

SPELDHURST VILLAGE HALL FOUNDATION TRUSTEES MEETING & AGM

2nd April 8:00 pm
The Main Hall

TRUSTEES MEETING

Attendees: Karen Bowles, Nick Burgess, Jenny Cooper (administrator), Cllr. Richard Ellery, Dennis Giannini, Ivan Goodsell, Chris Mann, Mark Oddy, Sybil Oddy, Lizzie Pannell, Nicky Rees, Simon Renton, Terry Shoebridge, Philip Tew (Treasurer), David Turner (Chair), Ed Wesson

NB Due to coronavirus this meeting was held over Zoom.

I. Call to order

II. Apologies: Lynsay Bischoff, Pat Carter, Jenny Fitzsimmons, Alan Ford

III. Minutes of last Trustees meeting

These were approved as a true record of the meeting

IV. Chair's Report

DT thanked the Management Committee team and administrator JC for their hard work over the past year. The hall has increased income by 21% on last year, largely because of the input by JC. It has not been the easiest year, with new challenges and increased costs. Crucially the hall is busy and in regular use which is what the trustees want.

V. Treasurer's Report

Income up significantly across the board, as taken on new hirers and introduced new events. Costs are also up, including £5000 spent on the new decking. Increased hall usage means more is being spent on running costs including administration, cleaning and utilities.

The coronavirus and subsequent lockdown will significantly affect finances for this year, booking and event income has ceased for the time being.

The hall has £50,000 cash resources so has some security, but these will be depleted by coronavirus. The MC are reducing costs where they can; cleaning has been stopped, caretaking and administrative hours significantly reduced.

IG thanked JC and MC for their work in turning the hall around. Observed hall facing a tough year ahead without annual substantial donation from the fete (Speldhurst Fete 2020 cancelled due to Coronavirus), and a potentially long period with little income.

DG reported the Men's Club has met and would like to continue to contribute Men's Club Rent for the next 3 months. Men's Club thanked by all. Men's Club will review their position in July when next quarterly invoice due.

PT confirmed MC agreed not sending out next round of invoices to regular hirers whilst lockdown is in effect, and these groups have all been guaranteed their slots.

IG asked if any information or support from Rural Kent. JC confirmed helpful guidance has been sent through, especially regarding insurance cover.

PT has checked the insurance, and there will be no cover for business interruption under the policy for the Covid caused loss of bookings.

VI. Maintenance Officer's Report

CM thanked John Hackman for all his work, for being a great caretaker who is very industrious and has kept things ticking over.

Large costs this year included repairs to the boiler which took 4 visits to get fixed. MC invested in 30 new covered chairs which were agreed to be needed, and on a plaque thanking Speldhurst Parish Council for contribution to the decking work.

Another cost was repair to the AV system sockets which have repeatedly been damaged as users unplug the PA system. MC considering building an AV fixed cupboard into the main storage zone, which would be more efficient and stop the issues with the sockets. MC also been looking at smartening up toilets with some new fittings and redecoration. Both projects are now on hold because of the drop in income, will revisit when the situation improves.

Wi-Fi has been upgraded, now a faster and stronger signal.

CM has fixed roof leaks which were exposed during the winter rainfall. Otherwise physically hall in fairly good shape.

Only scheduled work is to replace the paving with tarmac outside the front door. This will be done at the same time at the repair to the potholes on St Mary's Lane. MC thank Speldhurst Parish Council for grant of £1400 towards this.

IG asked if worth getting a quote for a new boiler if considerable money has been spent on getting it mended. Will the boiler last another winter? CM replied likely if the boiler breaks again the hall will need a new one. IG keen to pre-empt any issues so hall not without heating for the winter. CM explained the boiler will be serviced early in the autumn which should flag up any issues. DT asked age of boiler. Boiler was installed when the hall was rebuilt so over 15 years old.

VII. Approval of 2019 Annual Report & Accounts

PT reported that the audit review has been completed.

All trustees approved the Annual Report and Accounts.

VIII. Election of Office Bearers

- a) Chairman - David Turner re-elected
- b) Vice Chairman - Chris Mann re-elected
- c) Treasurer – Philip Tew re-elected
- d) Maintenance Officer – Chris Mann re-elected
- e) Health & Safety Officer – David Turner re-elected
- f) Management Committee Members – Karen Bowles, Sybil Oddy and Terry Shoebridge all re-elected.

IX. Unfinished Business

- a) Trustees Online Resources

JC confirmed the AGM and trustee meeting agendas, minutes, deed of trust and yearly accounts were now available on the website for all to access.

b) St Mary's Lane & Paving Replacement

Agreed to go ahead, just waiting for contractors Sturgeons to start.

c) Nursery School Lease

At the last meeting LP queried the possibility of a nursery lease. DT confirmed MC committed to the nursery at the hall, and asked if she would still like one, and what it would involve. LP explained she raised the issue as a colleague's rent went up tenfold. She has investigated and we could have something in place, but it would have little value, and cost a lot to create. Concluded MC and LP happy to stick with rolling agreement currently in place.

X. New Business

a) Hire Rates

DT stressed important issue to be addressed. When you factor in depreciation to the accounts, they show a loss of over £4000, which is an increase on the previous year. This is concerning the MC, as if it continues it will eat into cash funds. MC want to have a surplus to allow improvement works such as refurbishment of the toilets and have an operational surplus for unexpected drops in income such as the current coronavirus situation.

DT proposed 2.5% increase in rates, and that in future years the rates should be increased in line with the CPI rate. Utilities going up at least 5% annually. As the hall is used more the cost of these is also increasing.

IG said cannot change the fact the value of the asset decreasing. The hall has good operational profit from income and expenditure, and that is a sign of good business.

PT explained factoring in depreciation provides a sinking fund. If we do not keep income in line with rising inflation, will deplete resources. This is particularly important as the fall in income from coronavirus will further stretch resources

IG agreed principle with rate increase but expressed concern about the timing. Is this the right time to do it with a possible recession looming?

JC clarified it would not affect one-off private hirers, only regular user groups

DT explained MC had put off increasing rates last 2 years, cannot keep doing this.

CLlr RE and EW both recommended regular incremental increases, rather than one off major price increases. EW supported keeping hall price rises in line with inflation.

DT expressed MC concern about how this would affect LP and Speldhurst Nursery. Aware financial pressures LP under as government income for nurseries has not increased, and instead decreased in real terms with the new minimum wage. Stressed the importance of the Nursery School to the hall, village, and community. DT in contact with Speldhurst Parish council and clerk Chris May to explore the possibility of a grant to the nursery to help with the increase in hire rates.

LP thanked the MC for their support and explained she is not expecting no increase. Easier to manage incremental increases rather than a big leap and would like to pay what she is able to. DT asked what the nursery could sustain? LP explained she will not know the financial impact of coronavirus for a while. Agreed MC and LP to keep in close communication and work together going forward to protect both the hall and nursery school.

2.5% increase in hire fees for all bookings approved. Limited delegated authority to the management Committee to set a Nursery School hire rate increase of between 1%-1.5%, final rate to be agreed between the MC and LP.

XI. AOB

There was no AOB.

XII. Date next Trustees Meeting

Thursday 8th October 8pm

AGM – to start as soon as Trustees Meeting finished

NB: There were no extra attendees of the AGM

XIII. Approval of 2019 Annual Report & Accounts

These were approved by all present.

XIV. Notice Of Appointed Representatives

- a) Speldhurst Parish Council – Cllr Richard Ellery to continue as appointed representative.
- b) Speldhurst CEP School – Ivan Goodsell to continue as appointed representative.
- c) Speldhurst Rec – Ed Wesson to continue as appointed representative.
- d) Speldhurst Fete – Lynsay Bischoff confirmed after the meeting she was happy to continue as a trustee.
- e) Speldhurst Flower Show - Alan Ford confirmed after the meeting he was happy to continue as a trustee.
- f) St Mary's Church – Nicki Rees to continue as appointed representative.
- g) St Mary's Lane – Simon Renton to continue as appointed representative.
- h) Allotments – Mark Oddy to continue as appointed representative.
- i) Men's Club – Dennis Giannini to continue as appointed representative.
- j) Nursery School – Lizzie Pannell to continue as appointed representative.
- k) Toddler Group – Jenny Fitzimmons confirmed after the meeting she was happy to continue as a trustee.
- l) Library – Pat Carter confirmed after the meeting she was happy to continue as a trustee.
- m) War Games – Terry Shoebridge to continue as appointed representative.
- n) Uniformed Groups – Nick Burgess & Sybil Oddy to continue as appointed representatives.

XV. AOB

There was no other business. DT thanked everyone for participating in a Zoom meeting, and thanked PT for organizing and setting up the meeting. Agreed technology worked well.

XVI. Adjournment