

**Minutes of the Quenington Village Hall Annual General Meeting  
Tuesday, 27<sup>th</sup> October 2020 at 7.30pm**

**Committee members present:** Fran Huckle (Chair) **FH**, Ray Sheldon (Treasurer) **RS**, Margaret Stranks (Minutes) **MS**, Jan Denton **JCD**, John Dooley **JJD**, Antonia Faulkner **AF**, Joan Grosscurth **JG**, James Sweeting **JS**, Val Trafford **VT**.

**Members of the public present:** Sue Thomas.

**Apologies** were received from Lorna Knights & Dominic Morris.

**Welcome:** (In view of the current ongoing coronavirus pandemic, people were spaced in a socially distant way in the hall.) **FH** commented that it was good to be able to meet in person, rather than having to carry out the meeting via remote technology. Sue Thomas was welcomed to the meeting, as she was attending with a view to possibly standing as a committee member in due course.

**Minutes of AGM 31<sup>st</sup> October 2019:** 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 **JS**, seconded by **VT** 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:** There were none.

**Presentation of the Annual Report:** A copy of the report given by **FH** is attached. Its adoption was proposed by **MS**, seconded by **RS**, and agreed by all present.

**Presentation of gifts:** As Fran Huckle and Jan Denton were both retiring from the committee after many years of valuable service, a presentation of cards and gifts was made as small tokens of the appreciation of the committee for all the hard work done by Fran & Jan, along with comments about how much they would be missed.

**Presentation of the Annual Accounts:** **RS** presented the accounts for the year 1<sup>st</sup> July 2019 to 30<sup>th</sup> June 2020. As usual, these have been independently examined by Trevor Hunt Accountancy Limited, 48 Malmesbury Road, Leigh, Cricklade SN6 6RG. In summary: net income £16,639 and total expenditure £8,639 bringing the total closing balance to £28,386. **RS** pointed out that without the benefit of the £10,000 Small Business Grant given by the government to mitigate the effects of the coronavirus pandemic, the QVH funds would have suffered a loss of £2,000. Adoption of the accounts was proposed by **JJD**, seconded by **VT**, and agreed by all present. The Annual Accounts were duly adopted (copy attached). There were no questions, and **RS** was thanked for his excellent work.

**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. **FH** and **JCD** had given notice that they would be retiring, but the other members of the previous committee were all willing to serve again, and so were re-elected without opposition, along with Lorna Knights (who was unable to be present due to family commitments, but was happy to be elected, in her absence, as a new committee member), as proposed by **VT** & seconded by **JG**: John Dooley, Antonia Faulkner, Joan Grosscurth, Lorna Knights, Ray Sheldon, Margaret Stranks, James Sweeting, Val Trafford.

There was no other business, and the meeting concluded at 8pm.

Signed as a correct record of the meeting: ..... Date: .....

## Quenington Village Hall AGM 27<sup>th</sup> October 2020 - CHAIR'S REPORT

Bearing in mind that this report covers the period from August 2019 to July 2020, I'm pleased to say that for the best part of the year the hall was very busy, with plenty of regular bookings, private parties, performances, meetings and so on. Sadly however, as we all know, this came to an abrupt halt on March 23<sup>rd</sup> when the government ordered a lockdown to fight the rapidly encroaching COVID-19 pandemic and the hall had to close for the rest of this financial year. We were technically allowed to re-open at the beginning of July, but as the hall is quiet during the summer months, and we had maintenance work planned, we decided to hold off until September, which gave us time to work out our COVID-security planning. As a result, our finances, although still healthy, have taken a hit, but more on that shortly from our treasurer. Despite the closure, the committee continued to hold regular meetings via Zoom – an interesting experience for us all – and we have not been inactive.

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 sixth Apple Day in October 2019 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. I'd also like to thank Joan Grosscurth and her team who have worked hard compiling an apple-themed recipe book in preparation for this year's event, which so far has been going down a storm. Luckily, we just managed to fit in our annual early spring entertainment on 29<sup>th</sup> February. This year we were treated to the Amazing Cabaret Safari by the very versatile and entertaining Shoo Shoo Baby. 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. Sadly, we have decided that we cannot run one this year because of the restrictions on numbers. Up until March our monthly Saturday coffee mornings continued 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. These have now resumed and I would like to thank everyone who helps with this event, especially those providing cakes and others working away in the kitchen.

We continue to address maintenance issues as they arise and in summer 2019 we arranged for the re-painting of the main hall, toilets and hallway. We also arranged for a professional gardener to work a few hours a month as when needed to keep the external areas neat and tidy (again this came to a halt during lockdown). We were also in the throes of refurbishing the small meeting room, when lockdown hit. This has been put on hold while the room has been repurposed as a storeroom and emergency room as part of our COVID strategy. In the new year we launched an online booking system, which has streamlined bookings and invoicing very well and lessened the workload of the bookings clerk. In June, the platform which hosted our web site closed down, so we combined forces with the Parish Council to develop a new combined site using the services of local company, Bulldogs Websites of Fairford. So now villagers have a one-stop shop to go to for village information. The web site address is [www.queningtonvillage.uk](http://www.queningtonvillage.uk) which I think says it all!

This will be my final report as Chair of the Quenington Village Hall Trustees as I have decided to stand down this year, having been a member since 2012. I arrived on the committee during the transition phase from the little Village Institute down the road to the development of the former Gate on the Green and to the thriving hall that it is today. It has been an exciting and busy time and it is very gratifying to hear so many of our users praising our facilities and service. 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 over the years - especially this year which has been challenging. I would like specifically like to thank Jan Denton who is also sadly standing down this year and whose services will be greatly missed. Finally, I would like to give special thanks to our cleaner, Ann Wyatt, who goes over and above the call of duty in keeping the hall clean and tidy at all times, in particular since lockdown when she has taken her responsibilities very seriously.

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

Fran Huckle  
October 2020

**QUENINGTON VILLAGE HALL**  
**Registered Charity No. 301602**  
**TREASURER'S REPORT – AGM 2020**

This report covers the financial year from 1<sup>st</sup> July 2019 to 30<sup>th</sup> June 2020

**Income – Total for the year £16,639**

Letting income for the year was £5026, down £779 from the previous year entirely due to the Hall being in Lockdown from mid-March until beyond the end of the financial year. As the Hall benefits from small business rate relief it became eligible for a small business grant fund provided by central government in response to the Covid 19 pandemic. This was applied for and a £10,000 grant was obtained. Hence the substantial increase in total income when compared with the previous year (£7626).

Further income of £1145 came from events and fundraising activities which included the monthly coffee mornings (until lockdown), Air-in-G concert 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. Included within this figure is £535 raised by the feed in tariff from the solar panels on the roof.

Small donations amounted to £73 for the year.

100 Club takings were £676 which was a decrease from the previous year.

Finally, there was a small amount of bank interest amounting to £70.

**Expenditure – Total for the year £8,639**

Total expenditure for the year was up £2226 from the previous year. This was due to the £2395 cost of the internal redecoration of the Hall. Routine maintenance and repair costs amounted to £1604.

Utility charges including electricity, water, BT and heating oil decreased to £1862 compared to the previous year. Only one oil delivery was required during the year with full advantage being taken of very low oil prices at the time of delivery.

Insurance premiums were £726 and cleaner costs were £1230. The management committee felt it was necessary to maintain weekly cleaning of the Hall during lockdown.

Administration costs were £823, an increase over the previous year, largely due to the £224 cost of the annual licence fee for the Hallmaster booking system introduced during the year. Other administration costs include CDC premises licence, performing rights licence, accountant fees along with printing and stationary costs.

Prize money for the 100 Club was £351.

**Summary**

Rental income was running ahead of the previous year until the Hall went into lockdown. As a result, year end expenditure exceeded income by £2000. However, this loss was more than mitigated by the small business grant fund turning the loss into an £8,000 profit. The total funds at the end of the year have therefore increased to £28,386.

Ray Sheldon  
Treasurer – Quenington Village Hall Management Committee  
27<sup>th</sup> October 2020

**QUENINGTON VILLAGE HALL**

**INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDING 30TH JUNE 2020**

	2019/20			2018/19
	Gross		Net	£
	Income £	Expenses £	£	
<b>INCOME</b>				
Lettings	5299.50	273.00	5026.50	5804.75
Fundraising	1049.40	139.97	909.43	509.61
Donations	73.01	0.00	73.01	865.74
Grants	10000.00	0.00	10000.00	0.00
Events	841.55	605.79	235.76	0.00
100 Club	676.00	351.20	324.80	380.24
Interest Received	69.84	0.00	69.84	65.77
<b>TOTALS</b>	<b>18009.30</b>	<b>1369.96</b>	<b>16639.34</b>	<b>7626.11</b>
<b>EXPENDITURE</b>				
Repairs & Renewals			3998.77	1827.50
Heat, light, telephone, utilities			1861.60	2211.79
Insurance			726.30	719.05
Cleaning			1230.00	1167.31
Administration			822.70	488.04
<b>TOTALS</b>			<b>8639.37</b>	<b>6413.69</b>
<b>INCOME LESS EXPENDITURE</b>			<b>7999.97</b>	<b>1212.42</b>

**BALANCE SHEET AS AT 30TH JUNE 2020**

**ASSETS**

		2019/20	2018/19
Cash in Hand,		410.62	268.44
Book record	No. 1 A/C	1028.94	7740.99
	No. 2 A/C	4697.49	195.04
	Deposit A/C	22249.82	12182.43
		<b>28386.87</b>	<b>8009.43</b>
<b>FINANCED BY:</b>			
Balance at 1st July 2019	Cash in Hand	268.44	49.09
	No. 1 A/C	7740.99	6813.69
	No. 2 A/C	195.04	194.92
	Deposit A/C	12182.43	12116.78
(Deficit) / Surplus of income over expenditure		<b>7999.97</b>	<b>1212.42</b>
		<b>28386.87</b>	<b>20386.90</b>

Prepared by



Treasurer

Approved by



Independent Examiner

TREVOR HUNT

Date

6/9/20