

**Minutes of the Quenington Village Hall Annual General Meeting
Thursday, 31st October 2019 at 7.30pm**

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

Members of the public present: Ray Sheldon **RS** (& Bill Davis after accounts' presentation).

Apologies were received from Joan Grosscurth **JG**.

Welcome: Ray Sheldon was welcomed to the meeting, and introduced to everyone, as he was attending with a view to standing as a committee member.

Minutes of AGM 22nd November 2018: These had been distributed to committee members beforehand by email, and copies were available at the meeting. They were agreed as correct, and proposed to be adopted by **VT**, seconded by **EM** and agreed by all present. A copy was then duly signed by **FH** and will be filed, with a copy to be available on the QVH website.

Matters Arising from the Minutes: It was noted that the re-decoration had been carried out, but **EM** stated again for the record that she would like the committee to continue to consider the refurbishment of the kitchen. There was some discussion of this, which was curtailed as it was a matter for the committee to take up again if it was felt appropriate.

Presentation of the Annual Report: A copy of the report given by **FH** is attached. Its adoption was proposed by **MS**, seconded by **VT**, and agreed by all present. The report included a small presentation and grateful thanks to the two committee members who were standing down.

Presentation of the Annual Accounts: **DB** presented the accounts for the year 1st July 2018 to 30th June 2019. In summary: total income £7,989.87 and total expenditure £6,777.45 giving an increase in funds for the year of £1,212.42 (slightly more than last year) and bringing the closing balance to £20,386.90. Adoption of the accounts was proposed by **JD**, seconded by **JS**, and agreed by all present. The Annual Accounts were duly adopted (copy attached).

A few questions and comments followed: **JD** asked how much the cleaner, Ann Wyatt, is paid. **DB** responded that her payment was increased last year to £100 per calendar month for 2 hours work per week, but she often chooses to give more time than this, for which many thanks were expressed. **RS** asked what COIF stood for (as an account name). No-one present knew!

[Internet research shows that it stands for **Charities Official Investment Fund**, and is managed by CCLA - Churches, Charities & Local Authorities Investment Management Ltd]

Election of the Management Committee: In accordance with the QVH Scheme requirements, the current committee members stood down, and **FH** took the role of acting-Chair. **DB** and **EM** had given notice that they would not be standing again, but the other members of the previous committee were all willing to serve again, and so were re-elected without opposition: Jan Denton, John Dooley, Antonia Faulkner, Fran Huckle, Margaret Stranks, James Sweeting, & Val Trafford. Two more people had expressed a willingness to serve - Ray Sheldon, and Joan Grosscurth (who was unable to attend the AGM). Both were elected unanimously.

Bill Davis expressed his thanks to the committee for their work in managing the village hall.

There was no other business, and the meeting concluded at 8.05pm.

Signed as a correct record of the meeting: Fran Huckle Date: 27th October 2020

Quenington Village Hall AGM 2019 - Chair's Report

Update

I'm pleased to report another successful and busy year for the village hall. There are not many days in the week when the hall is not being used, be it by regular user groups, private parties, performances, meetings, elections and much more. As a result, our finances are in a healthy state, as you will hear shortly from our treasurer.

Events

The committee itself has organised a couple of 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 fifth Apple Day in October 2018, using funds from the tea and cakes stall at the village fete to hire an apple press. Once again it was well supported by adults and children alike. We are indebted as ever to our resident woodland educationalist, Ruth Parsons, and her band of helpers, whose enthusiasm inspires this event.

Those who braved the elements in early February this year enjoyed a very funny and entertaining production of Oscar Wilde's 'The Importance of Being Earnest' by Two Gents Productions (which ironically turned out to be two women!). This was made possible by the 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. We are already planning our next Air in G event, which will be A Great Cabaret Safari on Saturday 29th February. The show – performed by Shoo Shoo Baby – is described as “eclectic and abundantly creative”, so something to look forward to. More details to come shortly.

Our monthly Saturday coffee mornings continue to be well supported by locals and other passers-by. 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.

Hall improvements

We continue to address maintenance issues as they arise and this summer we arranged for the re-painting of the main hall, toilets and hallway (although technically this took place in the current financial year). We have also arranged for a professional gardener to work a few hours a month as when needed to keep the external areas neat and tidy. Going forward, we are exploring the possibility of putting our booking system online, in order to lessen the workload of the bookings clerk.

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. In particular I would like to thank the two members of the team who are very sadly standing down this year and whose services we will greatly miss:

- Firstly our treasurer, David Bostock, who has served on the committee for nine or ten years and has very ably managed our finances as well as taking on multiple other activities, such as taking bookings, running the 100 Club, fire safety and much more besides. We will certainly miss his reliable support and I would like present him, on behalf of the trustees, with this small gift as a token of our appreciation for all his efforts.
- Secondly, our thanks also go to Liz MacFadyen who has also given us loyal support over many years and was instrumental as chair during the transfer of the hall from the village institute to its current location. She rejoined the trustees after a short break and has been a great help at coffee mornings and events.
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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 thanks to all of you for coming and giving your support tonight.

QUENINGTON VILLAGE HALL
TREASURER'S REPORT - AGM 2019

This report covers the financial year from 1st July 2018 to 30th June 2019

Income - Total for the year £7989

The total income for the year was very similar to the previous year (only £39 lower). Lettings were £180 down on the previous year mainly due to Cotswold Arcadians not using the hall for rehearsals as they had to cancel their 2019 production. However they are returning to the hall in 2020 for rehearsing their 2020 production. Fees for hiring the hall are still unchanged since opening the hall in 2013.

Further income of £509 came from events and fundraising activities which included the monthly coffee mornings, Air-in-G concert and the Village Apple Day. This sum was exactly the same as the previous year. 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 increased slightly to £744.

Donations and grants for the year increased to £865 which 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 £65

Expenditure - Total for the year £6777

The total expenditure for the year was £61 lower than in the previous year. Maintenance and repair costs were very low at £1827 compared to £2463 in the previous year. All the costs were associated with routine maintenance and there were no major maintenance projects during the year.

Utility charges including electricity, water, BT and heating oil increased to £2211 compared to previous year of £1610. This increase was a consequence of having two large oil deliveries during the year compared to only one in the previous year.

Insurance premiums were £719 and cleaner costs were £1167.

Administration costs were £488 which includes CDC premises licence, performing rights licence, accountant fees along with printing and stationery costs.

Prize money for the 100 club was £363.

Summary

The total income for the year exceeded expenditure by £1212. This is very similar to the previous year which was £1189. The total funds at the end of the year had therefore increased to £20386.

David Bostock
Treasurer - Quenington Village Hall Management Committee
31st October 2019

QUENINGTON VILLAGE HALL

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 30TH JUNE 2019

	2019	2019	2018	2018
OPENING CASH AND BANK BALANCES				
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
		<u>£19,174.48</u>		<u>£17,984.87</u>
INCOME				
Lettings	£5,804.75		£5,984.85	
Fundraising	£509.61		£509.35	
100 club subscriptions	£744.00		£711.00	
Donations and grants	£865.74		£788.98	
Interest received	£65.77		£34.41	
	<u>£7,989.87</u>		<u>£8,028.59</u>	
EXPENDITURE				
Repairs and renewals	£1,827.50		£2,463.19	
Heat , light , telephone and utilities	£2,211.79		£1,610.15	
Insurance	£719.05		£704.63	
Cleaning	£1,167.31		£1,143.96	
Administration	£488.04		£569.23	
100 club prizes and licence	£363.76		£347.82	
	<u>£6,777.45</u>		<u>£6,838.98</u>	
INCOME LESS EXPENDITURE		£1,212.42		£1,189.61
CLOSING BALANCES		<u>£20,386.90</u>		<u>£19,174.48</u>
COIF account		£12,182.43		£12,116.78
No 1 account		£7,740.99		£6,813.69
No 2 account		£195.04		£194.92
Petty cash		£268.44		£49.09
CLOSING BALANCES		<u>£20,386.90</u>		<u>£19,174.48</u>