

71 - Minutes of Annual General Meeting of Somerford Keynes Village Hall

Thursday 29th April 2022 at 19:30 at the Village Hall

Present: Richard Goldman (RG) (Chair), Aideen McEvoy-Wilding (Treasurer), Des Sheen (Bookings Secretary), Lynton Mogridge (Secretary), Alison Cullen, Graham Valentine (representing Parish Council) and 9 local residents.

Apologies: Stephanie Wilsmer, Angela Straddling, the Swaffers.

Minutes of Meeting held on 22nd April 2021: The minutes of the 2021 Village Hall AGM, which had been circulated, were accepted without objection, but subject to the correction that “the minutes were accepted without objection”. Proposed by Mike McKeown, and seconded by Peter Watkins.

Changes to Governing Document

Under the “Order of the Charity Commissioners for England and Wales” dated 21st July 2005, the Trustees of the “Somerford Keynes Village Hall” have general authority to amend the trust of the charity, subject to approval by a two thirds majority of inhabitants of the area of benefit present and voting at an Annual General Meeting. A Memorandum to Amend the Governing Document had been previously circulated. This altered the Membership of the Management Committee to bring it in line with existing Village Hall community users. The Changes were proposed by Richard Goldman and second by Karen Mogridge and passed without any objections.

Chairman’s Report

The Chair’s report is appended, but Richard particularly highlighted:

- Return of Village Hall to normal use;
- Village Hall use of Village website;
- Maintenance;
- Improvements to the kitchen;
- Fire safety.

The Village Hall has returned to normal use, now the covid 19 pandemic has moved to a managed phase.

Routine maintenance has been ongoing, and Des continues to manage minor works and cleaning, saving the Village Hall significant cost.

A plan is being developed to carry out a major refurbishment of the kitchen, including moving the fridge to ground level, installing a fast dish washer and add additional high-level storage. Assistance in reviewing the planned layout would be welcome.

Richard Goldman explained the evacuation procedure and Des sheen explained the role and demonstrated the use of the different types of fire extinguishers in the Village Hall, emphasising the need to prioritise safety of people.

Treasurer's Report

The Treasurer's report and the Annual Accounts are appended. The accounts have been examined by Graham Shearn. Acceptance was proposed by Karen Mogridge, seconded by Peter Watkins and passed without objection. A note of thanks was recorded for Graham Shearn acting as examiner.

The Treasurer has continued to struggle to arrange online banking with two-person authorisation. A change of bankers is currently held up because the sealed Copy of the 28th August 1980 Governance Document cannot be found, although copies without the seal exist. Aideen McEvoy-Wilding proposed that this Governance Document be declared lost, seconded by Richard Goldman and passed without objection.

The Treasurer presented a draft budget, appended, for the financial year 2022/23.

Overall, the financial position of the Village Hall remains strong. Consequently, Des Sheen proposed, seconded by Chris Isherwood, that the current hall hiring prices, last raised in 2017, are retained.

Election of Committee

The Chair (Richard Goldman), Treasurer (Aideen McEvoy-Wilding), Bookings Secretary (Des Sheen) and Secretary (Lynton Mogridge) were willing to stand for re-election. They were proposed by Chris Isherwood, seconded by Peter Watkins and re-elected unopposed.

Any Other Business

The History Group is in suspension. It was agreed that their historical records, once sorted, would be stored in the Village Hall. The Group also had some money, and it was agreed that the Village Hall would hold this in their accounts.

Paul Cullen proposed a vote of thanks to the Committee, which was passed unanimously.

SIGNED:

DATED:

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SOMERFORD KEYNES VILLAGE HALL MANAGEMENT COMMITTEE

ANNUAL GENERAL MEETING – 29th April 2022

CHARITY NUMBER 301613

CHAIRMAN'S REPORT – PERIOD April 2021 to April 2022

1. Overview

At last it is great to welcome you to the Village AGM in person, after 2 years of holding them by Zoom, due to the restrictions of the COVID-19 pandemic.

This time last year we were in Step 2 of the Governments unlocking phase and the Village Hall was closed. It re-opened on 17th May 2021, once Step 3 had been passed, but was under quite strict restrictions, max capacity reduced to 40, with requirements for face coverings, social distancing, sanitizing, QR code check-in, enhanced cleaning and restricted use of certain areas and equipment. The COVID risk assessment and special booking conditions have been updated numerous times as the guidance from GRCC and ERC changed over the year.

As you would expect there was limited use of the hall immediately after its reopening in May and through the early part of the winter, but I'm pleased to report that it is once again being extensively used by our community.

The Village Hall remains a key asset to the village and enables a wide range of regular clubs and activities to take place. It is also mentioned as one of the 3 key community facilities in the Neighbourhood Development Plan.

2. Village Hall Website

The Village Hall Website www.somerfordkeynes.org.uk/village-hall/ is actively used and is managed by Lynton Mogridge with support from Mike McKeown.

The screenshot shows the homepage of the Village Hall website. On the left is a dark blue navigation menu with a 'MENU' icon at the top. The menu items are: HOME, ABOUT, NEWS, NOTICES, EVENTS, SOMERFORD KEYNES PARISH COUNCIL, PUBLICATIONS, THE CHURCH, THE VILLAGE LAKE, THE VILLAGE HALL, HISTORY GROUP, GALLERIES, CONTACTS & USEFUL INFORMATION, and DIRECTORY. Below the menu is a weather widget for Neigh Bridge, showing a forecast for the next four days. To the right of the menu is a large banner image of the Village Hall with the text 'At the heart of our community'. Below the banner are four white cards with teal icons: 'The Hall' (house icon) listing capacity and facilities; 'Activities and Events' (group of people icon) listing clubs and regular users; 'Hire the Hall' (notepad icon) providing contact information and COVID-19 booking conditions; and 'Find the Hall' (location pin icon) providing the postal code and a map.

Menu:

- MENU
- HOME
- ABOUT
- NEWS
- NOTICES
- EVENTS
- SOMERFORD KEYNES PARISH COUNCIL
- PUBLICATIONS
- THE CHURCH
- THE VILLAGE LAKE
- THE VILLAGE HALL**
- HISTORY GROUP
- GALLERIES
- CONTACTS & USEFUL INFORMATION
- DIRECTORY

Weather:

WEATHER

Local Time 8:23 am

Today April 29, 2022 9°C 2 m/s

Saturday April 30, 2022 14°C 0 m/s

Sunday May 1, 2022 9°C 3 m/s

Monday May 2, 2022 14°C 1 m/s

Featured Gallery - Neigh Bridge

Click to see more images of Neigh Bridge Lake

The Village Hall

The Hall

Capacity

- Seated: 80
- Standing: 100

Facilities

- Large Hall
- Fitted Kitchen
- Toilets
- Car Park
- Disabled facilities
- WiFi
- Fire certificate
- Public Liability Insurance
- Hallmark levels 1,2 and 3

Activities and Events

Clubs and regular users

- Art
- Bridge
- Coffee Meetings
- Parish Council
- Parochial Church Council
- Pilates
- Short Mat Bowls
- Tuition
- U3A Astronomers
- Zumba

To find out about these activities and how to join visit the Events page.

Hire the Hall

To hire the hall please telephone or email the Booking Clerk who will be pleased to advise on availability, charges and the hire agreement.

During the COVID pandemic the Village Hall will be open subject to the special COVID booking conditions and guidance from GRCC and government.

Tel: 01285 860469

Email: book.skvh@gmail.com

Find the Hall

Sat Nav: GL7 6BG

View on Google Maps

The bookings clerk now has an official email book.skvh@gmail.com

WiFi was upgraded to high speed at no extra cost and now we typically get a download speed of 70MB/s and an upload of 18MB/s.

3. Maintenance

The VH is currently in a very good state of repair thanks to DS. The last check was completed earlier this month and didn't find anything that needed addressing!

pBUILDING MAINTENANCE POLICY & PROCEDURE		Issue D1	MP 01
Somerford Keynes Village Hall		Issue D1	MP 01
Appendix 1 Checklist 1, Monthly		Revision B	MP 01
No	Inspection	Finding (✓ or comment)	Remedial Work Completed
3	Structural		
3.1	Roof	✓	
3.2	Roof Drainage	✓	
3.3	Eaves	✓	
3.4	Wall Fabric	✓	
3.5	Doors, Windows	✓	
3.6	Paths, Ramp	✓	
3.7	Internal doors	✓	
3.8	Internal walls	✓	
4	Equipment		
4.1	Toilets - Male - Female	✓ ✓	Need more toilet rolls
4.2	Disabled Toilet - Including Call Alarm	✓ ✓	
4.3	Kitchen	Rollies + Sledge last PMT 9/3/22	
4.4	Corridor Cred dispensers	✓ ✓	
4.5	Main Hall	✓	
4.6	East Extension - Including Wi-Fi	Download 70.7 Mbps Upload 18.5 Mbps	

7	Safety Equipment		
7.1	Water Fire Extinguisher - Check date of last inspection	March 2021	Updated April 2022
7.2	CO ₂ Fire Extinguisher - Check date of last inspection	March 2021	Updated April 2022
7.3	Fire Blanket	✓	
7.4	Emergency Placards	✓	
7.5	First Aid Kit - Check date of last inspection	18/2/22 → COVID First Aid box	✓
7.6	Emergency Exit Lights - 2 inside - 3 outside	✓ ✓✓	
7.7	Smoke alarms - Press test button 1st alarm	✓ ✓	
7.8	Fire Exit Doors - Open & close	✓	
7.9	Defibrillator - Fluorescent light - Green charging LED	✓ ✓	
8	Grounds		
8.1	Climbing wall foliage	✓	
8.2	Hedge along pavement	✓	
8.3	Drainage & Septic tank	✓	
8.4	Guttering	✓	
8.5	Front Door Ramp Hand Rail	✓	
Inspected by:		<i>R. Stone</i>	
Inspection Date:		3/4/22	

Maintenance tasks carried out this year include:

- Replacement of outside halogen lights with more efficient LED version
- Replacement of a window sealed unit in the kitchen
- Installation of a lock on the double doors in the loft that open out into the hall
- Installation of 9 cord tensioners on the curtains
- General gardening & removal of the creeper from the walls
- Water Fire extinguisher serviced
- CO₂ Fire extinguisher serviced
- Audio Visual system checked and no upgraded recommended
- Heating electrical contactor replaced
- 5 yearly EICR, Electrical Installation Condition Report, conducted and update work completed so that it is now rated as "Satisfactory"

Previously identified plans

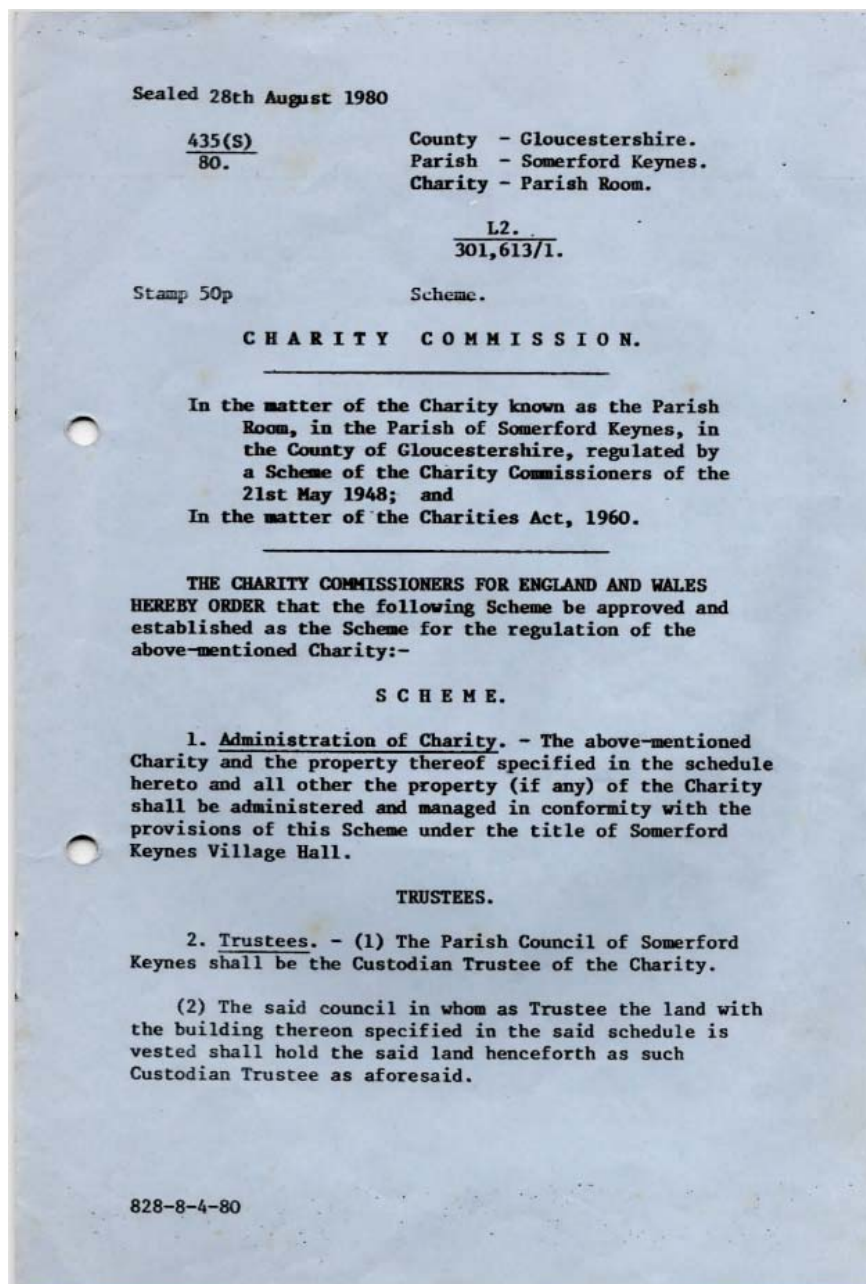
- Decided an outside socket for Christmas lights was not necessary. This year Lynton bought some Christmas lights and was able to put the cable through the window.
- Create a help sheet for all the cables associated with the projector and PC, still to be done.
- Kitchen refurbishment!
- **Kitchen Refurbishment**
 - Existing MFI kitchen installed February 2006
 - There is now a requirement for:
 - Fast dishwasher
 - Under counter fridge
 - Storage units on walls
 - Initial design and quotation from Magnet was £6500.50 + fitting £2500.00





4. Charity Commission

- We have been unable to find the signed Charity Commission from 1980, does anybody know where we might locate it?



- We investigated the possibility of having an EV charging point on the village hall but it was decided that it could not be supported by our current charter.
- Similarly the Parish Council had asked if the village hall could take the maintenance and replacement costs for the Defibrillator mounted on the village hall, but again it was concluded that it doesn't fall within the existing charter.

5. Fire Safety

When updating our fire safety risk assessment, it was agreed that at the next AGM that we should remind people of the procedure in case of a fire. This was to include a demonstration of how to use the fire extinguishers.

- Prevention
- Detection
- Evacuation
- Call emergency services
- Roll call
- Possibility of fighting the fire only if safe to do so
- Only re-enter building when given all clear

6. Users

Regular users have returned to use the village hall including:

- 2 Bridge Clubs
- Bowls
- Art Society
- Parish Council
- Coffee Mornings
- Tuition classes are due to restart later this year
- Village quizzes
- Children's Christmas Party
- Christmas Market
- Polling station for Local Elections on 6th May 2021
- Toddler group started and some funds released to them that have been held by VH
- Private users for parties etc
- ...

7. Committee

I would like to thank all the committee members for the time and dedication they put in to making this such an excellent asset to the village, particularly during these challenging times.

Richard Goldman 29th April 2022

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**SOMERFORD KEYNES VILLAGE HALL AGM
29th April 2022**

TREASURER'S ANNUAL REPORT

The Somerford Keynes Village Hall started the year **2021-2022** with a balance of **£36753.42**

Income

As Covid restrictions eased, the village hall has been able to be open more this year and so the income from lettings and the electricity meter has been less severely impacted than in 2020-2021. The table below shows the income from the last 3 years so that a comparison of income before the pandemic can be more easily seen.

		2019/20	2020/21	2021/22
	INCOME			
a	Hall Lettings	£3,977.00	£ 250.00	£ 1,977.00
b	Electric Meters	£451.00	£ 58.00	£ 234.00
c	Bank Interest	£49.55	£ 13.86	£ 2.92
d	Solar Tariff	£2,247.55	£ 2,597.30	£ 1,656.82
e	Donations		£ -	£ 150.00
f	Grant		£ 10,000.00	£ 12,763.00
g	Elec Refund		£ 523.77	£ 243.46
	TOTAL	<u>£6,725.10</u>	<u>£13,442.93</u>	<u>£ 17,027.20</u>

The income from the solar panels for this year does look lower than last year but this is because there were some delays with receiving the last cheque (£770) which did not come in time to be included in this year's accounts. As agreed in January 2018 another **£1000** was earmarked for the fund for future replacement/major maintenance of the solar panels.

The electricity is paid by direct debit. The direct debit was adjusted in the year and a refund was received for the overpayment.

The donation of £150 is the compensation the hall received for the power cuts the village suffered earlier in the year.

The hall received 3 covid grants from CDC in the year
 £2096 – Local Restrictions Support Grant (Jun 21)
 £8000 – Restart Grant; Accommodation, Hospitality, Leisure & Sports (Jun 21)
 £2667 – Omicron Hospitality & Leisure Grant (Feb 22)

Expenditure

Overall total expenditure is was slightly down on last year. There was no major maintenance carried out in the year. The figure for electrical inspection includes PAT testing and the recently completed 5 yearly inspection. The cost for cleaning is higher than previous years as the cleaner carried out additional cleaning during the pandemic. Her hours have now gone back to normal.

HSBC have started charging for the village hall bank accounts.

	2019/20	2020/21	2021/22
EXPENDITURE			
Water	£39.51	£ -	£ 23.51
Electricity	£1,170.92	£ 1,415.30	£ 720.00
Maintenance	£481.31	£ 1,454.08	£ 213.31
Kitchen / Toilets	£88.17	£ 47.99	£ 72.69
Purchases	£71.95	£ -	£ 174.91
Fire inspection	£91.20	£ 92.40	
Insurance	£597.07	£ 630.23	£ 643.86
AGM	£46.33	£ -	
Sundries		£ 373.89	£ 6.00
Improvements		£ 706.00	
Stationery		£ 7.14	
Gardens	£15.00	£ 35.00	£ 44.99
WW1 & Defib		£ -	
Glos. Rur. Com. Coun	£25.00	£ 25.00	£ 25.00
Electrical Inspection	£79.80	£ -	£ 652.00
Children's Xmas Party	£169.30	£ -	£ 150.00
Solar Panels		£ -	
Cleaner	£588.00	£ 348.00	£ 1,008.00
Broadband	£321.68	£ 264.00	£ 328.39
TV Licence	£157.18	£ 158.18	£ 159.00
Bank Charges			£ 27.10
GRAND TOTAL	£3,942.42	£ 5,557.21	£ 4,248.76

The current contract with EDF will end in April 2023 so the hall has not experienced any of the recent increases in the cost of electricity

There is a clause in the financial policy which states:

8. The annual income from hiring of the V. H. and its facilities should exceed all regular annual expenditure and minor maintenance.
[Note: The annual income does not include Fund Raising, Grants, Donations.]

Deducting the grants from the income gives figure of **£4264**. The expenditure in the year was **£4248** which is less than the income even though it includes £435 of costs directly attributable to the pandemic.

Since April 2020 the village hall has spent £1120 on additional cleaning, hand sanitiser, signage etc i.e. direct costs attributable to Covid-19 and has suffered a loss of lettings income over the 2 years of approximately £6000.

Gardening and much of the maintenance is still 'Done by Des'. It is difficult to estimate the saving this is to the village hall but an educated guess would be in the region of £1500-£2000.

Other Matters

The lodged fund is held in our account for the SK Children's Playgroup and in August 2021 the Playgroup did reform. It was agreed that £92 would be given to them to buy some storage units for toys so the figure in the lodged fund has changed from £238.49 to £146.49.

In January this year an application was submitted to open a new bank account with NatWest. This has proved to be more difficult than first anticipated and is still ongoing. It has been made more complicated by the fact that the original trust document from 1980 cannot be located despite a huge amount of time being spent to try and track it down. In order to satisfy the bank's requirements a certified letter will need to be sent from a solicitor in relation to this matter. The committee will progress this following the AGM.

Conclusion

The Village Hall is in a sound financial position mostly due to the income that the solar panels generate. A detailed breakdown of costs is shown on the Income and Expenditure balance sheet. The year ended with a closing balance of **£49531.86**

I would like to thank Graham Shearn carrying out an independent examination of the accounts.

Aideen McEvoy-Wilding , Hon Treasurer
22.04.22

Report to the Trustees of Somerford Keynes Village Hall following an Independent Examination of its Receipts and Payments statements for the year ended 31 March 2022.

I have reviewed the accounting records kept by the Somerford Keynes Village Hall Managing Committee for the year ended 31 March 2022 and compared the bank account balances and Receipts and Payments Statement with those records. My review has given me no cause to believe that in any material respect:

Proper accounting records were not kept:

The accounts do not accord with the accounting records.

No other matters of concern have come to my attention and the accounts are in a suitable format.



William Graham Shearn
Independent Examiner
3 Arlingdon Fields
Somerford Keynes GL7 6BL

20 April 2022

SOMERFORD KEYNES VILLAGE HALL

INCOME AND EXPENDITURE 1st April 2021- 31st March 2022

<u>INCOME</u>	2020/21	2021/22	<u>EXPENDITURE</u>	2020/21	2021/22
a Hall Lettings	£ 250.00	£ 1,977.00	1 Water	£ -	£ 23.51
b Electric Meters	£ 58.00	£ 234.00	2 Electricity	£ 1,415.30	£ 720.00
c Bank Interest	£ 13.86	£ 2.92	3 Maintenance	£ 1,454.08	£ 213.31
d Solar Tariff	£ 2,597.30	£ 1,656.82	4 Kitchen / Toilets	£ 47.99	£ 72.69
e Donations	£ -	£ 150.00	5 Purchases	£ -	£ 174.91
f Grant	£ 10,000.00	£ 12,763.00	6 Fire inspection	£ 92.40	
g Elec Refund	£ 523.77	£ 243.46	7 Insurance	£ 630.23	£ 643.86
			8 AGM	£ -	
TOTAL	£ 13,442.93	£ 17,027.20	9 Sundries	£ 373.89	£ 6.00
<i>Notes:-</i>			10 Improvements	£ 706.00	
<i>i Solar Panels</i>			11 Stationery	£ 7.14	
Installation cost £6000			12 Gardens	£ 35.00	£ 44.99
Income from F.I.T.			13 WW1 & Defib	£ -	
2012-17 £ 9,674.52			14 Glos. Rur. Com. Council	£ 25.00	£ 25.00
2017-18 £ 2,075.83			15 Electrical Inspection	£ -	£ 652.00
2018-19 £ 2,148.08			16 Children's Xmas Party	£ -	£ 150.00
2019-20 £ 2,247.55			17 Solar Panels	£ -	
2020-21 £ 2,597.30			18 Cleaner	£ 348.00	£ 1,008.00
<i>Total</i> £ 18,743.28 <i>FIT Profit</i> £ 12,743.28			19 Broadband	£ 264.00	£ 328.39
			20 TV Licence	£ 158.18	£ 159.00
			21 Bank Charges	£ -	£ 27.10

ii Possible future expenditure per annum

a) Gardening	£ 240.00
b) Maintenance by Tradesmen	£ 1,000.00
Total	£ 1,240.00

GRAND TOTAL

£ 5,557.21 £ 4,248.76

income £ 17,027.20
expenditure £ 4,248.76

iii X check of income vs expenditure =

Diff £ 12,778.44

STATEMENT OF FUNDS

	31.03.17	31.03.18	05.04.19	31.03.20	31.03.21	04.04.22
Current Account	£ 2,477.44	£ 1,455.32	£ 2,035.05	£ 3,273.19	£ 8,733.09	£ 18,390.12
Deposit Account	£ 17,626.79	£ 22,293.15	£ 24,153.75	£ 25,581.19	£ 28,192.35	£ 30,990.59
Cash	£ 64.21	£ 96.59	£ 134.71	£ 251.81	£ 66.47	£ 297.64
Money Held in Bank & Cash	£ 20,168.44	£ 23,845.06	£ 26,323.51	£ 29,106.19	£ 36,991.91	£ 49,678.35
Minus Lodged Fund	£ 238.49	£ 238.49	£ 238.49	£ 238.49	£ 238.49	£ 146.49
TOTAL ASSETS	£ 19,929.95	£ 23,606.57	£ 26,085.02	£ 28,867.70	£ 36,753.42	£ 49,531.86
Profit / Loss on previous year	£ 1,704.99	£ 3,676.62	£ 2,478.45	£ 2,782.68	£ 7,885.72	£ 12,778.44

Notes regarding statement of funds;

Figures above INCLUDE the following

£5,000 - contingency reserve that has to be maintained in line with the financial policy

£4,000 - at exec meeting of 22 Jan 2018 it was agreed that each year £1000 should be earmarked so that a fund builds up for future replacement/major maintenance of the solar panels

NOTE COVID COSTS TO DATE £1119.32

Presented by A McEvoy-Wilding Hon Treas
up to item 96

A McEvoy-Wilding
15/04/22

receipts & payments 21-22

18.04.22

A J. [Signature]
Independent
Examiner
20/4/22

22.04.22

SOMERFORD KEYNES VILLAGE HALL

Anticipated Expenditure 1st Apr 2022 - 31 Mar 2023

No	Item	Figure	Comments
01	Electricity	£1,350	Based on 8000 units in the year
02	Insurance	£650	Based on last year's figure
03	Cleaner	£624	52 weeks at 1 hr per week at £12/hr
04	Broadband	£342	12 months @ £28.50 per month
05	TV licence	£159	actual cost
06	Christmas Party	£200	same figure as previous years
07	Electrical Alterations	£392	The hall failed its 5 yearly inspection and some work was required to bring it up to standard - based on a quote
08	Kitchen Refurb	TBC	Expenditure will need to be agreed in an future management meeting
	SUB TOTAL	£3,717	
08	Other day to day expenditure (each item less than £250)	£1,250	estimate based on maximum figure executive committee can authorise without referring back to management committee (as set out in Finance Policy)
	TOTAL	£4,967	

10. The Executive Committee are empowered to spend up to Two Hundred and Fifty Pounds (£250) per item, to an annual limit of One Thousand Two Hundred and Fifty Pounds (£1250), without referral to the Trustees. All amounts in excess of this will require the Trustees approval.
-