

Trustees Annual report for 2020-2021 is best stated as below

Minutes of Henbury Village Hall Trustees meeting Thursday 18th February 2021

Present: Peter Gilbert, Barbara Clifton, Tim Parkinson, Ian McCrimmon, Paul Miller, Jill Campbell, Mike Thomas, Kay Ridgwell

Apologies: Angela Brice (sent email support for proposal)

PG presented the briefing paper below. Points raised at the meeting are noted in red. Record of questions raised/discussion follows the Briefing Paper.

Briefing Paper for HVH Trustee Meeting February 2021

[2020 Vision Project](#)

Introduction

The purpose of this paper is to provide a summary update on the 2020 Vision Project and facilitate discussion and decision on additional works to remodel the hall ceiling, relocate the stairs to the upstairs room and construct a balcony/gallery from the upstairs room into the hall.

[Progress on Main Project](#)

The main aspects of the construction work are substantially complete:

- The kitchen and meeting room nearly completed
- Toilet area nearly ready for fit out
- New store room nearly complete.

There have been Covid 19 delays in the project most notably in the dealings with Bristol City Council Development (Planning and Heritage) and Building Control.

There was an oversight on the Hall's part as to the discharge of pre-planning conditions and the Covid related problems of communication with the Council has meant that the resolution of this has become protracted. I believe that this is close to being resolved through compromise and negotiation. We have had to put a "Section 73" application in to have the conditions removed. This may be viewed at:

[21-00422-X](#)

The matters covered relate to certain of the finishing features of the hall annexe. The non-determination of this has held things up such as the external doors and gutters as we cannot fit only to be told by Heritage that they are not to their taste. The Section 73 process involves a period of public consultation.

The line of windows above the separating corridor "upset" Heritage as it was modified from our Artist's impression and initial elevations. This change was due to technical feasibility and the resultant cost that would have been incurred. We have placed three Velux system windows instead of a bespoke window. I am of the opinion that this is substantively the same and achieves our

design objectives. I provided the council with a paper making this case, but offering a concession alternative, which has been accepted. We are to introduce two more Velux windows into the line.

I am trying to get “pre-agreement” on the doors and gutters so that we can proceed on this.

Certain aspects of the fit out of the new parts of the building will be affected by the mess and dust of the possible ceiling works and would be held pending this.

Funding

Funding available for the 2020 Vision Project is now:

Type of Funding	£
John James Foundation	20,000
Veolia Environmental Trust (Net of CTP)	63,000
Enovert Environmental Trust (Net of CTP)	22,500
Garfield Weston Foundation	15,000
Biffa Award – Kitchen Fit Out	41,296
Private Donation	8,000
Approximate balance of bequest	10,000
Approximate Hall Funds (Including Durston Trust Receipt)	95,000
Anthony Edmonds Trust Loan	50,000
Allocation from General Funds (Rate Rebate Grant)	10,000
Raffle	4,000
Just Giving (excluding Gift Aid)	7,685
Total Funds Available	346,481

We are currently receiving Covid 19 support payments in excess of our ongoing expenditure.

This excludes the £41k Biffa Award in respect of the fit out of the kitchen.

Project Costings

The current approximate project costings are:

Item	£
J Howells Construction (Toilets, Kitchen, Meeting Room, Storage and Hall)	205,000
Disabled Ramp	9,200
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Hall Ceiling, Balcony and Stairs

As previously discussed we have plan to improve the internal aspects of the main hall by remodelling the ceiling, re-positioning the stairs and introducing a balcony with shutters in the upstairs meeting room. I am of the opinion that these changes would be transformational for the Hall and should be considered as an opportunity now with benefits over the long term view.

The proposal for the ceiling is fully approved by Bristol City Council:

[20-04333-LA](#)

As described above, if being done this work should be carried out prior to the fit out of the new annexe because of the level of mess that will be created.

The cost for this work excluding VAT is circa £26k - £31,200 Gross

An application for listed building consent has been submitted to Bristol City Council and may be viewed:

[21/00586/LA](#)

It has a determination date (deadline for decision) of 1 April 2021.

This work can be carried out after the ceiling has been done.

The cost for this work including VAT is circa £13k.

The total required for the additional works is **£44,200**

Decision and Financing

The following financing is probably (hopefully) available to fund the work:

The identity of the individuals making donations and loans should be kept in confidence and redacted from this paper if published etc.

Amount £	Description	Comment
20,000	Loan/Donation (Peter and Nicola Gilbert)	Up to £20,000 had been offered as an interest free loan that will be converted into a donation over time. This offer is contingent on the Anthony Edmonds Loan being increased to £60,000
10,000	Loan (Kay and Tom Ridgwell)	£10,000 has been offered over a maximum 10 year term interest free. Formal loan document to be drawn up with aspiration of earlier repayment
2,500	Trustee Donation (Tim Parkinson)	
10,000	Anthony Edmonds Loan	A request has been made for an additional loan of £10,000 to take the total loan to £60,000 AET meeting 24th Feb
5,000	Bounce Back Loan	A commercial loan available to the Hall if applied for prior to 31/3 See below for terms
47,500	TOTAL	

It may be the case that other support may be forthcoming from other trustees .

The priority of repayments should be agreed. **Not discussed at this meeting**

The Hall has received various Covid 19 support payment grants which have increased our funds.

Additionally our contractor John Howells has offered support (if absolutely necessary) of deferred terms on up to £10k of the cost (say over two years) as a freely given gesture of goodwill and because he also believes that the work would be “the making” of the hall.

The Bounce-Back loan to be applied for is based on 25% of a £20,000 post opening turnover. It has an interest rate of 2.5% and a term of up to 10 years. The interest for the first 12 months is paid by HM Government.

I have contacted Leigh Mitchell (Chair of the Anthony Edmonds Charity) requesting that they consider increasing their loan offer from £50,000 to £60,000.

We need to decide if we wish to go ahead and are willing to enter into the CBILS loan agreement and are happy to accept Kay’s kind offer.

I have scheduled a Zoom meeting on Thursday at 7:30pm

Join Zoom Meeting

<https://us05web.zoom.us/j/89764548821?pwd=YkY5L1JQNmg0bElUcWFOK0VJQzIFUT09>

Meeting ID: 897 6454 8821

Passcode: HVHha11!

For those that are not able to attend can you please email me and cc Tim any questions that you may have or to indicate that you are in favour of the proposal and the loans.

Thanks

Peter

Questions from meeting attendees:

BC- is the existing staircase being moved, or will it be a new staircase? PG - New construction. Note – current staircase is not fire compliant, would need to be enclosed if it were retained. Proposed new structure will be fire compliant.

BC – will proposed balcony shutters be soundproof? PM – sliding doors should create a sound proof barrier when closed, sound insulation will be included in their construction. PG comment – simultaneous bookings for main hall and balcony will take into consideration the amount of noise likely to be generated.

JC – can the current staircase be sold? PG – unlikely. Note the additional lobby space generated by moving of the staircase, will hopefully encourage bookings and generate income.

JC – what will the lobby be used for? PG – bar area with direct access to toilet area. Kitchen will become bar/messy/junior kitchen (bar counter to be installed in current kitchen, plus door moved and bar shutter fitted.

JC – will small handbasin in kitchen be retained? PG – Yes, will be moved, probably under bar counter.

TP – to date, Hall income and expenses have balanced. Hope we can generate a bigger income to allow repayment of proposed loans. Do we know how much income the Hall will need to generate to

remain financially viable? PG – Hoping 10 – 12 weddings per year post Covid, plus previous and new events/fundraisers. Estimated turnover £20K per year. Plus there will be less expenditure on maintenance and repair.

KR – will the Hall be marketed more aggressively once reopened? PG – word of mouth, website, social media (for example 3090 people watched the raffle draw!). TP comment – the Hall's greatest asset is its location, next to the church and in a beautiful conservation area. MT comment – the info leaflets and website will be updated nearer re-opening time. PG comment – we still need to raise funds for chairs and tables. Before this is achieved, hirers will need to hire themselves if required.

JC – will Hall be available as voting station 6th May? PG – Hall will be suitable for polling station by 6th May, hopefully with toilets available. Portaloo can be hired if necessary. IMC will confirm with BCC as polling cards need to be sent out next week. BC – assume therefore the Hall will be available for Church use on 16th May. JC – has had an enquiry for a Golden wedding party mid summer.

BC – when will the Hall be finished? PG – May. Subject to AET agreement to loan extension and Trustee agreement to loan proposals put to this meeting, work on ceiling will start 1st March. Will take 3-4 weeks, then stairs and balcony will be done during April. Bespoke shutters will not be rate limiting.

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MT – DN bequest? Hall has received another £12.5K, may be more to follow. PN has funded repair work to the back wall, which has been completed.

TP – does the meeting agree to the additional loans and donations (subject to Gift Aid) to allow the ceiling/staircase/balcony work to go ahead? The meeting is quorate, all approved (plus prior approval received from AB by email).

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Meeting closed at 20:15

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