

St John's Village Hall (Kingsdown)

Registered Charity Number 302777

The Annual General Meeting of the St John's Village Hall (Kingsdown) was held on 19th March 2018 at St John's (Kingsdown) Village Hall at 6pm.

The Chair (SM) thanked everyone for coming to the St John's Village Hall (Kingsdown) Annual General Meeting, asked everyone to sign the attendance sheet and offered refreshments. (SM) pointed out that, in case of any emergency, the rear fire escape is out of action, and the only exit is via the main exit.

Copies of last year's minutes and the accounts were distributed, and a copy of the present Deed of Trust, the governing document, was available for reference.

Record of those present:-

User Groups:-

Alan Smith – (AS) Parochial Church Council rep
Kate Stephen – (KS) Preschool rep
Simon Longland (SL) table tennis rep and treasurer
Linda Dalton – (WI rep)

Community Reps:-

Jane Banks (JB - Secretary)
Sharon Morris (SM - Chair)
Ian Stephen (IS)

Members of the public:-

Fourteen members of the public including Mike Glavin (MG - maintenance officer).

Apologies: – Mrs Amanda Shopland Village Representative (ASh)

Minutes of Annual General Meeting held on 27th March 2017

The minutes were agreed as a true record. Proposed by SM, seconded by AT and signed by SM.

Matters arising: - There were no matters arising

Chair's Statement:-

It has been another busy year for the Trustees of the Hall. We have continued to hold committee meetings every month throughout the year where we discuss a wide variety of issues. Detailed and accurate minutes of those meetings are placed on the hall website, after they have been approved by the committee, for anyone wishing to access them.

The Trustees of the hall are governed by a Deed of Trust, first written in 1952, and amended in 2012 and 2014. It is this document that specifies how the hall is to be run by the Trustees, for the benefit of the people of Kingsdown.

The village no longer has a vicar, and so the Trustees felt they had to amend the Deed of Trust recently. Or to be more specific, amend clause two, which concerns the church's use of the village hall on a Sunday and a Good Friday. The amended clause and Resolution 280 has been sent to the Charity Commission for their approval. Details can be found on our website.

You will notice item 10 on the agenda relates to the election of community Trustees. This process is also covered in our Deed of Trust. Nominations closed on 12th March, and names will be announced when we reach that agenda item.

As ever, Jane has worked extremely hard at keeping the bookings rolling in to enable us to continue to provide for the fabric of the building. The formula for a successful hiring for members of the public continues to be kept very simple:

1. Send in a completed booking form, within the stated time-limit stating the hours required. This includes setting up and clearing away.
2. Ensure money is paid within the stated time-limit to enable the revenue to be processed before the hire commences.
3. Give care and attention to the fabric of the building.
4. Be aware the building is shared with other users.

The present Trustees run this charity with rigour and as a business, which is why the Hall has a healthy bank balance to enable us to keep it in such a good state of repair for the future generations of Kingsdown. We give of our time and expertise voluntarily; we do our best, and the standards we set our hirers, we feel, should be respected and adhered to by anyone who uses the Hall. I'm pleased to say this is usually the case, and it enables the Hall to continue to provide a pleasant space for the enjoyment of the villagers.

Mr Oliver, as I'm sure you have noticed, has started to build on his adjoining land. As part of his planning permission he was instructed to leave us a strip of land which runs up the left side of the hall, for a Fire Escape. In addition to the land, he has very kindly constructed most of the escape pathway for us at his own expense. This has been a huge help to the hall but, nevertheless, we are financing the lighting, re - routing of the electrics and the re-siting of guttering at the rear of the hall. Luckily due to Simon's excellent accounting skills, and Mike's knowledge of the intricacies of guttering, we have been able to carry this out within our budget.

Earlier in 2017 a large and spreading area of damp on the wall by the old fire exit was causing us concern. After several estimates we went with the people we thought most qualified to carry out the work. This has now been completed, re decorated and the radiator replaced. We applied to the Parish Council for some financial help with this and were rewarded with £500 to put towards the cost.

Our thanks, as ever, must go to Mike Glavin who continues to maintain the hall in his usual expert and helpful manner. We are lucky to have him.

Ian Stephen has taken over responsibility for Health and Safety at the hall. He has completed an in-depth survey of the hall covering all aspects of Fire Risks, Health and Safety including the defibrillator positioned on the wall in the courtyard. Ian has arranged a training session for anyone who is interested on learning how to use this apparatus. It will take place in the Main Hall on April 11th at 7pm.

The Trustees have some further projects coming up. We need to think about the wear and tear on the floor in the Upper Hall. This must be in a good state of repair if we are to continue to hire out to dance and movement organisations. The kitchen needs a revamp, the toilets need updating and of course we will continue our fight to keep damp from invading this very old building. There are concerns over the flat roof which needs repairing. and then we will have to consider how to make the new Fire Escape work for us. I know the whole committee would gain huge satisfaction if we are able to make the hall accessible to the disabled. The opportunities the new Fire Escape bring should help us to work towards that goal. To make this Upper Hall freely available to all villagers and their guests would be a massive achievement.

The achievements of the Trustees of this Hall over the decades are something uppermost in my mind this year. We have decided to stage an exhibition as part of the Heritage weekend in September. You may not be aware but the Village Hall comes with a Tin Box. Originally stored at the bank for safe keeping, it contained, and indeed still does, many documents pertaining to the sale of the Hall by the church to the original Trustees, to be held in safekeeping for the village of Kingsdown. Research on the history of this beautiful building has brought to light just how hard the original Trustees worked and what enthusiasm they brought to the project. They were the original 'Movers and Shakers' and we intend on marking their achievements in our exhibition.

I hope we can continue to provide a constantly improving Hall for recreational use by the villagers of Kingsdown.

This concluded the chair's statement.

Financial report and agreement of accounts for 2017:-

SL presented the 2017 income versus expenditure accounts.

Our financial year runs from 1st January to 31st December.

The Trustees agreed these figures at their meeting held on 24th January 2017.

Income £16,510.25 Expenditure £15,224.00 Income over expenditure £1286.25

We began the year with a balance of £19402.60 and ended with £21413.85. Money from donations and grants (£725) are not included in these figures. The base rate is calculated by dividing the expenditure, minus donations and grants, by the number of hours that the hall was used for during 2017. This calculation gives us a base cost for the running of the hall of £7.04 per hour. This represents the basis of our charges to villagers of £10 per hour, and to non-villagers of £12 per hour. These figures include such expenses as the damp proofing.

The improvements we have made have meant that we have attracted more use of the hall by dance and table tennis groups, and the more the hall is used, the lower our base rate will be.

This coming year, we have budgeted for improvements, such as the fire exit lighting, maybe the refurbishment of the kitchen which is likely to cost £7000. Improvements are not included in the calculation of the hourly base rate.

We may also have roof repairs, rendering and painting expenses, which are considered as maintenance, and will be included in the calculation of the hourly base rate.

(SL) will be recommending that the Trustees allow £10,000 as contingency instead of the present £2500 we currently have stated in our reserve policy.

There was a question from the floor about the Tai Chi classes. (SM) explained that the hirer satisfies our terms and conditions of hire, but the Trustees will check this.

ACTION

Helen Williams asked about the new fire exit and disabled access plans, and if this had required any financial outlay for the hall. (SL) said there will be costs associated with the provision of lighting, handrails, and eventually it is hoped to improve the access from the road. (MG) said chocks can be provided over the steps. We hope to apply for grants for some of the planned improvements.

Reports from user groups:-

Parochial Church Council – (AS) had nothing to report.

Women's Institute – LD reported that the WI meets each month, and use both Kingsdown and Ringwould halls. The group is flourishing with over 60 members, and with most of them living in Kingsdown, they would like to continue to use the village hall.

Table Tennis – SL reported that the club meets on Tuesdays and Thursdays, and is going from strength to strength and there are often 12 players in action at once. The group also have matches on Friday evenings,

Pre-School – Report prepared by Kate Stephen (Kingsdown Pre-School representative).

We have 26 children currently attending the preschool, with a few more due to start after Easter. The Preschool is as popular as ever with the children thriving and the parents very happy with the service it provides to the young community of the village.

Since Christmas we have been offering the 30 hours free childcare – our numbers are capped at 8 children to benefit from the full 30 hours, due to the space available. However, we do have a number of children who are taking between 20 and 25 hours under the same scheme.

Our finances are continuously strained, it is tough currently due to the level of funding the government provides vs. our actual costs. A problem all preschools are facing. However, we are working hard to combat this.

We had a fantastic fundraiser in early March - a Gin, Wail and Ale night in the School Hall – we had over 100 people in attendance and we made a fantastic £1700! Thank you to everyone who came and supported us. The next preschool fundraiser is our Easter Egg Trail on the 31st March.

We have also introduced a consumable charge to our parents to help cover the shortfall between the government funding and our costs. This covers extras such as paper towels, snacks etc.

The Village Hall have kindly only increased our rent by a small amount until July this year, this is to ensure they are covering their hourly running costs. The rent will be reviewed again in July.

The preschool would like to thank the Village Hall for the new fire exit which will be a great asset and all the damp work and redecoration etc that was completed last year, which has really made a difference.

Helen Williams asked KS if preschool had written to Charlie Elphicke, our MP. She suggested the group may like to discuss the plight of the preschool with him – the difficulties they are facing are country wide problems.

Announcement of User Group Reps (Appointed Trustees)

The Secretary said she had confirmation of the following appointments until their respective AGMs.

Pre-School – Kate Stephen

Women’s Institute – Linda Dalton

Parochial Church Council – Alan Smith

Table Tennis – Simon Longland

(JB) had attended the last Parish Council meeting, and had asked if they would be appointing a rep. The response had been negative, as they did not have sufficient councillors available. However, Parish Councillor Helen Williams, attending our AGM, said that the Parish Council value using the hall. The scouts and the Conservation groups both had the right to appoint a rep, but had not done so.

Appointment of tellers - Not required, as the total number of Trustees allowed under the Deed of Trust is fourteen.

Nominations for Community Trustees:-

JB read out the names of nominations for Village representatives:

JB, SM, IS were all prepared to stand again.

She had received further nominations for Nick Hansom, Anna Taylor and Amanda Shopland.

All six individuals were elected by the meeting.

Any other Business:-

HW – asked about the WI laptops. SM stated that she had asked, but there were none.

A question was raised about quotes for the damp proofing work. We had obtained three quotes and chosen the best value for money.

A question was raised about whether our Deed of Trust included levels of income, and how we had to spend it. It does not. (SL) stated that we have written our own policies on reserves and use of funds. (See his report).

In reply to a query from the floor, (SM) informed the meeting about the Trustees’ plan to hold a History Exhibition during the Heritage Weekend in September. As the lower hall is reserved for planning this event at weekends, it is not available for general hire.

Sylvia Main asked if the improvements to the kitchen will be done before this event, but it was thought that the toilets would be improved first.

NH asked if the hall had received a grant for the window glazing. (SL) confirmed that we did for circa £1000 and it was used for the window repairs.

Date/Venue of 2018 Annual General Meeting:-

March 2018 (date to be advised nearer the time) at St John’s Village Hall (Kingsdown) at 7pm

The Meeting closed at 6.50pm

The newly elected committee convened a meeting to elect the officers for 2018/19 (see separate minutes for full details)

Sharon Morris was appointed Chair, Jane Banks was appointed Secretary and booking secretary, and Simon Longland was appointed Treasurer.

Signed.....

Dated.....