



## Charfields Village Hall

### Minutes of Charfields Village Hall Annual General Meeting

**Monday, 7<sup>th</sup> November 2022**

Present: Trevor Boyd, Chris Haird, Pam Hembra (PJH), Garry Stratton, Amanda Little, Viviane Ward, Peter Holloway, Martin Lyne

Members of the Public: Gill Winkworth

**1. Apologies for Absence**

Pauline Llewellyn, Liz Holland, Nikki Hind, Jan Pedgrift

**2. Minutes of Last AGM dated 27<sup>th</sup> October 2021**

signed as a correct record by Trevor Boyd

**3. Chairman's Report – see below**

Received with thanks and thanks to Trevor Boyd

**4. Treasurer's Report – see below and attached**

Received with thanks – approved by all

**5. Other Reports**

**Technology** – see below – received and approved

**Hall Hire** – see below – received and approved

**Bar Report** – see below – received and approved

Someone needed to take bottles to bottle bank

**General Maintenance** – running smoothly

**6. Election of Committee**

The Committee stood down.

The following were the nominees to the Village Hall Management Committee:

Chris Haird  
Peter Holloway  
Martin Lyne  
Viviane Ward  
Liz Holland  
Trevor Boyd

Pam Hembra  
Pauline Llewellyn  
Garry Stratton  
Amanda Little  
Nikki Hind

All were approved and agreed

Trevor Boyd was nominated as Chair of the Village Hall Management Committee.

Margaret Salter – non-voting member – co-opted

**7. Any Other Business**

Gill Winkworth brought up the cookers – the Village Hall Committee intend to replace the cookers before long.

Two domestic cookers would not come with a warranty.

GW also ask re charity functions – why do they have to pay for the bar, easier for people to bring their own drink. The Committee have no problem with people bringing their own drinks along as alcohol is not sold.

Larger discount for local residents and groups – to be discussed later

Report for Charsfield Village Hall AGM - 7th November 2022 - Trevor Boyd

I write this report as the interim unelected Chair, having joined the committee at the last AGM as its newest member. David Wolfe, having successfully steered the transition to a new committee, had completed his term as Chair.

I joined a well established team. It could now meet again properly rather than online. In November, the first major social activity since the pandemic was held. A welcome return of the Fat Band, with the hall filled to capacity for two nights, raising funds for charity and a fine tribute to James Holloway. The committee showed their appreciation to David with a thankyou presentation.

The committee has continued with developing and maintaining operational arrangements and facilities. The hall online booking system is proving a success. The hall website is in the process of being integrated with the village website. IT related facilities continue to be enhanced. Financial management and banking arrangements are operating efficiently. Miscellaneous repairs and improvements have been undertaken to the fabric of the hall. The bar has been running smoothly. A 'Risk Register' has been updated for annual review by the committee to ensure the hall is functioning safely and sustainably long term.

The role of Chair has been made easy by an enthusiastic supportive team. Thankyou to Chris for acting as Treasurer, to Amanda for overseeing the bar, to Garry for maintaining our various IT related facilities, to Viviane for managing hall hire bookings and publicity, to Peter for organising social events and oversight of hall maintenance issues, to Martin for maintaining our various contracts, to Liz for special tasks, and to Pauline for her long term support. Also to Nikki for looking after the hall during the year. Thankyou to Clive for his past work for the bar. I am personally indebted to Pam, as Secretary, for keeping our meetings and processes running properly. We are all indebted to others providing additional support, including Margaret, with her team of volunteer bar staff, and Angela for taking care of the hall garden.

It is pleasing that the financial results are back on track coming out of the pandemic and showing an operating surplus. Hall hire has picked up again and we will continue to seek to attract hall hirers. The community bar provides a regular village meeting place and a revenue stream. We are grateful for the grant income received and will plan for its careful investment in hall improvement projects with long term community benefits. We look forward to maintaining and hopefully growing the use of the hall and of continuing to support village social activities.

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## Charsfield Village Hall Year End Accounts 2021/2022

In summary:	31/07/2022	Prior Year
<b>Income:</b>	<b>£12,048.65</b>	<b>£21,968.00</b>
<b>Expenditure:</b>	<b>£8,444.03</b>	<b>£7,004.09</b>
<b>Excess income for period:</b>	<b>£3,604.62</b>	<b>£14,963.91</b>
<b>Excess income less Covid Grants:</b>	<b>£937.62</b>	<b>- £3,744.09</b>
<b>Barclays Bank:</b>	<b>£41,070.15</b>	<b>£37,669.83</b>
<b>Petty Cash</b>	<b>£394.50</b>	<b>£190.20</b>
<b>Bar Stock</b>	<b>£740.65</b>	<b>£845.07</b>

2022 was a fully operational year albeit with a slow start as the Community emerged from Covid issues. Overall, the financial results were a great improvement on last year with a small operating surplus after the final Covid grant is discounted, however, it should be noted that no heating oil was purchased during the year and the water bill is still to be received, which would probably have resulted in an overall break-even, still a good result.

Hall hire has picked up well with several old regulars returning and some new hirers who took advantage of the discount packages we offered in the first half of the year, although usage is still below pre-pandemic levels. The Committee continue to improve the Hall infrastructure and to market the Hall to encourage hirers to make use of this valuable Village asset at all times of the day and week.

The Friday Night Community Bar which continues to provide a local village drinking establishment while the Pub remains closed, opened 30 times this year, interestingly the average evenings takings were down on last year. This, however, continues to provide a regular, easily accessed meeting place for the Community and also provides a healthy revenue stream for the Hall. With more regular openings this year the stock management became less of an issue and the bar profit has recovered to sustainable levels. The three fund raising events of the Fat Band, Phoenix and QPJ also contributed to bar takings and allowed us to share profit with various community causes.

It is very important to the Committee that the Village Hall remains both affordable and is regularly used by our Community. We will monitor closely and react to, the current rising cost of living and its impact on the number of hirers and also the cost of operating the Hall, especially the cost of utilities. We will continue to run Community bars on a regular basis and also invest in core projects which enhance the usage of the Hall. It is therefore likely that we will breakeven in 2023.

## Stage Lighting

The Village Hall is served by a sophisticated stage lighting system, which has been used successfully for two performances during the year. They have also been tested for integration with the sound system, which works well. Two committee members are now familiar with the operation of the lights.

## Website

### General

The new website is into its second year and has continued to run successfully, with no issues reported during the year.

### Booking System

A website-based hall booking system has been implemented, which supports a simplified online booking process including online payment. Reports to date from potential clients, clients, and administrators indicate the new systems are working well.

## Data Management

Many Village Hall documents are stored electronically in secure Google Drive folders.

There are no current operational issues, although there is an opportunity to make more use of the Google Drive for shared documents.

### Wi-Fi and Data

The Wi-Fi and broadband have been reconfigured to improve the broadband service. This has enabled a more reliable service at no extra cost, for example the streaming of classes by users of the hall.

Performance continues to be monitored and any further improvement to the service would require investment in new technology.

### Automations

Automations are in place that enable remote monitoring and control of heating and lighting. This year, the automation has been extended to the bar fridges and the sound system. While not always intuitive, these systems generally work well.

The smart switch controlling the outside lights has required replacement this year: initially due to the switch failing, and then because of a faulty replacement. No issues at the time of writing.

## Sound System

Following review by the committee in 2021, a simple two channel stereo sound amplifier was installed for the playing of music and use of microphones. Two new speakers were also installed to replace those on loan.

Low-cost options were selected, as it was expected that events requiring high quality sound, such as band performances and discos, would provide their own equipment.

Following discussions for an event this year, the system was changed to provide a more powerful amplifier and better quality speakers – both second hand. This amplifier has since failed and the original reinstalled. The better quality speakers have been retained.

A Bluetooth speaker, bought as an interim measure, has continued to prove successful for use during Community Bar evenings.

Garry Stratton

31 October 2022

## **Hiring and Marketing**

It has been an encouraging year for hall hire. Most of the regular hirers have returned including bowling, Cotton Club, WI, St Peter's Church, recreation ground and pilates. We have also had a few new hirers including a regular puppy and dog training class. Private hirers have been on the up with celebrations including a wedding and birthdays. It was great to see the Charsfield Flower Show return and for the hall to host a couple of music evenings with Phoenix and Jax & Co tribute band. The exhibition in the hall for the Queen's Platinum Jubilee was also a great success

We have simplified the pricing and conditions of hall hire to make it

Thanks to all the hirers for using the hall and to everyone attending the different clubs and events.

## **Viviane Ward**

### **Bar report 2022**

The community bar has been running every month this year and has been supported at various at different levels.

Thankfully without restrictions we have also seen functions coming back some of which had the bar open.

Unfortunately Clive had to step down so I took on the beer side as well. I changed the system slightly getting a bright beer which does not require tapping and is much easier to use. These are only for functions and we use the same beer but bottled for community bars.

Thanks to Viv for keeping me up to date with requirements from hirers.

Thanks to Margaret who is happy to continue to arrange our volunteers for next year. One issue that has come up is that she cannot always get a committee member to help out or even be in the building, on the evening.

We have managed to get the GP (profit) up to much better percentage 40 plus.

Last year's low number was due to wasted stock from pandemic. I've managed to keep stock at levels ok so not too much loss this year. There has been a wine loss probably around 4/5 bottles in total due to wastage from opened bottles.

Margaret has also said people don't want/not able to take the bottles after the bar so is it possible to get a person to volunteer to do this the day after the bar?

Amanda.