



Minutes of AGM Monday 11th April 2022

PRESENT

Committee:

Brian Godfrey – Chairman,

Steve Howden - Secretary,

Carolyn Frostwick – Treasurer

Lyn Easton – Parish Council representative,

Chloe Shuttlewood,

Karin Goodburn

Public:

Meriel Godfrey - Caretaker, Rebekah Budenberg, Tom & Ann Price

- 1 **Apologies for Absence**
Kelle Garner, John Young

- 2 **Minutes of AGM 19.04.21**
Approved by CF and seconded b KG

3 **Chairman's Report**

The good news is that Phase 1 of the building alterations were completed in May 2021 resulting in several and necessary structural improvements; reconfiguration and upgrade of the medical facility for use by a healthcare related practitioner - now with its own dedicated entrance and reception area. Creation of a new main entrance lobby and alterations within the Main Hall and elsewhere were also undertaken as well as installation of a much needed fire alarm system throughout the building. The village hall working party meets regularly and is very involved in steering towards the next phase of rebuilding and renovation including looking at how to raise significant funds by way of grant applications and by approaching potential donors. A Phase 2 fundraising Appeal is about to be launched.

It's been a particularly busy and costly year for essential repairs and maintenance including electrical safety tests, fixed wiring installation checks, upgrades to emergency lighting and implementing recommendations from the Fire Risk Assessment.

The ever changing Covid regulations had to be carefully navigated to ensure the village hall was compliant and was able to allow Pre-School and Scouting Groups to continue as conditions allowed. The Hall was able to open again for private bookings in July with special hiring conditions in addition to the standard terms. The level of bookings has been very encouraging and feedback from users very complimentary about the Hall and the improvements. Thanks to our bookings clerk, John; also to Meriel, our caretaker for significant time spent and brilliant effort !

Much appreciation for the enthusiasm and commitment of committee members and others , for organising successful events during the year (Wine tasting, Making Merry in Medbourne, Gin Tasting); also a very successful Photographic Exhibition, the idea of long standing village resident Mick Cooper.

Thank you to our Treasurer, Carolyn who spends significant time each week on day to day Hall finances on top of which is the gigantic task around numerous grant applications for the phased upgrades. Thank you to Stephen our Secretary who is leaving the committee after this AGM; he has done a splendid job . A replacement has not yet been identified as yet, in spite of advertising the position through the village email, Parish Magazine and Notice Boards. The bookings role has also been promoted as John has indicated his wish to hand over his responsibilities in the near future.

Thanks to all committee members for their hard work and help during what has been a challenging operational period. Also special thanks to the Parish Council for their support and grant awards.

Brian Godfrey
Chairman
Medbourne Village Hall
11 April 2022

4 **Treasurer's Report**

The Treasurer presented the accounts for the year to 31 March 2022. The Hall re-opened this year following the lifting of Covid restrictions. Income isn't quite back to pre-Covid levels which averaged around £11,000 but bookings are increasing.

Now that the Hall is open again the utility bills are much higher. Maintenance has also increased with addition costs incurred for plumbing and electrical work, covering the well in the grounds and improving the patio area. The miscellaneous item is the fee for independent examination of the accounts - a requirement of the Charity Commission when turnover is in excess of £25,000.

Due to the increasing costs of fuel and other expenses the Committee has decided to increase the hire fees with effect from 1st April 2022. Regular users have been informed and a full list of the new rates will be added to the website.

The Village Hall Committee retain the funds for the defibrillator maintenance and staff training and with no expenses incurred during the year the balance is currently £2134.

Due to the level of income (including Grants) this year, the accounts will need to be examined by an independent auditor before filing with the Charities Commission. A copy of the accounts is attached to the Minutes. For the independent examination of the accounts last year. If anyone knows an appropriately qualified person who might be prepared to examine the accounts on a pro bono basis please could they get in touch. As mentioned, we paid professional fees of £360. If anyone has any comments or queries, please contact the Treasurer as soon as possible before they are submitted for inspection.

Having served as Treasurer since 2011 Carolyn has given notice that she wishes to step down after the 2023 AGM. It is hoped that a volunteer will be found to take over this essential role.

Restoration Fund Report

As the Chairman mentioned we completed phase 1 of the restoration project in May 2021. CCF circulated a copy of the completion statement showing funds received and the costs incurred. A copy will be attached to the Minutes.

Fundraising for phase 2 is underway. This is a much bigger target - in the region of £270,000. So far cash grants of £15,000 and pledged grants of £35,000 have been received. Work continues on applications for further grants. The Village Hall will also be re-launching the direct Appeal to the Village for support.

5 **Election of Officers**

The Treasurer agreed to stand for another year - see Treasurers report

The Secretary is standing down following this meeting. (Subsequently, Chloe Shuttlewood agreed to take on the role of Secretary).

The Bookings Clerk intends to stand down as soon as a replacement is in place.

Lyn Easton, Kelle Garner, Karin Goodburn and Chloe Shuttlewood all agreed to remain as committee members.

6 **Election of Chairman**

Brian Godfrey was re-elected as the Chairman, proposed by SH and seconded by CF.

The chairman pointed out that he would not be in the role indefinitely and that at some point a volunteer to take on the role will be needed!

7 **Any Other Business**

Tom Price thanked the following;

Chairman for his hard work over the past 2 years

Committee members for their enthusiasm

Meriel for her many hours keeping the hall running smoothly day to day

The various project teams

8 **Date of next Committee Meeting**

The next ordinary meeting of the Committee will be held immediately on conclusion of this meeting

There being no other business the meeting closed at 7:27pm

Medbourne Village Hall Trust
Income and Expenditure Account
Year to 31 March 2022

		2022	2021
		£	£
Income			
Hire of Hall	Playgroup	1,663.49	4,146.67
	Tiddly Winks	121.07	460.00
	Scouts	627.00	918.07
	Others	3,876.00	10,375.00
	Consulting Room	1,800.00	-
	Miscellaneous Income/Donations	-	-
		<u>8,087.56</u>	<u>15,899.74</u>
Parish Council Grants		1,650.00	500.00
Investment Income (Estimated)		95.00	- 164.75
Total Income - Ordinary activities		<u>9,832.56</u>	<u>16,234.99</u>
Less Expenses			
Electricity		1,164.12	402.17
Gas		690.67	271.75
Water		422.35	228.93
Insurance		1,203.58	1,160.82
Rent		118.23	236.46
Caretaking Incl. Materials		3,716.92	2,549.29
Maintenance	Grounds	1,369.20	884.00
Maintenance	Buildings	4,872.22	957.84
Equipment		-	99.87
Misc,		360.00	82.76
Total Expenses		<u>13,917.29</u>	<u>6,873.89</u>
Net Surplus/(Deficit) Ordinary Activities		<u><u>(4,084.73)</u></u>	<u><u>8,861.10</u></u>
Donations for chairs and tables		-	6,252.50
Brought b/f		<u>505.71</u>	5,746.79
Transfer to restoration fund		(505.71)	505.71
Restoration Fund - B/F			
		33,410.48	24,473.95
Donations Received		17,041.00	28,435.00
Transfer from reserves		15,000.00	0.00
Fund Raising		3,678.63	983.14
Professional fundraising fees		(6,148.60)	(9,208.00)
Expenses Incured		<u>(54,528.67)</u>	<u>(11,273.61)</u>
Current Balance		<u>8,452.84</u>	<u>33,410.48</u>
Defibrillator Fund	Transferred Jan 2017	<u>2,134.83</u>	<u>2,134.83</u>

Medbourne Village Hall Trust
Statement of Capital
Year to 31 March 2022

Brought Forward	Santander current account	42,135.74	23,842.66
	Cash Balance	384.70	469.20
	MHBS	<u>31,993.19</u>	<u>32,157.94</u>
Total		<u>74,513.63</u>	<u>56,469.80</u>
Total Surplus/Deficit in year		(4,084.73)	8,861.10
Restoration Fund Receipts/Expenses		(40,463.35)	9,421.53
Defibrillator Fund Receipts/Expenses		0.00	(238.80)
Balance Carried Forward		<u>29,965.55</u>	<u>74,513.63</u>
Represented by	Santander current account	18,753.02	42,135.74
	Cash Balance	124.34	384.70
	MHBS	<u>11,088.19</u>	<u>31,993.19</u>
		<u>29,965.55</u>	<u>74,513.63</u>
Designated Funds Held	Defibrillator Fund	2,134.83	2,134.83
	Appeal Fund Phase 2	8,452.84	33,410.48
	Pledged to restoration fund	0.00	15,000.00
	Appeal Fund Balance	<u>8,452.84</u>	<u>48,410.48</u>
	Working capital	21,512.71	23,968.32



MEDBOURNE
V I L L A G E H A L L

PHASE 1

Statement of Account

The Project started with an appeal for donations from the Village in February 2017.
 Based on reports received from a Quantity Surveyor the target for phase 1 was £72,000.
 The target was reached in December 2020 and work started in March 2021 completing in May 2021
 Fundraising for phase 2 has now started with a target of £270,000.

Funds received

	£
Donations from the Village	17,656.58
Gift Aid	3,324.91
Fundraising events	8,379.65
Grants received for phase 1	29,905.00
Village Hall Reserves	15,000.00
Total Capital Raised	£ 74,266.14

Phase 1 Costs

Professional fundraiser	9,208.00
Architect fees including planning	6,453.00
Quantity Surveyor	5,375.52
Structural Engineer	3,804.00
Building Control	648.00
Insurance	280.00
Buildrite	48,705.20
Retention - payable May 2022	1,079.29
Total Costs Incurred	£ 75,553.01

Apparent overspend due to fees paid in advance (£ 1,286.87)

* Professional fees paid in advance of the commencement of phase 1 but applicable to the whole project.