

**CHETNOLE VILLAGE HALL
MANAGEMENT COMMITTEE**

**Minutes of Annual General Meeting
held on 6 June 2017 in Chetnole Village Hall**

Present: Mal Prodger (Chairman)
John Head (Treasurer)
Gwen Adair
Joyce Bailey
Ian Lingwood
Shirley Madgwick
John Sanford
Jackie Sibun
Janet Wood (Secretary)

The meeting was attended by eight members of the public: Jim Aldhouse, Mary Head, Sally Lingwood, Ken Madgwick, Mary Prodger, Ruth Sanford, Blair Sibun and Ian Wood

The Chairman welcomed the attendees and declared the meeting open.

1. Apologies
Dan Murphy.

2. Minutes of Annual General Meeting held on 23 May 2016
The Chairman signed the minutes as a true record of proceedings.

3. Matters Arising from the Minutes
There were no matters arising from the previous minutes.

4. Chairman's Report

The Chairman gave his report as follows:

Welcome! I originally took on the role of Chairman reluctantly because we are required by the Charity Commission to have one. Very few hall users outside the management committee are aware that I have been the Chairman because I prefer a collegiate, low profile approach, letting other members take the credit they richly deserve for their efforts.

I have been surprised to find my duties of the last 2 years very rewarding. That is entirely because this is such a strong and willing committee. Those of you who have served on committees know that it is not the Chairman who does the hard work, it is the Committee, especially the Secretary, with the Treasurer ensuring that we do not get financially beyond ourselves. So thank you Janet and thank you John. It is all of the committee and very importantly their spouses as well who keep this quaint Village Hall in good order for the benefit of the whole of the Village.

You may have noticed when you came in, the display of flowers each side of the door which are kept going throughout the year. For that we must thank Jackie and Blair Sibun. Bookings continue to be very healthy, these were handled by Shirley. Now we have a computerised system where committee members can see all bookings and booking contact details are also on the new Village Hall website.

This has been another busy year with fundraising for both keeping the hall in good condition and providing activities for the benefit of Chetnole residents.

Let's look at the fund raising first. No mention of monies raised, the Treasurer is the custodian of details.

1. We held our 2nd summer BBQ last June with live music from Word Gets Out. Very successful both in terms of money raised and enjoyment
2. A very successful Jumble Sale which was enjoyed by all of the committee and helpers.
3. Our ever popular Curry Lunch. Thank you to all of those involved, particularly those responsible for the food, committee members and other helpers.
4. Artsreach continued under the very capable control of our Treasurer John Head. This is profitable but the main purpose is to bring high quality acts to our village hall.
5. Shirley has completed her third season in charge of the very successful Jazz Cafes. We are becoming a favoured venue for numerous acts.
6. The 100 club continues to contribute to Village Hall funds, in excess of £400 a year. Thank you Ian Wood for running this for the Village Hall.
7. An inherent part of our fund-raising is the bar. Thank you John Sanford for organising and keeping this running so smoothly.
8. A successful 60s evening courtesy of Ian & Sally Lingwood.
9. A Christmas flower arranging activity.
10. This is not any part of the VH committee remit but our sincere thanks are due to non-committee members Sylvia Rose, Mary Head, Sally Lingwood & Anne Andrewartha for the continued very successful running of the Coffee Morning after Sue Morgan moved to Sherborne.

This committee is somewhat unusual in that it organises events itself. This is not just to raise funds but also to entertain the local public. Many of these events are music orientated but the VH is much more than a music venue, we have pilates classes, yoga, art group meetings etc.

And onto the things that cost money. Much less than last year, which has allowed us to replenish our bank balance

1. Heating system augmented with another unit FOC from Dorset Energy
2. LED lighting in the body of the hall to replace the fluorescent bulbs. This provides instant full on and significant reduction in energy consumption. Last year the Treasurer was also successful in securing a 3 year deal for much reduced electricity costs and we now have a smart meter so that we can monitor electricity costs more effectively
3. Vast improvement to the stage lighting system continues by Ian Lingwood.
4. Acquisition of a superb PA system at knock down price from Ian Lingwood
5. Installation of defibrillator in Hall Porch. The electrical supply costs were absorbed into our heating system installation.
6. Paper towel dispensers installed in toilets
7. External lighting replaced.
8. Some external and internal painting
9. Pending - Dishwasher

A long list but I am not at all confident that I have covered everything.

Donations

- Flower Show Committee
- Sue Morgan
- Continuing donations from the coffee morning

Election of Management Committee

At the close of this meeting I shall stand down both as Chairman and a member of the Management Committee. Consequently I am acutely aware of the need to maintain continuity of purpose between AGMs and not leave the new management committee with avoidable problems.

It has been common practice in the past for someone from the floor to nominate the re-election of the whole committee. That is not possible this time because 4 committee members are standing down. They are myself after 10 years on the committee, John Sanford after a staggering 25 years on the committee, Joyce Bailey and Dan Murphy.

Those who are willing to stay on are Janet Wood, John Head, Shirley Madgwick, Ian Lingwood, Jackie Sibun and Gwen Adair. I invite someone from the floor to nominate them.

An order of the Charity Commission of 1986 states that the number of elected members be reduced to 6 from the 9 members set out in the Declaration of Trust of 1962. If you have elected the current committee members who are standing again, then that leaves a full complement. Jim Aldhouse has attended some meetings as an observer following his expression of interest in serving on the committee. I understand that the new committee will be able to co-opt members so could co-opt him.

Following the election of the committee by this meeting that committee will meet separately and elect the officers of Chairman, Secretary and Treasurer.

Thank you and Goodbye.

5. Treasurer's Report and Accounts for the year ended 31 December 2016

The Treasurer presented the accounts for the year ended 31 December 2016 and gave his report as follows:

As you will see from your copy of the audited accounts, Chetnole Village Hall has had another successful year – ending the year with £11,000 plus in hand. I would like to say that this satisfactory financial status does not arise by magic. It is the result of many hours of hard work put in by members of your Committee – and their spouses. I am sure there are some residents of the village who think the Village Hall looks after itself and is funded by grants or subsidies from the local council. If so, they would be surprised to discover that the success (or otherwise) each year depends entirely on the voluntary time and labour of the Committee. They have to raise sufficient funds to cover the costs of electricity, licences, insurance, cleaning, maintenance, improvements etc. The Committee are of course happy to do this, but do rely on residents of the village to support the many events staged in the Hall throughout the year.

So – we currently have a sum of money available – and do have plans to spend most of this! We are hoping to install an industrial dishwasher this year. We plan to carry out some re-decorating and further enhancement of the lighting. We plan to start film nights this autumn (not in competition with the local Moviola screenings – something different) and this will need a larger screen and other peripherals. So we need to continue money-raising!

We expect our electricity usage to be lower than earlier years following the installation of the new heaters and the use of LED bulbs for lighting.

Covenants are slightly higher than for previous years, but we would always welcome more help in this way.

If you have any questions, I will try to answer them.

6. Election of Management Committee

The six members mentioned in the Chairman's report confirmed their willingness to stand and were re-elected unanimously, proposed by Blair Sibun and seconded by Ian Wood.

7. Any Other Business

John Sanford gave a report on his time as a committee member, saying that he joined the committee at the time of the 1992 AGM. During those 25 years he has worked under 5 chairmen: Major Philip Marshall, Gerald Potts, Chris Goodbody, Nigel Bray and Mal Prodger, all of whom contributed towards what is now a fine village hall.

The hall has changed dramatically since John joined the committee, for example new windows, servery, roof, and window and stage curtains (thanks to Shirley Madgwick for these). Other new installations include, the fence alongside the Chetnole Inn and the field gate, oak flooring, roof lights, stage lighting, sound system, roof and wall installation, heating system, ceiling fans, up-to-date electrics, improved ladies' toilets, a new porch notice board, flower tubs, hot water dispenser and 3 re-decorations. These all required major capital expenditure, and have been paid for without any borrowing, thanks to our diligent and clever Treasurer, John Head.

Today the hall is used by many organisations; Art Group, Yoga, Pilates, Artsreach, Jazz Café, Coffee Morning & Post Office, Garden Club, and Wriggle Valley Players, as well as many family events. All this activity has been supported by various Management Committees and their respective spouses. John wished to say a big thank you to all involved for their support, and for the fun and enjoyment of being a part of it.

John Head said that John Sanford would be sorely missed and had been a very valuable part of the Management Committee.

Blair Sibun proposed a vote of thanks on behalf of the entire village for the hard work of the committee, and in particular the two long-serving members who were leaving. This was seconded by Ruth Sanford.

Ian Wood proposed a vote of thanks to Mal Prodger for his Chairmanship and this was seconded by Jim Aldhouse.

The Chairman thanked the public for attending and the meeting closed at 8.15 pm.

Signed:



Dated: 21st May 2018.

CHETNOLE VILLAGE HALL
Income and expenditure account
For the year ended 31st December 2016

<u>2015</u>	<u>INCOME</u>	<u>2016</u>	<u>2015</u>	<u>EXPENDITURE</u>	<u>2015</u>
2,926	Hire of hall	3,382	1,491	Cleaning	1,501
865	Covenants	2,125	1,642	Electricity	1,113
322	Meters	422	121	Water	122
139	Miscellaneous	50	1,303	General Maintenance	1,341
			8,274	Hall refurbishment/repairs	1,049
			516	Insurance	525
4,252		£5,979	1,351	Catering	1,173
	Fund raising :		240	Licenses	244
500	100 club	438	68	Printing, postage & stationery	20
5,190	Events	5,536	172	Miscellaneous	95
			75	Advertising	129
			25	Artsfeach	
9,942	Total income	£11,953	100	Accountancy	100
			15,378	Total expenses	£7,412

FUNDS RECONCILIATION:

Bank current account

Balance at 1st January 2016	£1,870
Income for the year	11,953
	13,823
Expenditure for the year	7,432
Balance at 31st December 2016	£6,391

Bank deposit account

Balance at 01.01.2016	£5,014
Interest	2
Transferred to current account	
Balance at 31.12.2016	£5,016

Cash account

Balance at 01.01.2016	6
Sundry income	0
Top up from bank	50
Expenditure	(30)
Balance at 31.12.2016	£26

SUMMARY OF GENERAL FUND

Balance at 1st January 2016	6,790
Income for the year	11,953
Interest	2
	18,745
Expenditure for the year	7,412
Balance at 31st December 2016	£11,333
Represented by:	
Current account balance	6391
Deposit account balance	5016
Cash in hand	26
	11,433
Less: Accountancy fee owed	100
	£11,333

I have examined the books and vouchers in respect of the above accounts,
and I can confirm that they are in accordance therewith

Signed:



Date

Bill Craster
Accountant, Crows Nest, Uploders, DT6 4NY