year..

Donations and grants for the year totalled £788 of which £721 came from the feed in tariff for the solar panels on the roof of the hall. There was also a donation of £50 from the village car boot sales and a number of smaller donations for loan of tables and chairs, etc.

Finally we had a small amount of interest amounting to £34.

Expenditure - Total for the year £6838

The total expenditure for the year was £1223 lower than in the previous year.. This was mainly a consequence of reduced maintenance and repair costs which came to £2463 compared to £3786 in the previous year. The most significant item in the maintenance costs was the purchase and fitting of new curtain rods to replace the very unreliable track system. The cost of this including fitting was £444

Utility charges including electricity, water, BT and heating oil came to £1610

Insurance premiums were £704 and cleaner costs were £1143.

Administration costs were £569 which includes CDC premises licence, performing rights licence, accountant fees along with printing and stationery costs.

Prize money for the 100 club was £347

Summary

The total income for the year exceeded expenditure by £1189 compared to a loss in the previous year of £433. The total funds at the end of the year had therefore increased to £19174.

David Bostock
Treasurer - Quenington Village Hall Management Committee
22nd November 2018

QUENINGTON VILLAGE HALL

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 30TH JUNE 2018

	2018	2018	2017	2017
OPENING CASH AND BANK BALANCES				
COIF account		£12,082.49		£12,042.58
No 1 account		£5,440.84		£6,117.30
No 2 account		£194.80		£194.68
Petty cash		£266.74		£63.81
		<u>£17,984.87</u>		<u>£18,418.37</u>
INCOME				
Lettings	£5,984.85		£5,325.36	
Fundraising	£509.35		£710.35	
100 club subscriptions	£711.00		£662.00	
Donations and grants	£788.98		£890.23	
Interest received	£34.41		£40.03	
	<u>£8,028.59</u>		<u>£7,627.97</u>	
EXPENDITURE				
Repairs and renewals	£2,463.19		£3,786.37	
Heat , light , telephone and utilities	£1,610.15		£1,538.88	
Insurance	£704.63		£686.21	
Cleaning	£1,143.96		£1,143.96	
Administration	£569.23		£571.73	
100 club prizes and licence	£347.82		£334.32	
	<u>£6,838.98</u>		<u>£8,061.47</u>	
INCOME LESS EXPENDITURE		£1,189.61		(£433.50)
CLOSING BALANCES		<u>£19,174.48</u>		<u>£17,984.87</u>
COIF account		£12,116.78		£12,082.49
No 1 account		£6,813.69		£5,440.84
No 2 account		£194.92		£194.80
Petty cash		£49.09		£266.74
CLOSING BALANCES		<u>£19,174.48</u>		<u>£17,984.87</u>