

BOTLEY MARKET HALL

Minutes of Annual General Meeting, 6 April 2022 7pm

The meeting opened at 7pm and the chairman welcomed all attendees.

Present:

Trustees: Craig Lissaman (Chair), Malcolm Freemantle (Vice Chairman), Sue Taylor (Treasurer), Pauline Bower (Secretary), Andy Champion, June Edwards, Dorothy Wrigley, Rosemary Nimmo, Bob Nimmo, Corin Ball, Vanessa Bord.

Parish Council: Jonathan Appleby: Linda Ettie, Rod Taylor, Louise Evans, Derek Oswald, Godfrey Bower, Wendy Bassom.

1. Apologies: Jean Sutton, Ken Marsden, Gwyneth Lester.

2. Minutes of last AGM Meeting.

The minutes of the AGM held on 28 January 2021 via Zoom were agreed as accepted by the Trustees. Proposed: CL Seconded: MF

3. There were no matters arising.

4. Chairman's annual report.

A very warm welcome to everyone on behalf of the Trustees and a Thank You from me for take the time attend this evening's AGM.

I took over as Chair of the Trustees in December 2021, having joined as a Trustee in October 2021. Previously, Derek Oswald was the Chair, who made a significant contribution to the Market Hall over the last 20 years. Much of the success of the hall and how everyone works together can be contributed to Derek's leadership, commitment, and hard work.

Over the last 6 months I have been incredibly amazed at the difference the Market Hall makes to the community and am constantly reminded of the importance of the charity commissions charter that Trustees are required to adhere towards in our voluntary role. In a nutshell, the function of a Trustee is to ensure that the hall can continue to provide a suitable place for the community to utilise as a community facility, ensuring that we are not biased in any way. I am very passionate about ensuring that hall is accessible and suitable to everyone, and that everyone is welcome.

Trustees

Firstly, I would like to say a massive **Thank You** to each and every one of our Trustees, that along with myself, invest a lot of their own time to ensure that Botley Market Hall continues to function efficiently and effectively. Sue does an amazing job as treasurer and another unsung hero is Pauline as hirings would be dramatically reduced without her input. (applause).

Malcolm Freemantle, Sue Taylor, Pauline Bower, Andy Champion, June Edwards, Rosemary Nimmo, Bob Nimmo, Jonathan Appleby, Vanessa Bord, Jenny Little, Jean Sutton, David Buckley, Kelly Law, Corin Ball.

Secondly, I would like to say a massive Thank You to all our volunteers, that each do essential tasks behind the scenes. Roles include fire alarm checks, routine maintenance, marking support and minute taking at our meetings.

Whilst we have many volunteers that have offered their valuable time, the following are examples of those that donate time of a weekly basis.

Reflection

After what has been an incredibly couple of years, I'm delighted to confirm that hiring hours have now returned to pre-pandemic levels. Whilst some of our regular groups have been disbanded over this period, we have had plenty of interest from new groups and hirers.

We were able to re-open in May 2022¹, but until recently have had many restrictions in place, which has had an impact on our recovery and did raise concerns around our longer-term financial viability. However, following an increase in our hire rates and a focus on our marketing activities, we are now feeling confident about the coming 12 months.

It's fantastic to see that the hall is being used to benefit so many people in the community, in so many ways. We have groups for babies, through to comedy nights for adults, and everything in between. There is no limit to how the building can be used, but children's parties and regular group hiring for various weekly classes are the main users.

Successes

There are so many successes or little wins as I like to call them, and so often these go unnoticed. I feel it's important to stress that every task, change, improvement, or booking enquiry is a success.

- **Botley Market** – After many years, I'm delighted to confirm that a monthly market will be returning to Botley featuring craft, gifts, gin, vegan, and food stalls.
- **LED Lighting** – We have continued with the upgrading of our lighting to LED bulbs and wherever possible sensors to ensure that lighting is only used when movement is detected.
- **Activity Room** – We have redecorated this room, replaced the lighting, repaired the windows, upgraded the heating, and installed an air-extraction system.
- **Big Clear Out** – We took the opportunity to review all the items and equipment stored at the hall and made some difficult decisions about what was really needed. This has provided us with a little more space and substantially less clutter!
- **Branding** – We have agreed our approach to branding and are in the process of updating all our signages, webpages and social media channels. The first of these signs can be seen on the entrance to the car park.
- **Donations** – The generosity of the local community has been outstanding and has enabled us to invest further in the market hall. We have received donations from individuals such as Loraine Carver and Mrs Ellis, as well as businesses such as The Dolphin, Crackle Rock Brewery, Jackson Bailey, Snowdrop Place and Clarke Mews Estate Agents. Every penny is hugely appreciated and makes a huge difference to us.

2022 Focus Areas

To ensure the Market Hall is continually maintained, improved, and upgraded, our intention is to use the remainder of our covid-19 grants and the donations we have received to make further positive changes for the benefit of our hirers and the wider community.

Toilets – Whilst our toilets are functional, they are beginning to present us with some challenges in terms of maintenance, through items wearing and coming to the end of their life. We have therefore

made the decision that all toilets will be upgraded this year and we are currently in the process of obtaining quotations for the works.

Portico – We have some moisture related damage to the front of the front of the building. We believe this is caused by ground level moisture penetrating the sandstone pillars. However, we are in the process of getting this assessed and will be making the repairs necessary.

Stage Curtains – If funds allow, we will also replace the curtains around the stage. Whilst not essential, these will improve the overall appearance of the hall. We are in the process of gain quotations.

Parking – Like many businesses in the village we are also impacted by parking, predominantly, people parking within our private car park. We are hopefully that increased signage will reduce the impact to ensure our hirers can use our car park (and not use other car parks), but if that fails, we will need to review other options.

Summary

Finally, I would like to repeat my appreciation to the support from the Trustees and Volunteers that really do make the magic happen, without them the Market Hall would not be the fantastic community facility that it is today. I'd also extend my appreciation to the contractors that have also supported us other the last 12 months, either through exceptional work and/or discounted rates, but of which are very much needed and appreciated.

If anyone is interested in becoming a Volunteer or Trustee, please just get in touch. Equally, if anyone would like any more information about the hall and/or would like to hire the hall, please also do get in touch – we would love to hear from you.

5. Booking Secretary's Report.

We continue to receive regular enquiries with many of them resulting in bookings, most popular continue to be children's parties, with several repeat bookings even though we increased our rates at the beginning of Feb.

We've lost a few of our hirers recently, 2 of our bands and a Yoga group have left but on the plus side, we have a regular Saturday market starting on 30 April, and another Yoga group due to start at the beginning of April. We continue to have a variety of regular users: children's groups, dance groups, scrabble, heraldry, gardening club, Zumba class etc.

Thank you to those of you who agree to open up the hall for weekend hirers. Unfortunately, it always seems to fall to the same very few willing people and we could do with more of the trustees being prepared to take a turn. I think going forward, we will have to rely on hirers using the keysafe and letting themselves in.

I've also arranged for an additional Market Hall phone, hopefully we can set up a rota for all trustees to take a turn holding the phone.

6. Treasurer's Report.

Our accounts have been examined and approved and again this year we have made a loss. However, our loss is not as great as it was for the year ending 31st October 2020. This year our loss is £310.12. The COVID grants we received from the Government are being spent in continuing to keep the hall safe for our users. We have increased our cleaning from 3 days a week to 5 days a week and we supply our users with hand cleansing liquids and cleaning materials. In the now called

Activities Room, where we are today, we have installed at considerable expense an air exchange unit to keep fresh air circulating. We are acutely aware that costs for utilities have increased as of 1st April 2022. The increase in gas and electrics will not impact us immediately as our contract tariffs are fixed until December of this year. Our rates for hiring the hall increased in February 2022 and will be reviewed on an annual basis. We believe we continue to offer value for money. Sue displayed the hall's Balance Sheet and Financial Activities Reports using an overhead projector. (Full reports attached).

7. Election of Trustees.

Current trustees willing to stand again:

Officers: Craig Lissaman (Chairman), Malcolm Freemantle (Vice Chairman), Sue Taylor (Treasurer), Pauline Bower (Booking Secretary).

Andy Champion, David Buckley, Dorothy Wrigley, Rosemary Nimmo, Bob Nimmo, Corin Ball, Vanessa Bord, Gwyneth Lester, Jenny Little, Kelly Law.

Standing down: June Edwards

Proposed: DO Seconded: LE

Derek Oswald asked to say a few words of thanks to June for all her years of service as a trustee (in excess of 30 years!) – applause.

8. AOB

Louise asked if hiring rates will increase to cover the high rise in utility costs – Sue stated this may be a possibility.

No other questions.

Malcolm 'thanked' Craig for all his hard work and efforts in the role of Chair – applause.

The meeting closed at 7.32pm

LJE/10Apr/2022

botleymarkethall@gmail.com



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees/
members of

On accounts for the year
ended

Set out on pages

1&2

(If necessary to include the page number of additional sheets)

I report to the trustees on my examination of the accounts of the above
charity ("the Trust") for the year ended 31/10/2021

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the
accounts in accordance with the requirements of the Charities Act 2011
("the Act").

I report in respect of my examination of the Trust's accounts carried out
under section 145 of the 2011 Act and in carrying out my examination, I
have followed all the applicable Directions given by the Charity Commission
under section 145(5)(b) of the Act.

Independent
examiner's statement

~~The charity's gross income exceeded £250,000 and I am qualified to
undertake the examination by being a qualified member of [insert name of
applicable listed body]]. Delete [] if not applicable.~~

I have completed my examination. I confirm that no material matters have
come to my attention in connection with the examination (other than that
discussed below *) which gives me cause to believe that in, any material
respect:

- the accounting records were not kept in accordance with section 130
of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements
concerning the form and content of accounts set out in the Charities
(Accounts and Reports) Regulations 2008 other than any requirement
that the accounts give a 'true and fair' view which is not a matter
considered as part of an independent examination.

I have no concerns and have come across no other matters in connection
with the examination to which attention should be drawn in this report in
order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

31/01/2022

Name:

ROGER JOHNSON

Relevant professional
qualification(s) or body