

Fringford Village Hall - Annual General Meeting – 2021/2022

Monday 26 July 2022 at 19:30 hrs, Main Hall, Fringford Village Hall

Officers Present:

Chair: Helen Fargin
Acting Secretary: Melissa Coke-Smyth
Treasurer: Kerry du Plessis

Committee:

Christine Underwood
Dennis Bradley
John Fargin
Karen Davies
Robert Gue – Parish Council Representative
Simon Knight – Bookings Coordinator

1. Welcome by the Chair

Welcome by Helen to all committee and visitors present at the meeting.

2. Apologies for absence

There were no apologies.

3. Approval of minutes from previous AGM (09/08/2021)

Minutes of the meeting held on Monday 09 August 2021 were approved and signed off.

4. Fringford Village Hall - Chair's Report 2022

The second half of 2021 was all about encouraging regular and occasional hirers to return after the full lifting of restrictions. Many class members were cautious about mixing with others, and we continued to follow advice from CFO and ACRE to make sure the hall felt safe for all to return. Slowly the requirements have relaxed and now the hall is practically as it was before the pandemic.

We've lost 3 long-standing regulars and 1 other hirer has moved to another venue due to a change in their circumstances. We are very grateful to our other regulars who continued to support the hall when allowed. 1 potential new hirer is trialling the hall and we are hopeful she will become a regular hirer in the Autumn term.

There have been quite a lot of changes on the people front. Sadly, we lost our long-serving colleague Peter Silver during 2021 which was a great loss to the team. Ju Thomson also stepped down from her Secretary role in February 2022 due to moving area. The Secretary role is still vacant and as an interim arrangement, each member of the Committee is taking monthly minutes on a rota basis. We are keen to fill the Secretary role as soon as possible.

On the plus side, we are pleased to report Melissa Coke-Smyth and Dennis Bradney both joined the Committee as Trustees in September 2021. We are also pleased to confirm Robert Gue now joins the meetings, representing the Parish Council, which we have a very close working relationship with.

In the latter part of 2021, we advertised for a new paid role of Bookings Coordinator. We had several applicants and finally appointed Simon Knight to the position in January 2022. Simon has completed his induction, has fitted in well and is building great relationships with all our hirers. Simon is also a Committee member.

We have been carrying out routine building maintenance, more about our future plans later from John.

Financially we are in good shape, through efficient admin systems and good financial control, more on this later from Kerry.

Going forward we will continue to work on ways to increase our hirings and replace business lost.

In terms of how we organise the Committee, we are working on a few changes to the way we work together. In short, we are creating a document which details all our renewals and regular tasks with a view to sharing these out amongst all

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members of the team who can effectively 'lead' on a particular area. This will spread the load more evenly and will enable individuals to feel they are the 'expert' in a particular area.

As most things are now running very smoothly and becoming more routine, we have decided to hold meetings every 6 weeks where we can give more time to specific projects.

As mentioned, we are without a Secretary and keen to not only fill that role but also welcome any other villagers who might like to get involved with running the village hall.

5. FRINGFORD VILLAGE HALL – FINANCIAL REPORT FOR THE PERIOD 1 MARCH 2021 – 28 FEBRUARY 2022

Summary FY2021/2022: Gross Income - £30,394; Expenditure - £8,060; Net Income - £22,334; Reserves - £62,635

Summary FY2020/2021: Gross Income - £15,046; Expenditure - £6,109; Net Income - £8,937; Reserves - £40,301

During the financial period ending February 2022 we received various COVID 19 grants from the Council totalling £22,708 and our income from hiring the hall was £6,702. This figure is a considerable improvement on the previous year's hirings figures of £2,322 which was significantly lower because of the pandemic. The hall hiring figure for FY21/22 is however still lower than usual, being around 70% of the hiring revenue received pre pandemic (Hall hiring fees for FY19/20 were £10,886). We also received £985 combined from Easy Fundraising, Amazon Smile, FITS (solar panels) and RHI (renewable heat incentive). The overhead costs for the hall were £7,509 and administrative and sundry costs were £551 for the year. The net surplus for the year was £22,334 which takes the reserves to a very respectable £62,635. Without the grants from the County Council, we would have had a small loss of £373, which is not concerning, given that hirings were impacted by the third lockdown which lasted until May 2021.

Part of the reserves will be allocated for the maintenance and ongoing development of the facility, such as the replacement of the roof and treatment of the hall floor, which is currently underway.

Actual cash in the bank at the financial year end was £62,662. The presentation of the financial statements also include the figures for the FY2019/2020 for comparative purposes.

Thanks were given to Kerry for the professional preparation and presentation of the accounts.

See appendix – Financial Breakdown and Analysis

6. Open Discussion

John facilitated a conversation with visitors and committee members on fresh thinking on what the hall is used for and how to think about what will serve our community

- A) Newcomer's event: An idea was floated for FVH to host an event welcoming all newcomers to Fringford. Christina, a visitor from the Church advised that both the Church and the Parish Council were already talking about this and would want to be involved. The format could be informal - including children and young adults. Desire to hold in the Autumn.

ACTION: FVHC to review the calendar and think about getting a subcommittee to organise.

- B) Music Appreciation Group - This could be a 'group' that showcases music of all genres, which would include all age ranges of the village. Format could include food and wine and a time to discuss the music. Could include live music, such as touring Jazz band already researched.

ACTION: Alistair to lead and put forward a proposal on initiating the group and how FVH can support. Dennis to liaise with Alistair to prepare a proposal for booking the Jazz Band.

- C) Pop-Up Restaurant for Refugees - we have several refugee families being supported in Bicester by members of Fringford. This would be an opportunity for a professional chef now living in Bicester to use the VH as a location for a pop-up restaurant to support the refugee project.

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ACTION: Helen and Christine to meet with villager who is working on the Ukraine project, to progress.

- D) CPR Training - We are looking to have this scheduled in the VH within the next quarter. It will be provided free of charge by a professional trainer who lives in the village.

ACTION: Karen to progress.

- E) Afternoon Tea – It was suggested something could be put on for seniors, such as an afternoon tea.

ACTION: VHC to review idea and discuss with Penny (Church).

- F) Church Suppers - these will begin again on 26 November 2022 with the Thanksgiving Supper.

ACTION: Melissa to liaise with the PCC.

- G) Cinema Club - Many villagers have expressed an interest in re-opening the Cinema Club. This would require a group of volunteers dedicated to all the activities for the club. John Fargin has a comprehensive list; it will take upwards of 6 dedicated volunteers. It's proposed it could operate from September to June.

ACTION: Reach out to villagers to gather interest - possibly with a flyer or a special post in the Village Voice; Simon to ask Fraser (Technical); Alistair to speak with Cynthia (MM to follow up); review comprehensive list from John. Need to have 1 person from the VHC to act as conduit with the Club.

There were several ideas that came out of the meeting:

- A) Branding - We would like to support you and your activities. We are here to help you. The Village Hall exists to enhance the village of Fringsford and its residents with a local and supportive venue.
- B) Advertising/updates - could be through social media, the village website, possible paid advertising outside of Fringsford
- C) Survey to villagers - this would be a short survey requesting feedback on events they have enjoyed and what they would like to have at the VH as well as ones they may be interested in running.

7. Property Report – John Fargin

Little of note has occurred since the last property report in August 2021 and overall, the village hall building remains in reasonable shape.

The improvements made in the previous period include, fixing door and window locks, plumbing, and servicing the air source heat pump.

The building structure seems to continue to be in reasonable shape, but the roof remains the area requiring continued attention. Some slates have slipped and although nothing significant threatens its short-term life, there is a need to have the old roof of the main hall replaced, possibly in the summer of 2023. The cost would be approximately £20-25K.

ACTION: Get estimates and ensure wall cracks are surveyed for safety.

The floors of the main hall will be resurfaced in Autumn 2022.

ACTION: Dates and cost to be provided to the Treasurer.

The car park will need to be completely resurfaced; patching does not last.

ACTION: An estimate is required and also timings for the work to be done.

The height of the hedge at the side of the hall may now need to be cut alongside the regular trim of the face. The hedging will need to be trimmed in the Autumn 2022.

ACTION: The costs to be provided to the Treasurer.

8. a) Governance - The VH Committee and VH Committee Roles

There are several committee members who will be retiring from the end of December 2022. Progressively from 1st January 2023, we will need to fill 5 positions:

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Secretary (currently been vacant for several months)
Chair
Treasurer
General Committee Member x 2

There is a real risk to the life of the VH Committee if we do not secure replacements that fill skills-based positions. There is a real issue of villagers not coming forward to take on the role.

ACTION: Simon, Karen & Melissa volunteered to attend Village Fayre on 10 September 2022 with materials about FVHC and what we do.

ACTION: Reach out to current hirers for their input on how to find VHC members

ACTION: Put flyers and posters around the village

ACTION: Talk to friends and neighbours

b) Appointment and Election of Management Committee

Officers: Chair – Helen Fargin

Treasurer – Kerry du Plessis

Secretary – vacant – fill by rotation until replacement appointed

Reappointment members: Christine Underwood, Karen Davies, John Fargin, Dennis Bradney, Melissa Coke-Smyth

Appointment of new members: Robert Gue (Parish Council Representative), Simon Knight (Bookings Coordinator)

9. Appointment of Examiner/Auditor for Forthcoming Year:

Kerry confirmed Mike Barrett will continue and he was duly reappointed.

10. AOB

Next regular meeting: 22 August 2022 at 7:30pm

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Appendix – Financial Breakdown and Analysis

STATEMENT OF FINANCIAL ACTIVITIES For the year ended 28 February 2022

	2022	2021	2020
Income from:			
Grants & Donations	22,708	11,434	10
Funraising events		-	2,327
Hire of village hall	6,702	2,322	10,886
Other	985	1,289	1,106
	<u>30,394</u>	<u>15,046</u>	<u>14,329</u>
Expenditure on:			
Raising funds		-	682
Hall improvements			
Hall overheads	7,509	5,954	9,142
Administrative	489	154	200
Depreciation	31		
Sundry	31	-	88
	<u>8,060</u>	<u>6,109</u>	<u>10,112</u>
Net income (expenditure)	<u>22,334</u>	<u>8,937</u>	<u>4,217</u>
Funds at 1 March 2021	40,301	31,364	27,147
Funds at 28 February 2022	<u>62,635</u>	<u>40,301</u>	<u>31,364</u>

BALANCE SHEET as at 28 February 2022

	2022	2021	2020
Fixed Assets			
Office equipment	344		
	<u>344</u>	<u>-</u>	<u>-</u>
Current Assets			
Other debtors	77	100	289
Stock		28	65
Cash at bank	62,662	40,283	32,254
	<u>62,739</u>	<u>40,411</u>	<u>32,608</u>
Liabilities: Creditors falling due within 1 year	<u>448</u>	<u>110</u>	<u>1,244</u>
Net Current Assets	<u>62,291</u>	<u>40,301</u>	<u>31,364</u>
Total assets less current liabilities	<u>62,635</u>	<u>40,301</u>	<u>31,364</u>
Funds			
Unrestricted	62,635	40,301	31,364
Total Funds	<u>62,635</u>	<u>40,301</u>	<u>31,364</u>

Income & Expenditure Analysis

	FY21/22			FY20/21		
	Income	Expenditure	Net Income	Income	Expenditure	Net Income
Hall Hiring Revenue	6,701.75	7,569.11	- 867.36	2,322.25	5,954.18	- 3,631.93
Cinema Income						-
Beer Festival Income						-
Village Fayre						-
Funraising Events						-
Easy Fundraising donations	64.50		64.50	38.93		38.93
Amazon Smile	18.60		18.60	6.86		6.86
OFGEM RHI receipts	614.21		614.21	561.98		561.98
FITS SSE	287.53		287.53	303.61		303.61
Miscellaneous Income				377.90		377.90
Donations Received	22,707.83		22,707.83	11,434.00		11,434.00
Adminstration		440.50	- 440.50		154.45	- 154.45
Bank charges		20.00	- 20.00			
General Expenses		30.73	- 30.73			
TOTAL	<u>30,394.42</u>	<u>8,060.34</u>	<u>22,334.08</u>	<u>15,045.53</u>	<u>6,108.63</u>	<u>8,936.90</u>

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Expenditure Analysis	FY21/22	FY20/21	FY19/20
Cost of fundraising			682.14
Wages	360.00		125.00
Water Rates	262.16	516.43	368.35
Electricity	3,699.65	1,582.05	2,800.50
Licences	202.00	440.74	272.88
Telephone and Mobile Charges	35.00	49.99	149.99
Broadband Internet and Fax	374.92	447.88	545.88
Stationery	14.25	50.46	-
Hosting Fees and IT Consumables	59.99	54.00	-
Repairs and Renewals	617.81	451.26	1,798.59
Cleaning	1,260.00	1,227.00	2,002.25
Hall cleaning & other consumables	166.78	416.43	346.60
Insurance	875.80	872.39	882.46
Bank charges	20.00		
Subscriptions	50.00		50.00
Depreciation	31.25		
General Expenses	30.73		87.59
TOTAL	8060.34	6,108.63	10,112.23

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 28 February 2022

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BALANCE SHEET

as at 28 February 2022

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Total Funds	<u><u>62,635</u></u>	<u><u>40,301</u></u>	<u><u>31,364</u></u>

Balance Sheet for FRINGFORD VILLAGE HALL

For Period: 28/02/2022

FIXED ASSETS:

30 Office Equipment	375.00
31 Accumulated Depreciation	-31.25
Net Book Value	343.75
Total Fixed Assets:	343.75

CURRENT ASSETS:

1100 Debtors Control Account	77.75
1200 Current Account	10744.88
1210 Bank Reserve Account	51783.26
1231 Petty Cash	133.95
Total Current Assets:	62739.84

CURRENT LIABILITIES:

1233 PCC payments	60.00
2101 Sundry Creditors	50.00
2103 History Club creditor	50.00
2109 Accruals	252.00
2210 P.A.Y.E.	36.00
Total Current Liability:	448.00


Current Assets less Current Liabilities:

Fixed Assets + Current Assets less Current Liabilities:

CAPITAL AND RESERVES:

P&L Account	35487.97
3101 Retained Profit & Undistributed Reserves	27147.62
Total Capital and Reserves:	62635.59

I have examined the book-keeping of Fringford Village Hall and believe the attached Balance Sheet
abd Profit and Loss Account to be a true reflection of those records.



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