



## Charsfield Village Hall

### Minutes of Charsfield Village Hall Annual General Meeting

**Monday, 28<sup>th</sup> October 2024**

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

Members of the Public: Jan Pedgrift, Lynn Miller, Nigel Creasey-Smith

**1. Apologies for Absence**

Nikki Hind, Liz Holland, Amanda Little,

**2. Minutes of Last AGM dated 19<sup>th</sup> October 2023**

signed as a correct record by Trevor Boyd

**3. Chairman's Report – see below –**

Received and approved with thanks and thanks to Trevor Boyd

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

Received with thanks – approved by all with thanks to Chris Haird

**5. Other Reports**

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

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

**Bar Report** – Hope to transfer back to Amanda soon

**General Maintenance** – see below – received and approved

Vicarage garden will lop low hanging branches

**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 and will continue in their current roles

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

Margaret Salter – non-voting member – co-opted

## **7. Any Other Business**

- Concern has been expressed that the hedge of trees between the Village Hall and 1 St Peter's Close was overgrowing onto the car park. It was recognised that, of primary importance, the trees must not be pruned back to an extent that may harm or disfigure. Nigel Creasey-Smith explained that he engaged Mark Runnacles to maintain the trees, next in Sept 2025. The committee agreed that the decision on judicious trimming back should be left to the professional discretion of Mark Runnacles.
- Fire door difficult to shut
- The Parish Council would like to thank the Village Hall Management Committee for their care and maintenance of the hall.

## Chair Report for Charsfield Village Hall AGM - 28th October 2024 - Trevor Boyd

I am pleased to be able to report that hall activity and bar participation is thriving and continuing to be enjoyed by the village community including many of our new inhabitants. I note that the hall bookings and bar patronage are up for the year by some twenty per cent, exceeding all previous years and without any increase in prices. Only with the commitment and enthusiasm of all of the committee and the assistance of others has this been possible.

We are grateful to our regular users Cotton Club, Pilates, Stretch & Tone, Bowling Club, W.I., Rec. Ground. They are much appreciated. Other bookings have ranged from Minecraft Holiday sessions to Antiques Valuation. Thank you to Viviane and Nikki for managing and increasing the bookings, handling publicity and looking after the hall. As usual, we have been pleased to host various village social occasions. Peter organised another sold-out band night and the annual CADS show was packed with full houses raising substantial charity donations.

The Friday night community bar has become a regular fortnightly date in the diary and a meeting place for the village. Thanks to Margaret and her dedicated team of volunteers without whom we could not successfully run the bar. Amanda unfortunately has had to take leave from running & keeping the bar stocked and we hope to see her back fully fit before long. Meanwhile Chris and I have been holding the fort. Thanks to Liz for doing the annual stock take. We were pleased to provide, for the first time, a CharsBar stall at CharsFest this year. We are, of course, conscious not to become reliant on the community bar income should the Three Horseshoes re-open.

Garry has kept our I.T. facilities in order including maintenance of the hall website, having fully integrated it with the Charsfield website, and has recently installed broadband Wifi connectivity throughout, bringing our facilities now very much up-to-date with a more advanced capability than the majority of halls. Peter, as usual, has attended to various maintenance tasks on the hall structure, sometimes with the help of village volunteers which is much appreciated. Thank you to Martin for maintaining our various contracts.

You can see from Chris' financial report that our finances are in good order with a satisfactory operating surplus. We are constantly maintaining and improving the hall and annually check that operational risk and safety issues are recognised and managed.

We value Pauline's contributions on the Committee. A special mention goes to Angela for taking excellent care of the hall garden. It always looks great. Finally, I am indebted to Pam as secretary who, along with the rest of the team, makes my role an easy one. We look forward to continuing to support village social activities and enhancing the use of the hall.

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## **Charsfield Village Hall Year End Accounts 2023/2024**

In summary:

	<b>31/07/24</b>	<b>Prior Year</b>
<b>Income</b>	<b>£12,805</b>	<b>£9,382</b>
<b>Expenditure</b>	<b>£10,449</b>	<b>£9,504</b>
<b>Excess income for period</b>	<b>£2,356</b>	<b>(£122)</b>
<b>Excess income less Grants</b>	<b>£2,356</b>	<b>(£122)</b>
<b>Project / Capital expenditure</b>	<b>£2,217</b>	<b>£1,570</b>

<b>Excess operating income for period</b>	<b>£4,573</b>	<b>£1,447</b>
<b>Barclays Bank</b>	<b>£43,389</b>	<b>£40,940</b>
<b>Petty Cash</b>	<b>£309</b>	<b>£402</b>
<b>Bar Stock</b>	<b>£1,218</b>	<b>£835</b>

As a result of some very hard work by the Committee this year the financial situation of the Village Hall has once again improved. The team have grown the Hall usage including family events and innovatively encouraged more Bar attendees resulting in the income received from hiring of the Hall and the Bar takings exceeding all previous years and this is without any Hall Hire or Bar price increases since April 2022, which suggests the team have also absorbed an inflationary cost rise of approximately 10% over the last 2 years.

Due to our status and size, we prepare “receipts and payments” accounts which show that we have an excess income for the year and if we remove the project/capital spend we made an overall operating surplus of £4,573. However, due to timings, two regulatory invoices were not received in time and there was a notable respite in terms of the maintenance costs even with the increased Hall usage, normally c£1,000 pa hence a more realistic operating surplus would be £3,270, having covered our annual running costs of approximately c£6,000.

This year’s projects included refinishing of the Main Hall floor and a significant upgrade of the Wifi c£2200 along with the repainting of the front & back doors which was kindly completed pro-bono by a generous villager, thank you. We will continue to work through the agreed multi-year project list and deal with surprises as necessary which includes the hot water heater having to be replaced in August.

It is very important to the Committee that the Village Hall remains both affordable and is regularly used by our Community at all times of the day and week. We are also focused on reducing our reliance on bar receipts, which is an important step, as we are committed to closing the regular Community bar when/if the Three Horseshoes re-opens so that we do not negatively impact their cashflow. We are also very conscious of the forthcoming budget and the impact that may have on the cost of living and government mandated fees, licences and certifications which we are required to hold. We will continue to run Community bars on a regular basis and also invest in core projects which enhance the usage of the Hall.

### **Marketing and Hall Hire – Viviane Ward**

Village hall hirings have gone well this year. We are often complimented on how nice the hall is - the floor has made a difference and Nikki keeps it lovely and clean. We have had two elections this year - one for the police commissioner and another for the general election. This has been a welcome addition to our income. The newcomers from last year have continued, which is a good sign - Stretch and Tone/Yin Yoga and Minecraft holiday session for kids. CADS was held again this year, which also provides a good contribution to hiring. The regular hirings and events have continued e.g. Pilates, WI, Bowling Club, Cotton Club and Flower Show. We are continuing to advertise in the Parish Magazine. The main challenge now is to maintain hirings, plus explore day time hirings when the hall is largely empty.

## Technology Report

### Stage Lighting

The Village Hall is served by a sophisticated stage lighting system, which continues to be used successfully for performances and events. There is good coverage for support in using the system, with no operational issues during the past year.

### Website

The Village Hall website is running smoothly with no issues reported.

It is planned to harmonise the look and feel with the Charsfield Village website. This has been agreed in principle and an estimate received for the work. This would have no impact on the functioning of either website and we would retain both the charsfieldvillagehall.org.uk and charsfield.org.uk domains.

### Data Management

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

There are no current operational issues.

### Wi-Fi and Data

The Wi-Fi and broadband service was originally configured for the hall automations and to provide limited internet access. Expectations and demand for online access have continued to increase, along with the need for a robust broadband connection for cashless payment. To meet this need, a wired broadband connection and new Wi-Fi equipment have been installed, along with a new service contract. This will provide a faster, more reliable broadband connection and improved Wi-Fi coverage in the hall. The new service has been in place for three months and has proved reliable.

### Automations

Automations are in place that enable remote monitoring and control of heating and lighting, as well as equipment such as the bar fridges. While not always intuitive, these systems generally work well.

There has been one instance of the Hive heating control system reporting a communication error. This was resolved following support from Hive.

### Sound System

A simple two channel stereo amplifier is available for the playing of music and use of a microphone. This equipment continues to meet the requirements for, eg background music for the Community Bar and other events, and basic public address.

Where higher specification sound equipment is required, eg for performances, discos etc, this is been provided by the performers or hirers.

An apparently random noise has been experienced very occasionally when using the microphone. This continues to be monitored, but cannot be reproduced during testing. Apart from this, no issues have been reported with the sound system during the year.

Garry Stratton  
10 October 2024

### Maintenance Report – Peter Holloway

Both annual fire and boiler checks are up to date although the boiler engineer had to return to fit new boiler parts. Leaking taps in the ladies toilet have fixed. Replacement of the water heater in the kitchen has been completed although this incurred some extra electrical wiring.

Thanks to Ian Miller for painting the kitchen door. We need to be aware of essential paint work we should consider outside next year.

A section of one of the shed floors needs replacing.

The weeds on the patio and surrounding area were trimmed and Trevor has made a great job power washing the slabs. We also cleaned out the debris from the gutters caused by the overhanging branches from the neighbouring trees and removed some of the lower branches. Nuisance from the over hanging tree debris continues to be a big problem?