

Minutes of Sharrington Village Hall A.G.M. held on 21st May 2019

Outgoing Committee: David Allison (DA)(co-opted member), Robin Hyslop (RH), Roger Dubbins (RD)(Acting Chairperson), Bobbie Coe (BC) (Treasurer), Gary Grunwald (GG), Chris Abrams (CA), Ann Abrams (AA), Alex Stewart (AS)(co-opted member).

GG had resigned during his tenure due to ill health. At this point RD thanked Gary for all his hard work particularly in securing funding for Hall improvements.

Attendees: Claire Dubbins (CD), Pippa Long (PL), Brenda Young (BY)

Apologies: Robin Hyslop and Martyn Sloman (who wished to express appreciation on behalf of the PCC that the Hall continued its efforts to work in harmony with the PCC).

1. **Minutes of the 2018 AGM** were unanimously approved after the following matters arising raised by RD namely:
 - 1.1 The rules relating to the production of the Hall's accounts had been checked with Charity Commission guidelines and it had been established that they do not need to be prepared by a qualified accountant. However, the Committee had decided to continue to instruct an independent bookkeeper for reasons of integrity and cost.
 - 1.2 We have new chairs and tables and Albanwise had cut our hedges as agreed. We have checked our insurance against another provider which quoted more than we are currently charged.
 - 1.3 The piano remains unused and despite trying to find a new home for it we have been unsuccessful. The Committee will endeavour to ensure that any disposal will be undertaken without incurring expense.
 - 1.4 The red chairs were sold for £140.
 - 1.5 The internal door mechanism has been replaced. Thanks were given to DA for his handy work around the building.
 - 1.6 No further progress had been made with the defibrillator due to time constraints but the Committee will be investigating taking it forward on behalf of the Parish Council, the Hall being its preferred site.
2. **Trustees report** was delivered by RD (See attached) with his thanks to all Committee members whose different skills had benefited the Committee.
3. **Accounts for the year ending 31st December 2018.** (See attached) PL queried 'Sale of art work' and it was explained by RD that this was an unsold donation at the Christmas Fayre subsequently taken to auction at Diss by CA & AA.

4. Refurbishment projects.

4.1 Our recent Health & Safety risk assessment raised several issues that required expenditure. We now have a mat at the other fire exit, a cable cover and fixed extension lead for use with portable equipment and a new First Aid box which has been installed on the wall. The total expenditure for these items was £112.

4.2 The Committee is also investigating refurbishing the old bar area currently used for storing furniture. The Committee has set aside £2,500 for this exercise which will be costed before being undertaken. RD pointed out that we are required to keep all alcohol securely and a lockable grill would meet this requirement. The provision of refrigerated units for storage of drinks and glass storage would complete the main part of the refurbishment. The down side is where to store the chairs which otherwise sit on a purpose built frame in the corner nearest the bar taking up space.

4.3 DA is looking at repair of external guttering.

4.4. The roller door to the garage no longer functions and is to be investigated by an electrician.

4.5 Darren Betts is to be asked to quote on finishing the hall cladding under the stage area.

4.6 DA is investigating the automatic flushing system which serves the urinals in men's toilet and which has ceased to function.

4.7 The more ambitious project to insulate the ceiling, to help address a 50% increase in the Hall's electricity bills, is being undertaken by AS who is hoping to secure 50% of the funding. Since the Committee looked into insulation some years ago, when the quote for replacement of the roof was £60,000, insulation methods have moved on and we are hopeful it can be done more easily and cheaply.

4.8 PL requested matching wine glasses. RD replied that the Committee is looking into the purchase of new glasses and showed her the examples he had sourced to this end. The Committee now just have to agree on the budget.

4.9 RD pointed out that there is still internal decorating to do and asked for volunteers.

5. Use of the Hall.

RD was pleased to report an increase in usage of the hall. In addition to the Parish Council, Sharrington & District Garden Group, Noble Rotters Wine Club, the Parochial Church Council (PCC) we have also attracted in the past 12 months an exercise class, a Zumba class, a monthly sing-along and a craft workshop. Additionally there have been two elections. Most weeks CA has been using the Hall for band practise. Dimensions UK are again using the Hall three times a month which would probably increase to four if the singing group ceases or changes the day on which it meets.

CA has arranged four music nights this year and three concerts. In March the musicians were paid a percentage of door takings ensuring the Hall did not make a loss. (the basis adopted was to pay 70% of the revenue from ticket sales to performers and 30% to the Hall which also kept bar takings.) In future, some performers will still be paid a fee and pricing of tickets will reflect this. Sales of tickets for Terence Blacker had gone well and CA confirmed reserved tickets for the Gordon Giltrap concert in August are already at 57.

RD stated that the Committee is keen for the Hall to be used as much as possible and any suggestions would be welcome. In the autumn months RH is arranging a Mamma Mia sing along and the Hall will host its Christmas Fayre as usual.

CA asked how we got a carpet sales event in the Hall. BC explained it was a cold call and the vendor thought we were Sheringham. It ran from noon to five, due to a morning booking, and the vendor indicated that he would like to return. However there was an issue with plastic notices being left, which had covered a 6 mile radius.

CD pointed out the venue was good for children's parties.

BC confirmed that the Gresham's ladies are continuing with their weekly exercise class until the end of the school term and reminded those attending that that Capriol Films had hired the Hall for its last film – Through Lotte's Lens.

6. Hire Agreements.

RD explained that as our insurers expect us to have hire agreements in place he had prepared a short-form agreement using the ACRE (Action with Communities in Rural England) draft as a guide. However, the initial draft he prepared was, on reflection, too strongly worded and not really appropriate particularly for local users like clubs which did not carry their own insurance. RD had, therefore, produced a compromise for the main users in this category namely – Sharrington & District Gardeners and the Noble Rotters Wine Club. The exercise class and the Zumba class had signed a version of the agreement in its original format. RD is still trying to get Dimensions UK to sign their agreement which they have had in draft form. Their agreement may need amending as BC pointed out the company now want to keep items in the Hall particularly a drum kit and football goals. The Committee will also have to investigate where they can be stored and hope it is possible to use the area under the stage. RD expressed the opinion that the form of Agreement for 'outside users' will also probably need to be brought more into line with the ACRE draft.

7. Retirement and election of committee.

RD stated that all current members were willing to stand in their current roles but the need for new members is becoming increasingly pressing. BC, RD, CA, AA & RH will remain as

trustees. There were no nominations from the PCC, Parish Council or the Sharrington Society. All current committee members were unanimously re-elected.

8. A.O.B.

8.1 CD expressed thanks to AA for new framed photographs now on the walls of the Hall.

8.2 The Committee agreed to make a donation of £30 to the Lynx (the Parish magazine) as it served as a useful means of advertising events in the Village Hall.

SHARRINGTON VILLAGE HALL

2019 Trustees Report

The members of the Management Committee and the Trustees of Sharrington Village Hall for the year were Ann Abrams, Chris Abrams, Bobbie Coe, Robin Hyslop and Roger Dubbins. David Allison and Alex Stewart continued as co-opted members but Alex Stewart resigned due to pressure of work on 28 August 2019. Gary Bishop from Brinton and David Webb were co-opted as a members on 2 December 2019.

No Committee members were nominated by The Parochial Church Council, the Parish Council or the Sharrington Society to serve on the Committee in 2019.

From a financial perspective and in the context of the amount of use of the Hall, 2019 saw continued growth.

Revenue was £12,234; an increase of 43% on 2018 when it was £8,577 ignoring the grant received from Awards for All.. Expenditure was £7,241; an increase of 13% on 2018 when it was £6,431. The increase was largely attributable to additional activity. The surplus for the year after adjustment for advance ticket sales was £4,551; more than double the figure in 2018

Largely through the efforts of Bobbie Coe, the Committee managed to reverse the continuing fall in revenue from the 50/50 Club. Income for 2019 was £864 against £648 in 2018.

Building on the success of our concerts and music nights in 2018, the Committee continued to focus on these events to provide both well attended entertainment and to generate funds. The income from our three concerts was £2,040 after artiste related expenses whilst income from our five free music nights was £1,019

Although income from our Christmas Fayre continued to fall the raffle was a great success and overall income was £1,698

The cost of electricity became a concern increasing from £613 in 2018 to £935 in 2019. An exercise was undertaken to establish the cause of the increase. It became clear that the consumption of electricity at some events in the winter months was rather high particularly because the Hall had to be heated for some time before each event. Although, the profitability of these events was clearly marginal, the Committee decided not to increase the rates of hire for these events for the time being as the financial position of the Hall was sound.

By the end of the year our reserves had increased to £17,795 which provided a sound base for the improvements planned in 2020.

Use of the Hall had increased during the year. In addition to two regular weekly lettings to third parties, the Hall had been used for a weekly Zumba class. It was used regularly by a singing group, a craft group, a wine club, a gardening club and the Parish Council. There was also an increasing number of bookings for one off events.

Largely in response to the requirements of the Hall's insurers, formal hire agreements had been concluded with the principal users of Hall. The form of the agreement would probably require refinement for 'outside users'.

In the context of a marked increase in bookings, the requirements of the Hall's insurers and to address issues of risk management a Health & Safety inspection had been undertaken in December 2018 following which Ann Abrams had produced a Health & Safety Policy.

During the course of the year a number of minor projects had been completed including, (with the help of Albanwise) cutting of the hedges on the boundary of the site, clearance of the area at the back of the garage, disposal of the piano, replacement of internal door closing mechanisms and the repair of the garage door closing mechanism.

The following items had been purchased:-

- an extension lead
- a doormat for inside the fire door
- a cable cover
- a first aid cabinet
- 100 wine glasses
- new stage lights

The first four items were purchased as a result of the health and safety assessment.

After a detailed investigation, it was agreed to postpone any works to the old bar area as the cost benefit had not been clearly established.

The ongoing viability of the Hall relies on the skill and endeavour of the various members of the Committee and the generosity and commitment of a number of village residents to whom the trustees are greatly indebted.

Roger Dubbins -Chair Sharrington Village Hall Management Committee

On behalf of the Trustees of Sharrington Village Hall-a registered charity
April 2020