

Hemyock Parish Hall Management Committee (HPHMC)

Minutes of the Annual General Meeting held on Monday 17th June 2024 at Parish Hall, Hemyock, under the chairmanship of Stuart Groves

The meeting opened at 7.45 pm

1. Apologies: Phil Evans, Shirley Phillips

Present: Stuart Groves (Chair), Bob Hawkes (Sec), Doug Cartledge (Treasurer), Karen Pinder (Vice chair), Daphne Shepherd, Gillian Hawkes, Stephan Lehner, Brenda Calcraft, Lynn Pulman, Sally Cartledge, Les Bowden, Kevin Walker, Sue Scantlebury.

2. Minutes of the previous meeting (19th June 2023): It was noted that Stephan Lehner had given apologies and was absent - otherwise these were agreed as correct and duly signed by the chairman.

3. Matters arising:

- a. Hall floor. Sanding and finishing was discussed but not progressed. Further quotes to be sought and a decision made in committee.
- b. Playpark. Although there may be grants available for improvements, they will be 'matched funding' and there is a great deal of competition for the funds.
- c. Disability ramp - improvements completed.
- d. Contract cleaning (deep or high clean). No contractor willing to undertake this has yet been sought. To be actioned in committee.
- e. Solar PV panels. It is thought that little benefit can be gained due to ;
i) occupation of the hall is very often in evenings when no energy would be being produced, & ii) the orientation of the building will not lead to generation of a viable amount of electricity.
- f. Number of trustees. Attempts to increase the number have not proved successful despite requests to regular hirers.
- g. Long grass (Eastlands boundary). Efforts have been so far unsuccessful in engaging a contractor to keep on top of this, and so the committee will look again for a satisfactory outcome.
- h. Shut lake blockage cleared in the recreation field.
- i. Cricket club shed. Committee to progress arrangements for external tidy up.

4. Annual Report

Trustee numbers are 11, although at routine committee meetings, due to alternative commitments, holidays etc., rarely are all 11 able to attend. Unless trustee numbers can be increased, the constitution may have to be addressed if meetings are to quorate.

The increase in both income and expenditure reflects the fact that hall bookings are now returning towards a pre covid level, although of course we are aware that some clubs, associations, etc., have either disbanded or have moved to alternative premises. With the number of alternative venues now available in the parish, we expect this to continue to be challenging.

We have continued to invest in new equipment - e.g. new external doors and chairs in the Forbes, and hope that when doing so, we strike a balance between practicality and modernisation, and we always try to get value for money on our purchases.

Thank you to our regular hirers for their continued support: Short mat bowls, Valley Arts, Cricket Club, YFC, Saturday Market & Kitchen, Repair Cafe, Toddlers, Latin Dance, Devon Dance, Arts Class, Badminton, Scouts, Taunton Harriers, & Tai Chi.

5. Financial Report.

Doug Cartledge presented a full and thorough report showing that funds in our general reserve account were £56,217, with a further £23,307 held in various 'trust' funds, which meant that our total funds were £79,525. Doug thanked his wife Sally for her help with the accounts. The accounts were duly adopted (Proposed LB, sec. SG)

6. Trustees for 2023 - 2024

It was proposed that all existing trustees be re-elected for the coming year. In addition, Sally Cartledge (Prop KP, sec. GH) and Kevin Walker (prop KP, sec. GH) were elected as new trustees and welcomed. (It was noted that Kevin thought that future meetings could be conducted at a faster pace and a greater effort made to get things done.)

Elected trustees are; Stuart Groves, Bob Hawkes, Doug Cartledge, Sally Cartledge, Karen Pinder, Gillian Hawkes

Representative trustees are; Shirley Phillips (Badminton), Brenda Calcraft (Gardeners Club), Stephan Lehner (Repair Cafe), Lynn Pulman (Valley Arts), Daphne Shepherd (St Mary's), Phil Evans (Cricket Club).

7. Election of Auditor

Proposed (GH) and seconded (SG) - agreed that Stuart Summers be re appointed.

8. Election of Officers

Hon Secretary - Bob Hawkes said that he wished to stand down. However, as there seemed not to be a willing replacement, he would be willing to continue for another

year, but would be very keen to stand down next June. Duly elected (prop LP, sec SG)

Treasurer - Doug Cartledge wished to stand down from this role, but Sally Cartledge was willing to take over. Doug was thanked for his contribution since taking over from Geoff Hardy, and Sally was thanked for her willingness to fill the void, and was duly elected (Prop DC, sec. LP)

9. A.O.B.

Sue S. Asked if the booking system can be improved, and made easier, possibly within the website. Committee to investigate.

Sue S. Thought that the entry system was occasionally flawed. Committee to progress the procurement of a pc to gain full benefit of the system.

Sue S. Asked what arrangements could be made for 'emergency access' in the event of key fob failing to work. Committee to arrange for a notice to be posted detailing contacts.

Sue S. Notice board needs updating. Committee to arrange improvements to notice board so that users can quickly find relevant information and contact details.

LB asked that the hedge be trimmed at the North end of the perimeter path.

KW. Thought that Andy Brooke (who cuts grass etc at Longmead) may help with long grass problem, and that once under control, he would be willing to help trim.

LB. Asked if the seesaw could be refurbished. Suggestion was made to offer 'Community shed' team the opportunity - RH to make a request,.

Meeting Closed at 9.05 pm

N.B. 1st HPHMC meeting following AGM - 15th July 2024

2025 AGM - 16th June 2025

Hemyock Parish Hall Management Committee

Income & Expenditure Account Year Ended 31st March 2023

	2022/2023		2021/2022	
	£	£	£	£
Income				
Regular Lettings		8,086.04		2,915.92
Casual Lettings (incl private parties)		2,851.09		3,201.73
Saturday Market		1,045.95		164.90
Market café takings		1,213.72		
Ground rent		3,510.00		3,510.00
Robins Court rental income		10,743.00		10,085.93
Wayleave		9.47		9.47
Grants received		1,500.00		2,667.00
Legacy		22,773.85		-
		<hr/>		<hr/>
		51,733.12		22,554.95
Expenditure				
Water Rates	1,038.56		860.29	
Heat and Light	6,534.34		3,702.91	
Insurance	1,148.16		1,095.43	
Cleaning	2,655.53		2,536.16	
Bookings and Administration	3,451.57		1,807.60	
Hall repairs and maintenance	3,666.70		5,325.32	
Improvements	53,117.92		6,085.80	
Kitchen expenditure	467.84			
Flats expenditure	543.94		689.51	
Sundry expenses	263.63			
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		(72,888.19)		(22,103.02)
(Deficit)/Surplus for year		<hr/>		<hr/>
		(21,155.07)		451.93

Hemyock Parish Hall Management Committee
Notes to the Accounts for the year ended 31st March 2023

1. In the 3 years between 1st April 2019 and 31st March 2022 the accounts comprised solely a Receipts and Payments account. The accounts for the current year to 31st March 2023 comprise an Income and Expenditure account and balance sheet. There is an adjustment of £791.76 (increase) in reserves in the year to 31st March 2023 to take account of debtors/creditors and kitchen account surpluses not recorded in the Receipts and Payments accounts in the previous 3 years. (See note 4a below).
2. There has been a separate balance of £1350 in the reserves since 2015 arising from a capital sum received for drainage rights in 1972. This has been transferred to the general reserve as at 31st March 2023. (See note 4a below).
3. The Trust holds 51.55 shares in the COIF Charities Investment Fund which are shown in the accounts at cost - £486. These were acquired in 1972 in connection with the drainage rights and the value of these units at 31st March 2023 is £11,799.36.

4. Movements in Reserves:

a) General Reserve

Balance b/f 1st April 2019	56,469.96
Surpluses/(deficits) 2020 to 2023:	
Y/E 31.3.20 Deficit	(4,472.64)
Y/E 31.3.21 Surplus	19,601.56
Y/E 31.3.22 Surplus	451.93
Y/E 31.3.23 Deficit	(21,155.07)
Adjustment for debtors/creditors and kitchen surplus not included in 2020 to 2022 due to no balance sheet	791.76
Transfer in of reserve re drainage	1,350.00
Balance c/d 31st March 2023	<u><u>53,037.50</u></u>

b) Amount released re drainage

Balance b/f 1st April 2019	1,350.00
Less: Transfer to general reserve	<u>(1,350.00)</u>
Balance at 31st March 2023	<u><u>-</u></u>