

## Speldhurst Village Hall

### ANNUAL GENERAL MEETING

To be held on Thursday 4<sup>th</sup> April 2019 at 8.15pm  
At the Village Hall

Also

*Trustees Meeting commencing at 8.00pm*

#### **Trustees Present:**

David Turner (Chairman), Philip Tew (Treasurer) Lynsay Bischoff, Karen Bowles, Richard Ellery, Jenny Fitzsimmons, Alan Ford, Dennis Gianninni, Ivan Goodsell, Sybil Oddy, Lizzie Pannell, Nicky Rees, Simon Renton and Terry Shoebridge

#### **Also Present:**

Jenny Cooper – Administrator, Paul Harvey

#### **1. Apologies for absence.**

- Nick Burgess, Pat Carter, and Mark Oddy

#### **2. Minutes of Trustees Meeting 11<sup>th</sup> October 2018**

- Accepted as a true record of the meeting.

#### **3. Treasurer's Report**

- PT has changed the format of the accounts. For the last 2 years they were presented just as a simple receipts and payment schedule. PT has reintroduced a proper set of accounts done on a full accruals' basis, which was last done in 2015. This means the yearly income represents the events and income of the actual year, regardless of when invoice issued and paid.
- The main asset is the village hall. A big change is that depreciation is applied to the assets. Other assets include the money in both bank accounts.
- Income is up, as are donations. Costs are slightly down. The Village Hall's loss is reduced due to this. The loss caused by depreciation charge, if take this out there is a surplus.

#### **4. Presentation of Accounts for 2018**

- PT reported independent examination has been done and accounts could now be approved and submitted to the Charity Commission.
- Trustees voted to approve these. DT to sign off the accounts.

### ANNUAL GENERAL MEETING

#### **1. Apologies for absence**

- See above

#### **2. Minutes of AGM Thursday 19<sup>th</sup> April 2018**

- Accepted as a true record of the meeting

#### **3. Matters arising**

Fees from 1<sup>st</sup> Sept 2019

- DT suggested it would be prudent increase fees. Although bookings are up utility costs are increasing. DT proposed a 3% increase. SR queried if wages have increased. DT reported wage inflation is over 3%
- LP from Speldhurst Nursery said the amount the government allocates per child has not increased in 2 years. However costs have increased due to the National Living Wage. Nurseries are closing, Holding Hands Pre-school in Rusthall is about to close. JF observed LP and nursery are the main income for the hall, and most regular user.
- IG suggested keeping regular user rates the same and instead increasing prices for one-off private hirers. It was widely agreed this did not need to be by 3% but could be increased by a specific amount of £1 an hour which would still be competitive with neighbouring halls.

- Agreed to increase rates from September 2019 by £1 for private hires and make no changes to regular hire rates.

#### 4. Chairman's report

- DT thanked Polly Wood, the administrator between October 2018 – March 2019, for all her hard work. Polly was instrumental in moving the hall to new booking system and website, and the Management Committee has been very pleased with her work. Polly Wood resigned in March and has been replaced by Jenny Cooper.
- In the past year other key developments include the decking being replaced, and John Hackman reducing his workload from dual caretaker/cleaner to just caretaking. The cleaning is now outsourced.
- Bookings, particularly in the latter half of 2018 are up, but there are still quiet periods. JC has identified these and is looking to fill these going forwards. The Management Committee aim is to have the hall used as much as possible to generate income and keep it moving forward.
- DT thanked all on the Management Committee for all their help, in particular the Maintenance Officer Chris Mann. DT reflected it has been a challenging year but overall, he is very pleased with the progress made.

#### 5. Treasurer's report

- Accounts have just been approved at the Trustees Meeting. These accounts were available at the AGM for all to read.
- DG asked how the insurance is calculated. Insurance is renewed each August, and valuations were done then.
- IG queried if outsourcing cleaning has increased costs. It has, Management Committee also agreed that cleaning standards have improved.
- PH asked for the trustees thoughts on the Shawbrook Account. PT is looking at accounts where access is more flexible and added it will be hard to find an account with better interest rates. Treasurer and Chairman happy that the money is secure and have control of the bank account.
- RE queried why the Parish Council grant for decking was not in 2018 accounts. PT explained that the money was not received until Feb 2019, and expense not in account until Jan 2019. Is in accounts as post balance sheet event. Trustees thanked the Parish Council for the generous donation.

#### 6. Maintenance report

- CM explained John Hackman did not want to continue his dual cleaning and caretaking role, so was now solely caretaking on hours that suit him. The trustees thanked John for all his work.
- The decking has been replaced after 14 years' service. When the rotten decking was lifted it revealed a lot of the substructure was rotten as well. This meant a larger expense. Management Committee looked at synthetic decking which would last 20 years, substructure only 10 but decided the best solution was to do like for like decking. IG queried the life span of the new decking; CM says it has a 10-14 year life span.
- CM is researching making the decking anti-slip and has an initial quote for over £2000. CM thinks can get materials for £600 and do the work with free labour from village. JF said Toddler group would be very grateful for anti-slip improvements. Agreed to make decking anti-slip.
- CM and DT thanked Speldhurst Parish Council for their grant of £3000 towards the costs and announced a plaque will be put up recognising this contribution.
- LP pointed out cigarette disposal is rusting and needs removing. MC to decide whether to replace or remove this.
- CM reported the internal flooring has been sanded and sealed this year at a cost of £4000 and should last a few years.
- The next big expenditure will be repainting the walls.
- The fluorescent tubes are starting to fail in main hall. The panels are slowly being replaced with LEDS as cannot directly replace the parts. If Trustees agree the lights will eventually all be moved to LEDS. PH queried cost – it is £45 per panel and there are 24 panels. Not expected to increase running costs. The uplighters are dimmable and are more expensive to run, and currently unable to find LED replacements. CM emphasised the need to spread the costs of the work
- CM, SO and KB deep cleaned the kitchen in January 2019 before the new cleaners started. This included resealing the kickboards. DT thanked them on behalf of all trustees.

- CM mentioned there have also been lots of minor issues that have been fixed throughout the year.
- JF asked for the toilets to be redecorated.
- LP mentioned a tap in the kitchen is damaged.
- SR queried the front door. The lock had been broken so the door was blowing open in the wind and setting the alarm off. This has now been fixed. SR asked if the door instructions were overly complicated, CM said it was an improvement on twin sliding doors and is the best and strongest system on the market.
- SR queried who is the person to contact if there is an issue with the door, as the current contact list is out of date. CM to ask John Hackman to be a door contact. JC to update the front door contact list.
- CM asked all trustees to remind children in their groups not to fiddle with the boiler controls as this affects the heating and is resulting in CM being repeatedly called out to fix it.
- DT concluded that aware maintenance is a big cost to the building, and for this reason PT ensures Speldhurst Village Hall Foundation keeps a surplus and capital fund to cover these issues.

## 7. Appointment of trustees

- Error at last meeting meant PT not officially appointed as trustee. PT voted in as a trustee.
- Deed of Trust requires Foundation to have 5 elected trustees, and 14 appointed from user groups.
- In the past year Olive West has resigned.
- There is a Bowls Club trustee vacancy. DT explained Bowls Club in period of transition and will ask for this role to be filled in due course.
- LB officially agreed as trustee representative from the Fete Committee. All thanked the Fete for the large donations they make each year to the Village Hall.
- There is a vacancy for the Rec Committee trustee. KB to ask Ed Wesson to be this trustee.

## 8. Appointment of Chairman of Management Committee

DT reappointed as Chairman.

## 9 Appointment of Officers on Management Committee

PT reappointed as Treasurer; CM reappointed as Maintenance Officer.

## 10 Future Financial Requirements

- When CM and SO did the last risk assessment the main concern was the uneven paving outside the front door. CM has requested 2 quotes for having the paving re-laid, and broken slabs replaced. Also referred to the anti-slip decking and redecoration of bathrooms mentioned earlier. DT proposed getting quotes for the bathrooms at the same time as paving. DT may request Parish Council assistance again.
- CM mentioned the PA system and projector may need an updated HDMI cable, so they it can be used by hirers with a modern laptop.
- Management Committee are looking to improve the broadband service provided, so speed and capacity is improved.

## 11. AOB

- Management Committee have renewed membership of Rural Kent Action With Communities. Believe they are a good resource; DT attended a course last year and JC going to the annual meeting this year
- SR raised the number of pot holes now on St Mary's Lane. The largest pot hole at end of road that has been temporarily filled with rubble. SR is seeking quotes for repairs, the first one obtained is £6500. SR expressed concern that frosts next winter will cause a lot more damage. SR proposed applying to Parish Council for grant and discussing how to apportion the costs: 1/3 Village Hall, 1/3 Recreation Ground. 1/3 St Mary's Lane Residents. SR showed research that residents, in particular those near Northfields do not constitute 1/3 usage of the road. NR asked if upkeep of the road is part of the deed of covenant for the residents. CM raised point some damage may have been done by the building contractors for MUGA.
- SR to seek more quotes for the work. SR to attend next Management Committee meeting with these to discuss further.
- DT proposed amending agenda for next AGM, have trustees meeting first and AGM afterwards rather than splitting the meeting. JC to amend for 2020

## 7. Date of next Trustees meeting

8pm on Thursday 10<sup>th</sup> October 2019 at Speldhurst Village Hall

Minutes Taken by Jenny Cooper

Minutes approved as true record of the meeting: