

Minutes of Sharrington Village Hall (SVH) AGM held on 23 May 2017

In attendance:

Ann Garwood (AG), Pippa Long (PL), Lesley Forrest (LF), David Forrest (DF), Claire Dubbins (CD), Sandra Grunwald (SG), Debbie Hyslop (DH), Martyn Sloman (MS).

SVH Management Committee present:

Gary Grunwald (GG), Ann Abrams (AA) (Secretary), Roger Dubbins (RD) (Chairperson), Bobbie Coe (BC) (Treasurer), Chris Abrams (CA) and Robin Hyslop (RH).

1. **Minutes of 2016 AGM** were approved. (proposer MS, seconder PL)
2. **Trustees' report** was delivered by RD (copy report attached)
3. **Accounts for the year ending 31 December 2016** were summarised on behalf of the treasurer (BC) by RD (copy accounts attached)
4. **Amendment of constitution.** (copy resolution attached)

4.1 The Hall's constitution was last amended in 1966.

4.2.1 The changing nature of the village had prompted the committee to re-examine the number of members required on the committee. At the time of the meeting there should be eight elected members and four representative members nominated by (1) the Parish Council, (2) the Parochial Church Council (PCC), (3) the Sharrington Society and (4) the Sharrington Bowls Club.

4.2.2 The committee had tried in vain to get eight people onto committee so proposed that there should be six elected members and three representative members, the bowls club having disbanded. This would reduce the committee from twelve to nine members in total.

4.2.3 The representative members would serve for one year from the AGM and could be nominated a month before the AGM is due to be held.

4.2.4 If an organisation should not wish to put forward a representative, the right to nominate would lapse until the following AGM.

4.2.5 Each of the three remaining organisations had agreed to this proposal with both the Parish Council and Sharrington Society declining to nominate a representative this year. The PCC had nominated David Forrest as its representative and he was welcomed to the committee.

4.3 The committee also proposed downsizing of the quorum for a committee meeting from half its members to one third.

4.4 The committee also proposed that the date of the AGM be moved from January to May as the Hall's accounting year ended in December and an independent audit was required.

4.5 The committee also proposed including the building formerly used as a garage by Norfolk County Council in the description of the property. (At the time of the meeting only the building known as the village hall and its grounds were listed in the constitution).

The amendments were approved and the resolution passed. (Proposer MS, seconder DF).

5. SVH committee election:

All current committee members stated that they were willing to stand for another year following their retirement at the end of the meeting. There were no nominations from any other individuals. It was resolved that the elected members for the forthcoming year would be GG, AA, RD, BC, CA and RH. (Proposer; MS, seconder; AG).

6. Any other relevant business:

6.1 Use of hall – The committee continued to find it difficult to know what events to stage but RD stated how pleased the committee was with the live music evenings each month. Five or six sets of musicians have been attending with an overall attendance of between thirty and fifty. The events would continue through to November with revenue being generated by bar takings and donations on the night.

The Art Deco talk was excellent AG

The following events were scheduled for rest of year; a Halloween quiz, a Christmas fayre in November and, perhaps, a talk on Antarctica.

Should Fridays be avoided ? RD

Maybe it's more about going out in evenings. How about talks in the afternoon during the winter? CD Agreement from BC.

What happened to idea of craft group? SG. RD replied that volunteers were required.

PL asked whether we might consider getting a pilates group to use the hall and would enquire on our behalf. It was agreed that people would have to pay in advance or attendance could not be guaranteed.

LF pointed out that events could now operate where there is warmth and light from new installations and the dimensions of the hall seemed to have increased with the wood panelling.

DH suggested a Christmas social and quiz, with mince pies and mulled wine, various fun games and not too much organisation. She suggested including other villages. SG offered carol singing. The proposal was attractive to those present.

CD would like us to offer our stage to others; possibly a play.

SG would like to hold another cancer fund raiser.

MS requested that we avoid competing with events being held by the village church. RD confirmed that the committee's policy was to avoid competition where possible.

CA pointed out that a well-known photographer David Cottridge had offered a photographic talk which met with approval from attendees.

DF pointed out that all those attending had contacts that could be used for promoting events. Residents could just have a social get together which would not need food. The most important thing would be to try and get dates not to clash with other events in the surrounding area.

RD stated that he felt that a focus was needed for a 'get together' or no one would come along. He also stated that the committee realised that not everyone could come to every event the committee held. *PL* raised the example of the village where her daughter lives. Once a month they have a village supper with a hot main course and dessert. This is paid for and is held on a Friday night or a Sunday lunch time. Residents don't book but just turn up. It's an opportunity for people to get together. The cooking is done by whoever is to benefit from the proceeds, one month it could be the church the next the village hall. *RD* stated that in Sharrington the burden was likely to fall on much the same group of people no matter who got the proceeds.

It was agreed though that new people coming into the village might be in a position to help although it was pointed out by *DH* that the house opposite her house was to continue as a holiday home.

PL asked if the village could we have a fish and chip evening or were there too many elsewhere? (Bale and Langham)

RD pointed out that the committee had thought of this with a quiz night as it was less work than providing food. He pointed out that at the Bale night they also had a 'bring your own drink' policy but the money raiser was their raffle to which most attendees contributed a prize.

CA suggested an event might contain the competition known as 'roll a pound' where the nearest wins a bottle of whisky. *BC* noted we would need old £1 coins.

DH stated how successful the Queen's afternoon tea party had been. *LF* added that the free tea associated with the World War 1 exhibition was also well received and asked whether the committee had thought of a curry lunch on a Sunday?

GG pointed out that £5 for a fish and chip night could be applied just as easily to a curry night getting the Holt Indian restaurant to provide the food.

Building on this theme *LF* suggested we go round the world and have a pizza night, although she felt lunch time would be better attended.

DF supported the idea of a winter curry.

RH returned to the topic of a social at Christmas maybe the 9th December with a bar, punch and mince pies. *PL* supported a return to the large Christmas raffle the village used to have (but this might detract raffle held at Christmas fayre). *RH* suggested the 50/50 draw be reserved for this night too but he also fancied the idea of a play as we haven't done one yet.

CD asked if we would host a first aid course. She pointed out she and *PL* had recently done one and it was taught elsewhere in Europe to children. Her feeling was it would be helpful to have. (1 day events arranged from Fakenham maybe about £30?)

RD thanked the attendees for their suggestions. The committee would look at what it might be able to take forward.

6.2 Hall refurbishment project – *RD* stated that the Hall was unlikely to have enough money at this time to pay professional decorators except for the ceiling which requires scaffolding. Malcolm Green and *DF* volunteered for painting inside hall. *DF* also volunteered to assist *RH* with grounds maintenance. *PL* and *LF* volunteered to help with sewing duties.

AA was asked for an update on the curtains by *RD*. The plan was eventually to remove the old curtains and replace with a suitable fabric to fit with the age of the building (1950's). Currently the idea was to

use a green gingham fabric to replace the fabric of the curtains but to save money by recycling the linings and header tape. It was acknowledged that until a curtain had been deconstructed this might not be a workable theory! *DH* raised the colour scheme for the hall and wanted it to be in keeping with the stage curtains (gold). *AA* pointed out the back door curtains would be removed permanently as they do not stop the drafts. *RH* pointed out that this was due to the self-closing hinges needing replacement.

RH complained about the problems of dog mess in the grounds and suggested that, perhaps, a large notice should be put up.

DH, from her position as chairman of the Parish Council, stated that a letter from Albanwise (the local farmer) complaining about dog poo bags in their fields was being handled by the Parish Council which was in the process of writing to every household about this nuisance factor and anti-social behaviour.

PL suggested a dog poo bin be installed but *DH* pointed out the whole village would be paying for this but it was only the action of a few that caused the problem.

GG pointed out that if people weren't using bags or taking them home they were hardly likely to walk to a bin. There followed a general discussion on the subject which concluded that it was more likely to be a resident offender rather than a visitor. It was agreed that the Parish Council would take the matter forward but the committee would support a bin being placed on the hall grounds.

6.3 Outstanding refurbishment items – *RD* stated there were still some outstanding odds and ends from the initial refurbishment project. Outstanding was the heating and lighting in the entranceway, heating in the gent's toilet, refurbishment of lights in ladies, dimmable stage lighting and outside lighting. Some of this would be completed in next two to four weeks after meeting with electrical contractor on 25th May. A fridge, dishwasher and cooker had been identified but not yet purchased. The ceiling would be painted nearer the end of summer by a contractor and walls by volunteers.

RD wished to thank the Parish Council for its generous donation of £1500 towards the cost of the project.

DH gave a vote of thanks to the hard work undertaken by the committee and their achievements so far. She also asked if we were putting in another grant application now.

RD stated that, at the present time, the committee was not putting in another grant application as there was a need to finish identified items from the current project. He also hoped the hall would be used more now it was looking more attractive.

RH pointed out that updating the stage area could lead to hiring out this facility.

BC stated that noise from the water system in ladies toilet may also need to be attended to.

MS alerted the group to theft of lead from neighbouring church rooves and asked that we all remain vigilant to theft.

SHARRINGTON VILLAGE HALL

Report on Activities in 2017

The members of the Management Committee and the Trustees of Sharrington Village Hall for the year were Ann Abrams, Chris Abrams, Bobbie Coe, Gary Grunwald, Robin Hyslop and myself plus David Forrest who was nominated by the Parochial Church Council. In September, we were delighted to co-opt David Allison from Brinton.

2017 was a good year for the hall on a number of fronts.

Revenue (ignoring grants and advance sales of tickets for our concert in January this year) was £7,264, a 10% increase on 2016. Expenditure (ignoring expenditure on the refurbishment) at £4,051 was a little less than in 2016 producing a surplus of £3,213 for the year.

Revenue from the 50/50 club fell from £912 to £804. The main reason for this is attributable to our inability to recruit new residents in the village.

Revenue from events was a little up and income from the hire of the hall and its equipment remained much the same as in 2016. There was, however, a noticeable increase in donations much of which came from our monthly music nights.

Having secured funding from the North Norfolk District Council's Big Society Fund in 2016, we were, with additional help from the Parish Council which generously donated a further £1,500, able to complete Phase 1 of our Project to rejuvenate the hall. We have installed new heaters, upgraded the lighting and other parts of the electrical system, installed a new PA system and kitchen appliances. We have new windows and wall cladding and have bought a projector. We have also decorated much of the main area largely due to the efforts of members of the Committee. To achieve all this we spent just over £5,500 of hall funds which was within the budget we set for ourselves and left us with reserves approaching £10,000 at the end of the year.

Once again the success of our fund raising events was mixed. The Xmas Fayre continued to do well. The raffle was not quite the success it was in 2016 but

we were fortunate to have a range of collectables at the Fayre which had been secured for us by David Allison from a house in Brinton. This boosted our takings on the day and some of the artwork which did not sell has subsequently realised nearly £250 for hall funds. Our Antiques Evening was reasonably well attended but the Art Deco talk and Halloween Quiz did not generate the interest we anticipated.

What made the difference in 2017 were our nine Music Nights. Featuring live music from local musicians, these events were free and attracted an increasingly large following. Revenue was generated from the bar run on the night and from donations. It is interesting to note that other venues in the area have started to host similar events!

In November we had a bit of a crisis with the drainage system but, with the help of local contractor, Paul Allison, we were able to resolve the issue at a very modest cost.

The Charity Commission was not prepared to accept our revised constitution but the Trustees have since passed the necessary resolution to give effect to the alterations that were required to bring the constitution more up to date.

The Committee is indebted to those who have donated raffle prizes and the many volunteers who helped us throughout the year like Bob McQuade with his posters, Mike O'Kane, Liz O'Kane and Sandra Grunwald who helped breathe life into the music nights, Adrian Allenby for his 'Fantastic Festive Beasts' and Sarah Bell for dragging us into the 21st century with Facebook & Twitter!

I would like to thank all the members of the committee for all their hard work in ensuring that, notwithstanding a number of health issues, we achieved so much in the year.

Roger Dubbins

Chair-Sharrington Village Hall Management Committee

Trustee of Sharrington Village Hall-a registered charity

April 2018

Sharrington Village Hall
Income & Expenditure for the Year Ending 31st December 2016

	2016	2015
Income		
50/50 Club	912	905
Hall Hire/Equip Hire	1,610	1,073
Donations	90	30
Misc	-	3,055
Sharrington Bowls Club	-	1,458
Events (See Note A)	3,550	-
Website Income	95	-
TEN Refunds	63	-
Sale of Bowls Equip	60	-
NNDC Rate Refund	221	-
Rent	-	10
	6,601	6,531
Expenditure		
Heat & Lights	382	318
Licences	125	62
50/50 Club Prizes	425	405
Cleaning	430	480
Insurance	415	397
Business Rates (Refunded)	221	232
Cleaning Materials	17	27
Equipment	63	-
Accountancy	84	84
Subscriptions	-	15
PPSA	-	35
Event Expenses (See Note B)	425	-
Fire Test	69	-
Water Charge	60	60
Wine,Coffee,Tea etc	247	-
Gift	51	-
Website Expenses	74	-
Premises Licence	100	-
Advertising Licence	36	-
Asbestos Survey	384	-
Ticket Refund	12	-
Unpaid Cheque	12	-
Xmas Fayre Expenses	40	-
Misc	-	910
Repairs & Renewals	475	323
	4,148	3,348
Excess/Deficit of Income/Expenditure	2,453	3,183
	2,453	3,183
Represented by:		
Balance b/f 1/1/2016	9,603	6,420
Net Profit/-Loss	2,453	3,183
NNDC Grant	8,787	-
	20,844	9,603
Current Assets		
Lloyds Current Account	20,844	9,603
Balance @ 31/12/2016	20,844	9,603

I hereby certify that the above accounts have been prepared in accordance with the books, information and explanations supplied to me.

Yvonne Cathrine
Y's Book Keeping Services
20/04/2017

**Sharrington Village Hall
Notes to the Accounts****Note A Events Income**

Xmas Fayre 2015	13.00
Abbey Road Talk	320.25
Glaven Evening	319.80
Bollywood	75.00
ChickLit	710.50 *
Quiz	175.00
Xmas Fayre 2016	1,936.00
	<u>3,549.55</u>

Note B Event Expenses

Western Night	183.77
Glaven Evening	46.38
Bollywood	75.00
ChickLit	144.00 *
	<u>449.15</u>

* includes £12 refund & £12 unpaid cheque

SHARRINGTON VILLAGE HALL

Resolution for the Amendment of the Scheme for Regulation

IT WAS RESOLVED THAT the following amendments be made to the Scheme for the regulation of Sharrington Village Hall dated 2 February 1996, subject to the approval of the Charity Commissioners and adopting the same numbering as in the Scheme:-

Paragraph 3 Constitution

The composition of the Committee, when complete, be reduced from 12 persons to 9 persons being 6 Elected Members and 3 Representative Members.

Paragraph 4 Elected Members

The number of Elected Members be reduced from 8 to not more than 6 to reflect the number of residents willing to serve on the Committee.

Paragraph 5 Representative Members

- (1) The Sharrington Carpet Bowls Club should no longer be entitled to appoint a Representative Member as it has ceased to exist
- (4) If any organisation entitled to appoint a Representative Member fails to do so before an annual general meeting the right to appoint shall lapse until the next annual general meeting.

Paragraph 20 Rules

- (4) The number of Members who shall form a quorum at a meeting of the Committee shall be increased from one third to one half of the Members for the time being.

Paragraph 24 Annual general meeting

The Annual general meeting shall be held in May each year (and not in January) or as soon as practicable thereafter.

The Schedule Description of the Property

The following words be added at the end of the description ' and Garage' so as to read '.....erected thereon known as Sharrington Village Hall and Garage'.