

Harringworth Village Hall

Annual General Meeting

Thursday 25 April 2024 at 7.30pm

The AGM formed a part of the Annual Parish Open Meeting

In Attendance:

Fraser Stephen-Smith (Chair), Philippa Gasson (Secretary), Chris Merriman (Treasurer), Julian O'Neill, Neil Rogers, Andrew White (Chair of Harringworth Parish Council) and 35 residents of Harringworth and Shotley.

Apologies: Tom Evans

1. Welcome

The Chairman welcomed everyone to the 2024 AGM. The Agenda and Minutes of the 2023 meeting had been circulated ahead of the meeting.

2. Approval of Minutes of Previous AGM – the minutes were approved.

3. Matters Arising from the Minutes – the only matter arising was to clarify that Fraser Stephen-Smith had been in attendance, and therefore to remove the apologies for his absence.

4. Chair's Report

The summary of activities undertaken in 2023 was:

Maintenance & Minor Repairs – thanks to Jonathan Sandy and Gavin Gordon

- Dishwasher, Electrics – EICR, PA testing, plumbing leaks

Hall Management

- Bookings – thanks to Sandie Gordon
- Insurance, policies, assessing and mitigating risks etc. – thanks to the trustees (past and present)

Improvements & Major Repairs

- Flat Roof
- Damp Issues identified, monitored, report commissioned, initial actions completed (consistent heating, draught excluders)
- Introduction of Bokio accounting application
- New lighting installed
- Rechargeable table lamps for subtle low lighting
- Contributions towards Coronation village event – band and lighting

Trustee Board

- Special thanks to outgoing chairperson: Harry Morgan
- Welcome to new trustees: Neil Rogers and Tom Evans

The focus areas for 2024 are expected to be:

Damp

- French drain
- Fitting two commercial fans in the kitchen
- Barriers for external vents at ground level
- Ongoing monitoring and gradual completion of further prioritised improvements
- Repair and insulation of end panels

Services and Income

- (As always) Maximising the hall use, with some new ideas in early stages (e.g. village hall 'membership', car park leasing)

Décor

- Redecoration – possibly dependent on resolution of damp

Constitutional

- Resolving outdated constitution and incorrect land registry

5. **Treasurers' Report** (Table of accounts attached with the Minutes)

There was an operational deficit for 2023 of £656

- Annual income: £4,380
- Standard annual operating costs: £5,036

The village hall has run at an operational deficit for many years. The approach to mitigating the annual deficit is:

- Historically we have accessed fundraising via the appeals committee, and we will do that in the future
- Currently we have a large amount of reserves, which we will be careful with, but will run down before we make a request to the appeals committee

The current reserves are £25,194

- Was £30,947 at end of 2022
- Reduction of £5,753 due to: flat roof repair; analysis and report on damp; dishwasher repairs; contributions to village events, and; annual deficit
- Subject to Trustees agreement, proposal to maintaining a reserve of a little over £5k, and spending the remaining £20k gradually on a set of projects e.g. to reduce damp issues in the building and décor improvements
- Damp Report recommended remediation work estimated at £30k
- That would be an update to previous approach: Roof (Initially £10k) Repairs (initially £8k) Community Start Up (initially £6k) General Reserve (initially £7k)

6. **Questions to the Chair**

- *Having increased the Booking prices has there been a noticeable increase in income? It is too early to say.*
- *The idea of creating a Business Hub is a good idea - is there Internet for this? Yes, there is Wi-Fi on all the time. We think it would be sufficient but if the take up was high we could review this. Similarly if operational incomes starts exceeding standard operating costs, then there is greater potential to invest in amenities (e.g. a coffee machine)*
- *Would you please Appeal for funds for the Village Hall next year? It is likely we will request funding from the Appeals Committee next year as we expect to have spent and/or allocated approximately £20,000 on specific projects and therefore used up the excess reserves.*
- *Can the Accounts be seen ahead of the meeting? Yes, they can be shared a week in advance of the AGM in the future. We will share the AGM Minutes (draft) from this evening with the accounts included for 2023.*

7. **Appointment of Trustees** – the Trustees Chris Merriman, Fraser Stephen-Smith, Julian O'Neill, Neil Rogers, Tom Evans and Philippa Gasson were appointed as Trustees, proposed by Andrew White and seconded by Alan Wordie.

Harringworth & Shotley Village Hall Accounts Summary Ending 31st December 2023

Profit & Loss					
			2023	2022	2021
Income					
Sales - Services	N/A		£3,988.50	£5,250.18	£2,930.50
Other Income	N/A		£0.00	£0.00	£360.00
Government Grants	N/A		£0.00	£0.00	£17,667.21
Bank Interest Receivable	N/A		£391.60	£50.63	£2.63
Total Income:			£4,380.10	£5,300.81	£20,960.34
Expenses					
Cost of Sales - Goods	Operational		£0.00	£948.09	£0.00
Other Direct Expenses	Operational		£0.00	£21.00	£1,221.43
Water Rates	Operational		£0.00	£0.00	£641.21
Electricity	Operational		£1,957.29	£1,562.53	£422.92
Internet Charges	Operational		£332.12	£259.50	£86.99
Office Equipment and IT	Operational		£0.00	£79.99	£0.00
Consultancy & Professional Fees	Operational		£0.00	£250.00	£0.00
Business Insurance	Operational		£1,003.58	£938.32	£867.08
Repairs and Renewals	Operational		£0.00	£2,122.58	£859.02
Bank Charges and Interest	Operational		£76.21	£71.06	£0.00
Cleaning	Operational		£718.75	£577.50	£600.00
General Expenses	Operational		£813.61	£249.36	£679.19
Subscriptions	Operational		£134.28	£93.94	£40.00
Donations	Non-Standard/Reserves		£0.00	£640.00	£0.00
Community Support	Non-Standard/Reserves		£699.88	£0.00	£0.00
Fixtures and Fittings	Non-Standard/Reserves		£0.00	£199.96	£415.20
Roof	Non-Standard/Reserves		£3,540.00	£420.00	£0.00
Major Repairs/Improvements	Non-Standard/Reserves		£857.39	£0.00	£0.00
Total Expenditure:			£10,133.11	£8,433.83	£5,833.04
		<i>Operational Expenditure Sub-Total</i>	<i>£5,035.84</i>	<i>£7,173.87</i>	<i>£5,417.84</i>
		<i>Non-Standard Expenditure Sub-Tot</i>	<i>£5,097.27</i>	<i>£1,259.96</i>	<i>£415.20</i>

Balance Sheet					
			Opening Balance	Period	Closing Balance
Assets					
Bank Account			£2,947.46	-£1,724.73	£1,222.73
Bank Account 2			£0.00	£0.00	£0.00
Savings account			£27,998.82	-£4,028.28	£23,970.54
Cash			£0.00	£0.00	£0.00
Card payment control			£0.93	£0.00	£0.93
Total Assets:			£30,947.21	-£5,753.01	£25,194.20