

SHEEPSCOMBE VILLAGE HALL TRUSTEES

ANNUAL GENERAL MEETING: TUESDAY 23 MAY 2017

1. WELCOME AND SIGNING IN

Paul welcomed everyone to the meeting. Present were Aisha Geeson, Peter Davies, Roger Banks, Sandra Hunkin, Maggie McGrath, Hugh Tarran, Ian James, Celia and David Hargrave, Paul and Judith Woollam, Kate Amos, Joy Edwards, Ron and Frances Paterson, Tessa Lentel, Ian Grant.

2. APOLOGIES

Apologies were received from Dick Williams, Rob Jones, Rosie Dalton and Quentin Thompson.

3. MINUTES OF THE AGM HELD ON 14 JUNE 2016

The minutes of last year's AGM were approved as a correct record, proposed by Celia and seconded by Maggie.

Matters arising:

- a) Pantomime was revived this year.
- b) Audio Visual equipment has been installed plus window blinds and Satellite TV.
- c) An edited version of the Chair's review had been published in Sheepscombe News.

4. TREASURER'S REPORT

Paul reminded the meeting that the accounts for the year ended 31 December 2016 had already been approved by the Trustees and that David Hargrave, having reviewed the accounts, was of the opinion that the financial statements are in accordance with the accounting records and supporting information supplied to him.

Ron, in presenting the 2016 accounts explained:

Income

The amount of income we received from hiring out the hall was £6,276, which is 5.7% higher than the £5,938 received in 2015; this reflected an increase of about £650 from private hires, offset by a £300 decrease from hires by user groups, who contributed about 37% of the total as against 44% in 2015. We also received £1,000 from renting out space in the car park for the GCC (Gloucestershire County Council) welfare unit; this is shown separately in the accounts because it is not a regular source of income, although we had a similar windfall of this kind in 2014.

The net contribution from events was £3,516, a slight decrease compared to 2015 when it was £3,668. With a full year of operation (8 showings as opposed to 3 in 2015) the film nights generated a significantly larger surplus than in the previous year, offset by lower amounts this time from Mayday and Air in G events. There was no Panto or Sheepscombe Ball held in either year, although the Panto has now been resumed in 2017.

Expenditure

Our major development expenditure has been on equipping the hall with a permanent projector and sound system at a total cost of £3,895, which has been partly subsidised by

generous contributions from Sheepscombe News (£1,000) and the Sheepscombe Society (£200). Further contributions to this project have been received after the year end (and are thus not reflected in the 2016 accounts) from the WI (£150) and the History Society (£100). The development expenditure has been shown as a separate item rather than within running costs.

Total running costs were about £900 less than in 2015, with the difference due mainly to the cyclical painting costs that were incurred in that year. Repairs and maintenance costs were virtually unchanged in total, but with more being spent on the hall building and less on the grounds. Water costs were significantly higher, but those in 2015 had been abnormally low; Electricity costs were virtually unchanged; and Oil costs were lower, reflecting the reduced oil price in the earlier part of the year. Insurance and Licensing costs were slightly up, the latter reflecting the addition of a film licence but offset by a reduction in the amount charged for music performance licensing costs compared to 2015.

Overall result

The net effect of the above was to produce a surplus for the year of £2,860. This reflected a £726 surplus of rental income over running costs, the net contribution from events of £3,516, the £1,000 windfall income for renting space in the car park, and other minor income of £313, which gives a grand total of £5,555. £2,695 of this was spent on development costs (net of contributions received) and the remaining £2,860 has been retained and has increased our opening reserves of £10,743 to an amount of £13,603 at the end of the year.

5. CHAIRMAN'S REPORT

Paul presented the following report:

As Trustees of Sheepscombe Village Hall, we are responsible for managing the Hall, ensuring it is solvent, well-run and delivering the objective for which the charity was set up: improving the lives of the inhabitants of Sheepscombe. I believe that we, as Trustees, are delivering this objective: Sheepscombe has an outstanding Village Hall that makes a big difference to the local community.

Over the past year, I consider we have successfully managed four important areas:

1. Looking after the Hall, managing matters like maintenance, licensing and safety
2. Providing gradual, but continuous, improvement
3. Ensuring continued financial stability by reducing operating costs where possible, together with ensuring that hire charges cover running costs
4. Building a contingency fund to cover unforeseeable expenditure

One of our guiding principles is that hire charges should cover the running costs of the Hall. We recently reviewed our running costs and our rental income and happily concluded that we did not need to increase hire charges for 2017. We have also reviewed the hire conditions and made some changes, mainly related to the use of bottled gas. Some events have been using gas cookers inside the Hall; if hirers want to do this in future they must have suitable insurance cover.

I am extremely pleased to report that usage rates for the Hall continue to increase, driven both by community events like the lunch club and village cinema and by private bookings for weddings, other family events and fund-raisers. And this past year usage has been driven even higher by the welcome return of the Panto. It has always been our intention, as Trustees, to maximise use of the Hall for the benefit of the community and I, for one, am

very proud of what we have achieved over the past five years. Any suggestion that increased use of the Village Hall has resulted in a deterioration of our village amenities is simply wrong.

We have made significant improvements to the Hall with the purchase of a complete audio-visual system. First we bought the screen, then high quality speakers, the amplifier and mixer then the high definition data projector, followed by a satellite TV system. And finally we installed a set of remote controlled blinds. A substantial part of the cost of this equipment was met by specific donations from a couple of members of the community, together with donations from Sheepscombe News, Sheepscombe Society, the History Society and the WI. I want to thank everyone that contributed so generously.

I also want to thank Rob who has worked so hard to research, purchase and install this equipment. Both he, and his wife Jackie, climbed on the roof several times to install temporary blinds. He has also produced an extensive user guide for the whole system.

Over the past year we have had some significant maintenance issues. In the first of these a near disaster was averted when the sewerage outflow became blocked shortly before a wedding reception in the Hall. This caused all the manholes to lift across the Hall car park and blocked the ladies' toilets and washbasin outlets. I particularly want to thank Ian, who worked late into the night at this wedding reception to unblock the drains and prevent a disaster, and then worked with Severn Trent to get the sewage system cleaned and fixed. The problem was caused by a build up of antiseptic wipes disposed down the Hall toilets.

The second maintenance issue is the gradual rotting of the baby swing support frame which has been declared high risk after an inspection by RoSPA. Whilst the swing does not appear in any immediate danger of collapse, the Trustees had no option but take it out of service to comply with insurance requirements. We have been quoted a very high cost for replacement by the original installers and so I hope that future Trustees will look hard at alternative suppliers, remembering of course that this playground equipment must conform to the British Standard.

The most recent event was a massive leak from one of the water heaters, luckily spotted by Celia and Dave after the May Day barbeque. Their prompt action prevented a major flood that could well have seriously damaged the floor of the main hall. Ian returned early from holiday with his family to get to grips with this latest incident. So thanks again to Ian for his quick action and to Celia and Dave for mopping up and saving the day.

Keeping the Hall tidy is a constant battle. Signs have now been put on the store room walls telling users where to replace chairs, tables and other items, but these instructions are often not followed. In addition, items are being left in the storeroom with no labels or evidence of ownership. Items that we may not want are being "gifted" to the Hall without prior consultation. The Trustees would appreciate the help of the community in replacing items following the instructions on the signs and not leaving things around in the Hall. The Trustees will dispose of all items that are unlabelled.

Car parking is another matter that requires Trustees' attention. There are as many car movements each week by people who never use the Hall as there are by Hall users - all of which increases the car park maintenance burden. And we must not repeat the ridiculous situation over the May Day weekend when Charles Early had no option but erect the marquee over a car that had been parked there for several days. We look for residents' cooperation in this matter; otherwise we may have to resort to some form of parking control.

The Village Hall Trustees recently approved a Policy aimed at providing guidelines and procedures to promote safeguarding, prevent abuse and protect children. This includes procedures for taking appropriate action when safeguarding concerns are raised involving children who attend our activities and events.

Through this Policy, we aim to adopt the highest possible standards and take all reasonable steps to ensure the safety and welfare of children and vulnerable adults who come to the Village Hall and to the activities that take place there. We ask everyone who hires the Hall, especially for events involving children, to read this Policy, uploaded to www.sheepscombe.org. Implementing it and following the guidelines will allow confidence that all reasonable precautions have been taken to prevent harm.

Village Cinema restarted in September and again proved very popular with average attendances of 47 to see films that have only just ended their general release in the cinemas. Thanks go to Rosie, Quentin and Kate for organising these monthly events.

In addition, Quentin has started fringe Village Cinema showing less mainstream films, of which he has a huge collection, to an equally enthusiastic audiences averaging 42. So, thanks to Quentin, we now have two village cinema events each month. Even though Village Cinema was intended to be a social rather than fund raising event, a considerable surplus has contributed significantly to buying the new sound system and projector. Village Cinema's popularity in Sheepscombe is definitely enhanced by the social aspect of a glass of wine and a chance to chat with friends before the film starts.

Another huge success this past year has been the return of the Panto, and for that we must thank Hugh who set the whole project in motion and Martin Sharp who directed the show. I have heard nothing but praise for this production. The cast and all those who worked behind the scenes were excellent, the production made a profit and I'm sure we all hope to see a continuation of the Sheepscombe Panto tradition into next year.

The Lunch Club, run every month by Carole Walsh, Julia Power and Jenny Davenport, is aimed at the more mature members of our community. It continues to be popular, typically catering for between seven and twelve people, and the organisers encourage more people to come along. Lifts to the Hall can be arranged and about half the people attending have taken up this offer.

I want to thank everyone who has helped bring about these new initiatives. I hope our community will continue to support them, and that others may be tempted into setting up regular events - perhaps making use of the new audio-visual system. All the contact details are in Social Scene: and thanks go to Dick for regularly sending that very useful email to us all.

Safety is a big issue in managing any facility used by the public and, as Trustees, we continue to be comprehensively insured. This year our insurer's surveyors estimated the Hall's rebuild cost to be £791,000. It was important to check we are adequately insured to make certain Trustees do not become personally liable in the event of any claim. A safety check is carried out every month. No significant safety related issues have been noted this past year other than the playground matter I mentioned earlier. We continue to have all the licences that are legally required to sell alcohol and to perform music, show movies and receive television pictures.

I am pleased to report that the new heating system keeps performing extremely well. And draining and resurfacing the car park continues to be a resounding success.

Over the past year the Village Hall has continued to be the focus of our community's social and cultural events.

The Air in G concerts over the past twelve months were greatly appreciated, both by the Sheepscombe community and by the considerable number of visitors that these concerts attract to our village. Profits from these events have contributed to building our contingency fund: I particularly want to congratulate Celia for her excellent organisation of them. I also want to thank Dick for being licensee and managing the bar for these, and a range of other events, and all those who helped with preparing and serving the food.

The village's impressive annual fireworks display was also managed by the Trustees, but I want to thank the crew from Sheepscombe Society for safely setting them off. And we had another successful May Day festival where many of the Sheepscombe community groups came together, as they have for many years, at the Village Hall, for the fair and for the barbeque.

I particularly want to thank Ron for all he has done over the past five years, not only as Treasurer but as Deputy Chairman where his advice has been invaluable. Ron is leaving us tonight and he steps down with the grateful thanks of the Trustees and, I'm sure, the whole community.

Maggie is the key player in selling the Hall for the external bookings that help reduce hire charges for community users. I especially want to thank her for that, and for looking after all the bookings in a way that makes the process so smooth.

And I again want to thank Ian Grant for all he has done in the role of Maintenance Coordinator, a role he carries out with such huge enthusiasm

Not all our volunteers are Trustees. We are indebted to everyone who helps to clean the Hall, and particularly to Ann Horner who organises the cleaning rota. As well, thanks are due to Celia and Dave and their helpers who keep the grounds looking good and to Frances Day for her role as web master of the sheepscombe.org website, which provides an on-line bookings diary for the Hall. Where would we be without all these volunteers?

In conclusion, changing social and economic factors are altering the demographics within all rural villages. We have to understand that peoples' interests and tastes will change. We also face an increasing burden of rules and regulations. Our challenge is to adapt so that we can absorb these changes in the way we manage our Village Hall, remembering that the Trustees' primary role is one of governance. Sheepscombe has created an outstanding Village Hall and, into the future, I hope the Trustees' priorities will continue to be looking after the Hall for the benefit of the community, ensuring financial viability, continuous improvement and continued availability as the focus of social and cultural events in the village.

My five years as Chair expires today and so I would just like to add my personal thanks to everyone who has helped, advised and supported me. Together I believe we've achieved something really worthwhile.

6. FEEDBACK FROM THE SHEEPSCOMBE COMMUNITY

The meeting thanked to Paul for his work as Chairman. Celia said he had done a good job of steering the ship as Chair for the last five years and been very good at getting us to follow what we have to do as Trustees.

There were no further comments.

7. TRUSTEE APPOINTMENTS AND ELECTION

Paul said there were three types of Trustee i) User Group appointed Trustees ii) elected Trustees and iii) co-opted Trustees. He had contacted the User Groups to establish who they wished to appoint as Trustee:

| Trustee | Appointed by |
|----------------|---------------------|
| Kate Amos | Methodist Church |
| Rosie Dalton | Sheepscombe Society |

| | |
|----------------|-------------------------------|
| Peter Davies | Parochial Church Council |
| Joy Edwards | Sheepscombe Bridge Club |
| Aisha Geeson | Mums and Toddlers |
| Celia Hargrave | Sheepscombe Women's Institute |
| Ian James | Painswick Parish Council |
| Hugh Tarran | Sheepscombe Table Tennis Club |

Paul welcomed the Mums and Toddlers group who had re-joined the Trustees this year. He reported that neither the Sheepscombe School Governors or FOSS wished to appoint a Trustee this year, Tessa having stood down. Other Trustees expressed concern at no school involvement and questioned whether Trustees should be appointed in some other way. Paul replied that he clearly could not force organisations to appoint a Trustee. It was noted History Society had also chosen not to appoint a Trustee.

Paul explained that the constitution allowed five Trustees to be elected, and only five people had agreed to stand: Rob Jones, Dick Williams, Ian Grant, Roger Banks and Quentin Thompson. Paul and Ron were standing down. It was unanimously agreed that they be elected without a vote.

Paul said that two Trustees could also be co-opted. Ian proposed Paul and Maggie should be co-opted and this was agreed.

Elected and co-opted Trustees are:

| Trustee | Role | Elected or co-opted |
|------------------|---|---------------------|
| Roger Banks | | Elected |
| Ian Grant | Maintenance Coordinator (Elected Chair by Committee in meeting that followed the AGM) | Elected |
| Rob Jones | (Confirmed Treasurer by Committee in meeting that followed the AGM) | Elected |
| Maggie McGrath | Bookings Secretary | Co-opted |
| Quentin Thompson | | Elected |
| Dick Williams | Licensee | Elected |
| Paul Woollam | Chairman until next Trustee meeting (Confirmed Deputy Chair by Committee in meeting that followed the AGM) | Co-opted |

Paul said that the Trustee rules required him to remain in the Chair until the next Trustee Meeting, when the Chairman would be elected by the Trustees.

8. ANY OTHER BUSINESS

a) Rosie Dalton had written to ask for expressions of interest in organising an event on weekend of 17-18 June in memory of Jo Cox (Nationally known as 'The Great Get Together'). Please contact Rosie with interest. Maggie said it was short notice but

Sheepscombe Society was to discuss at next meeting. It was noted that 18 June there is a CAB event organised by Ann Horner, so 17 June may be a preferred date

There being no other business, the meeting closed at 8.25.

Minutes prepared by Hugh Tarran, checked by Paul Wollam May 2017