

# **ROCK VILLAGE HALL AND MILLENNIUM GREEN**

## **ANNUAL GENERAL MEETING 2023**

**Friday 1<sup>st</sup> December 2023, 7.30pm at the Hall**

### **MINUTES**

**Present:** 22 including 10 committee members. The chairman, David Griffiths welcomed all attending.

**Apologies:** Ann Emmings, Lesley Hall

**Minutes of the 2022 AGM** held on 28 October 2022: The previous minutes were approved.

**Matters arising from the previous minutes:** There were no comments on the previous minutes.

### **Secretary's Report:**

#### **The committee**

This year has seen a return to normal as the restrictions relating to the Covid pandemic had been fully lifted by the end of 2022. This report covers October 2022 to November 2023.

The committee now has 11 members. There have been no new members in the last year. Several members have left for personal reasons (Emma Smith, Lucy Nott, Jayne Dearn, Peter Siviter) and thanks are due to them for their input. In addition, there are 3 administrators, 2 cleaners and 7 volunteers doing a range of tasks - see end of this report.

There have been 12 monthly meetings in the last year (October 2022 to October 2023 inclusive but with no meeting in December). The monthly meetings have, on average, been attended by 9.3 members, or about 75% of the membership, plus usually one administrator, Emma Moore. David Griffiths has served as chairman, with Barry Merchant as treasurer and Richard Hall as secretary. The committee has continued to manage the village defibrillator at the Rock Cross pub.

#### **Events held since the 2022 AGM on 28<sup>th</sup> October 2022**

A wide range of events has been held as listed below, organized/led by the people noted:

1. November Christmas Fair, bingo (both by Fran Cratchley and Sue Hopkins), community coffee morning (Steph Morrison)
2. December Children's Christmas Party (Fran Cratchley and Sue Hopkins) and Over 60's Christmas tea and Bingo (also Fran and Sue)
3. February 2023 Bingo evening (Fran Cratchley and Sue Hopkins)
4. March Elton John tribute band (David Griffiths), First Aid course (Emma Moore), coffee morning (Steph Morrison)

5. April Country Chix concert (Sue Hopkins and Fran Cratchley), coffee morning (Steph Morrison)
6. May Community picnic to celebrate King Charles' coronation, concert by Slyde (Fran Cratchley), coffee morning (Steph Morrison).
7. July Bingo (Fran Cratchley and Sue Hopkins)
8. August Jumble sale (Sue Hopkins)
9. September Rock Show organised by Emma and Kelly Rodriguez, assisted by a range of people, Over 60's afternoon tea party (Sue Hopkins), wedding fayre (Emma Moore)
10. October Michael Buble tribute concert (Fran Cratchley and Sue Hopkins), Village Hall quiz (David Merchant and others), Halloween party (Fran Cratchley and Sue Hopkins), coffee morning (Steph Morrison)
11. November Bingo (Fran and Sue), Christmas Fair (Emma Moore)

Rock Show had a record number of attendees and record takings. Regular users of the hall include the bridge club, the Women's institute (up to March), short mat bowls, knit and natter, Pilates, yoga, Zumba, dance and choir groups and the Little Acorns toddlers' play group.

#### **Village Hall website and Facebook page**

The website [www.rockvillagehall.co.uk](http://www.rockvillagehall.co.uk) managed by Emma Moore continues to be well used, allowing everyone to see what events are on and when the hall is available to be booked as well as hosting useful local adverts. The Facebook page, managed by Sue Merchant on behalf of the committee, is also a very useful source of information and is well used. A bi-monthly newsletter to be distributed round the village is also being trialed via e-mail.

#### **Maintenance and repairs**

Maintenance and building sub-committee members David Hall, Richard Hall, David Griffiths and Steve Wightman have continued organizing and carrying out routine maintenance and improvements and have recently been joined by volunteer Steve Taylor.

#### **Committee members and other staff at November 2023:**

**Committee:** Fran Cratchley, Ann Emmings, David Griffiths, David Hall, Richard Hall, Sue Hopkins, Barry Merchant, Stephanie Morrison, Len Pitman, Kerry Tipper, Steve Wightman.

**Administrators:** Emma Moore (RVH Coordinator), Kelly Rodriguez, Carol Franklin (booking secretary)

**Cleaning team:** Amy Aspbury, Jo Taylor

**Volunteers:** Tom Dutson, Steve Taylor (buildings/maintenance), Sally Blowing (defibrillator, liaison with WMAS), Sue Merchant (Facebook page), Kim Williams (publicity in Rectory Lane area), Ian Wilson (liaison with Community First), Austin Rodriguez (advisor on electrical matters)

R Hall, Secretary



## **Treasurer's Report:**

1. Thanks again to Peter Bill who has examined the Receipts and Payments Accounts for the Village Hall (see page 8). For the year to 30/9/23 they were found to be correct according to the Books and Records Presented.

2. The main key indicators used to monitor the health of the hall's finances are shown on the trend sheets.

3. Comments: As well as the key indicators other factors to consider are the investment in the new drive lamps to improve access to the hall; and a commercial standard dishwasher to cope with hire demands; Routine infrastructure maintenance costs.

a. **Hire** – Hire fees amounted to £39.6k in total during the financial period. The hall was booked for a further 18 future weddings accounting for 65% of the total. The remainder came from regular hirers i.e., Community Choir, Bowls Club, Knit & Natter, Yoga, etc. and occasional bookings for Parties, study & art groups etc. The increase in revenue was mainly attributed to an increase in hire and cleaning charges.

b. **General Running Costs** – The running costs continue to rise year on year. The rise this year is not as great as the previous two years following Covid restrictions and was mainly attributed to the cost-of-living crisis. We continue looking for improvements and savings to reduce our operating costs.

c. **Electricity** – The FIT payment for the quarter ending 30/06/23 was missed due to a meter reading problem. (It has since been paid but cannot be included in these accounts). This combined with a doubling of the cost of electricity per kWh has meant electricity consumption costs have exceeded the payments for generation and export of electricity for the first time. A sub-committee is currently investigating the options for changing supplier and reducing our consumption.

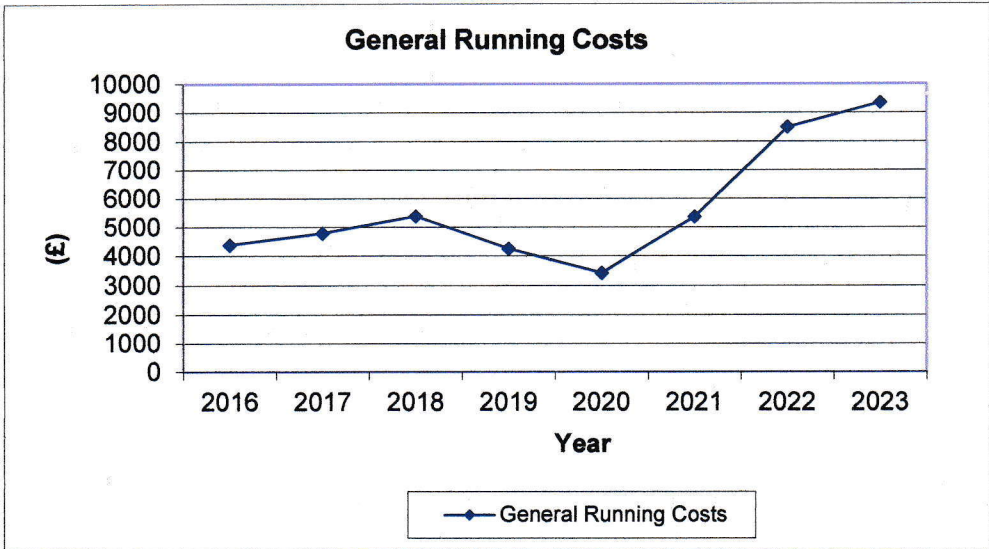
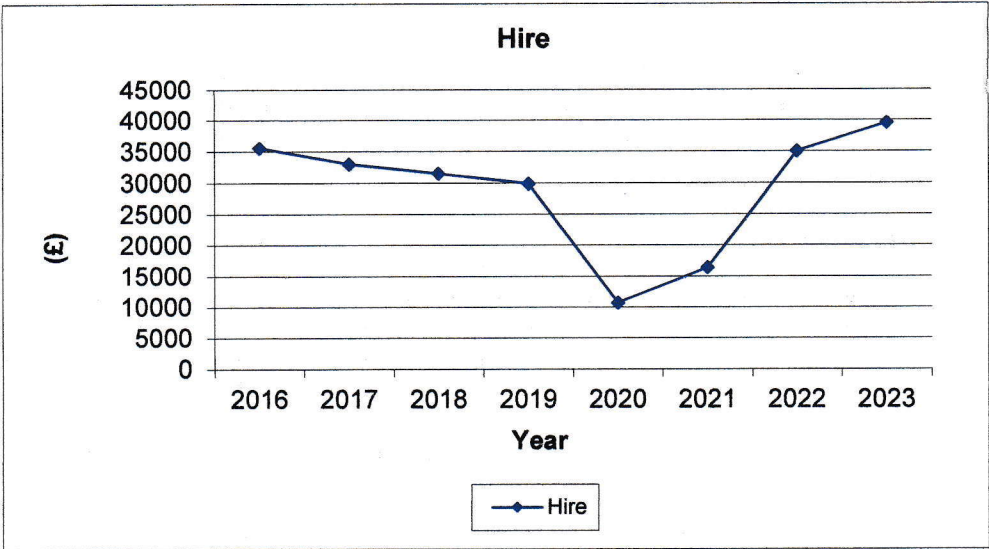
d. **Cleaning** – The hall now pays WFDC for commercial waste collection. This with additional cleaning regimes have pushed the cost of cleaning up. This additional cost has now been incorporated into the hire costs for weddings.

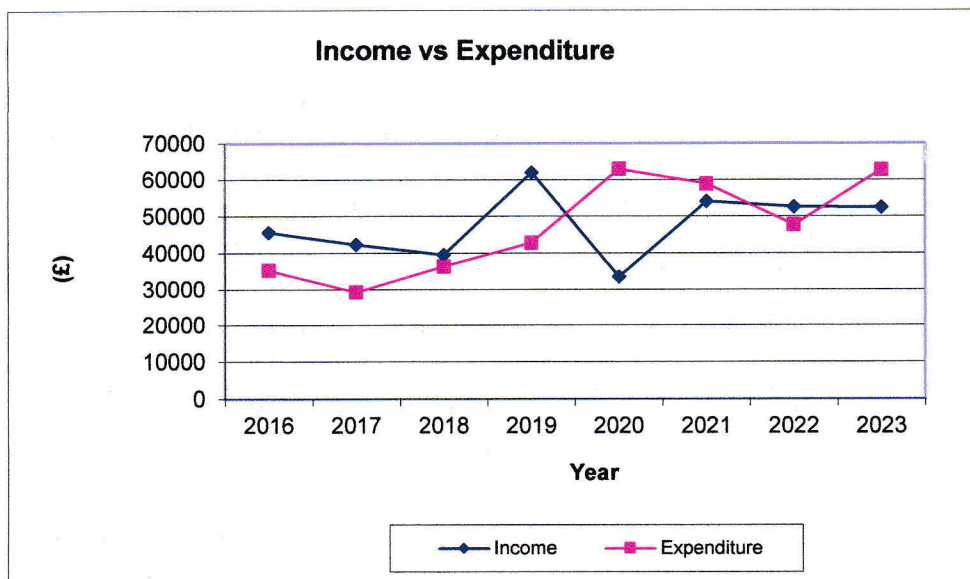
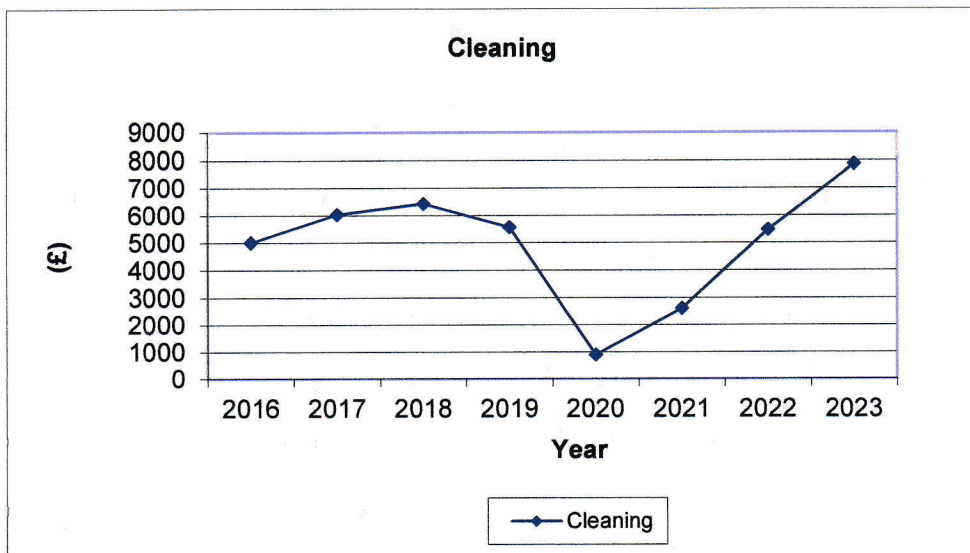
e. **Activities** - Rock Show, was again very successful and generated a record amount for the new hall. There were also some excellent concerts, shows, children's parties and quizzes during the year. The revenue remained higher than the pre-Covid years.

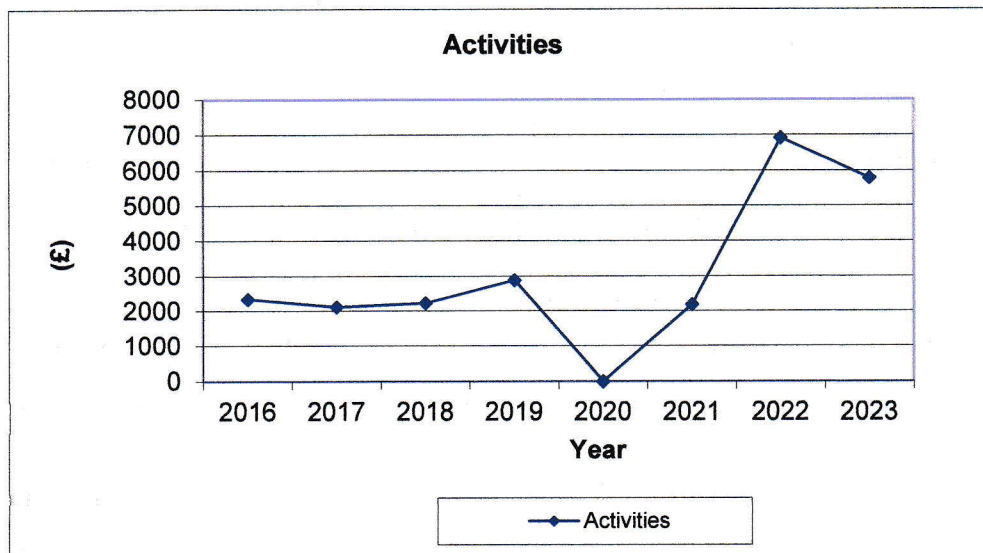
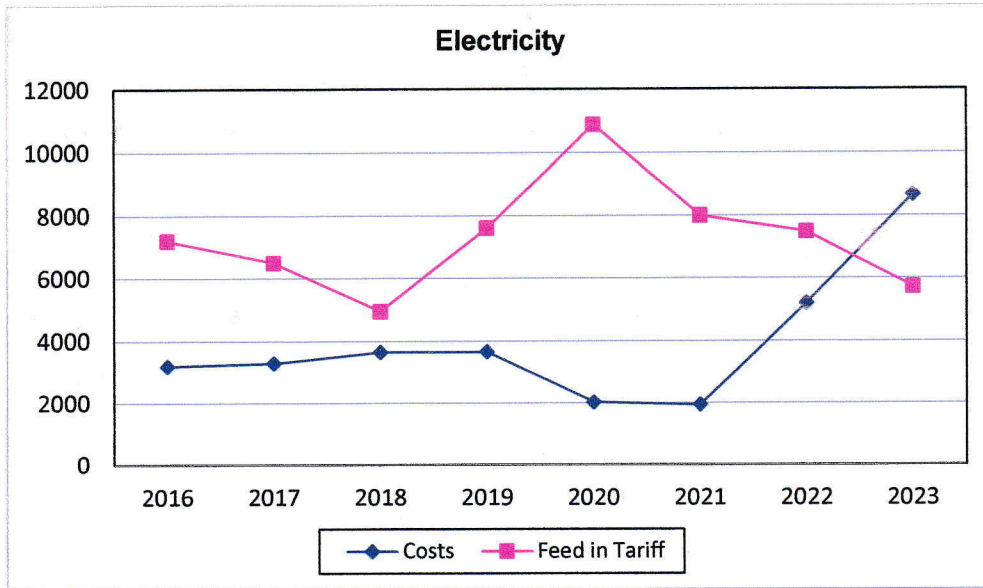
f. **Income & Expenditure** - Expenditure exceeded income, due mainly to the spend on maintenance and new assets, the cost-of-living crisis, and issues with electric supply costs and payments. We are monitoring spend carefully and looking for savings so that our finances remain healthy.

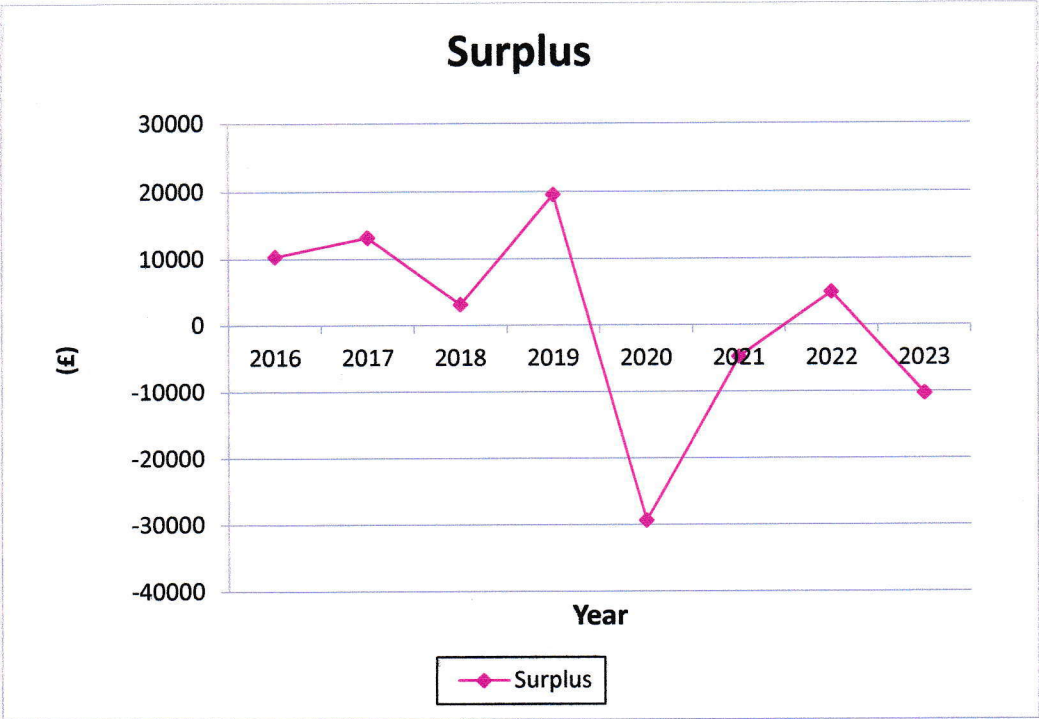
g. Surplus - The deficit on the year was £10.3k. The reasons for this are given in paragraphs (a) - (f). We currently have £75.1K at the bank of which we have ring-fenced £35.2K contingency fund to cover any repayment of Hire fees and Village Hall repairs from further unforeseen problems

B Merchant, Treasurer











# ROCK VILLAGE HALL

## RECEIPTS AND PAYMENTS ACCOUNT FOR YEAR ENDED 30/9/23

YEAR TO 30/09/2022	ACTIVITIES AND EVENTS	RECEIPTS (£)	PAYMENTS (£)	NETT RECEIPT (£)
	<b>RECEIPTS</b>			
6921.26	Hall Activities/Events	5797.20		
35031.08	Hire of Hall	39600.40		
0.00	Donations	0.00		
29.59	Barclays Bank Interest	406.49		
405.00	Website Advertising	450.00		
0.00	Compensation for pipe damage (AVIVA)	0.00		
7498.34	PV Panel feedin Tariff	5726.90		
0.00	BT Credit for Internet Downtime	0.00		
2667.00	Grants	0.00		
0.00	CLYMAC Ltd Refund	428.30		
37.66	Bowls Club Insurance	39.57		
52589.93		52448.86		
	<b>PAYMENTS</b>			
373.76	Annual WFDC Non Domestic Rates		122.62	
168.59	Website Costs		156.00	
8500.27	General Running Costs		9351.05	
5479.15	Cleaning/Caretaker/Handyman/Etc		7876.63	
1188.75	Hire Management		4837.00	
4513.19	Activities & Events Costs		1966.35	
5199.15	Electricity		8664.41	
1154.61	Water		1133.07	
447.62	BT - Telephone rental		575.10	
3237.41	Insurance (Hall & Green)		3400.70	
290.00	Returned & Unpaid Cheques		0.00	
3104.60	Returned Deposits & Cancellations		3861.00	
72.00	Rock Play		1320.00	
10682.70	Maintenance Expenses		16759.49	
35.00	Mobile Phone		0.00	
3250.50	Village Green (Trees & Hedge Cutting)		2693.50	
47697.30			62716.92	
4892.63	<b>Total Receipts Less Payments</b>			-10268.06
				Plus
85356.01	Balance @ 30 September 2022			85356.01
	<b>Balance @ 30 September 2023</b>			<b>75087.95</b>
	<b>Represented by:-</b>			
17057.33	Community Current Account			14382.78
33067.65	Business Premium Account			25242.39
35231.03	Business Premium Account (Contingency)			35462.78
85356.01	<b>Balance @ 30 September 2023</b>			<b>75087.95</b>

### Receipts and Payments Carried forward into next accounting period (2023-2024)

DATE	DESCRIPTION	RECEIPTS (£)	PAYMENTS (£)	COMMENT
24/08/2023	Community First		135.00	
16/09/2023	DB Electrical Services		182.50	
24/09/2023	WFDC (Returned Deposit)		250.00	
26/09/2023	Dolly Tub		153.40	
	<b>Total</b>	0.00	720.90	

I have examined the Receipts and Payments Account for the year to 30/9/23 and found it is correct according to the Books and Records of Rock Village Hall and the information and explanations given to me.

Peter Bill  
Bower Court, Rock, Worcs  
Date

*P. A. B. L.*

09/11/23



## **Maintenance report**

Rock Village Hall is now over 17 years old. Despite its magnificent setting and excellent environmental construction, with many energy saving features, some parts are now showing some aspects of ageing or other problems.

The most serious problem we had, not age related, was the reconstruction of the ground floor a few years ago which was the result of an unfortunate severe storm and an incorrect insulation layer under the floor. Fortunately, the costs of this work were met by insurance.

The rainwater harvesting system has given us some problems this year, creating an unpleasant smell with the flushing water in the toilets. It appears that this may be associated with a build-up of moss on some of the roof areas (from which the flushing water is obtained) and organic solids in the main underground storage tank. Steps are being taken to deal with both these issues, but in the meantime, we are dosing with chlorine tablets or using mains water for which we have to pay.

The pond continues to give concerns as it will no longer hold water. It will be left now until Spring when the situation will be reviewed again.

The access road drainage and the car park gravel continue to look unsightly, although there are no water ponding problems. It is intending to construct some underdrainage, followed by topping up of the gravel. Again, this will have to wait now until Spring.

The paving near the main door going up the slope is now ponding badly and a drain will be put from the low point into a nearby manhole. Other general repairs continue.

We must remain aware that the Ground Source Energy heating system will require some replacement of heat exchanger units at some stage. They have a life similar to domestic boilers of approx. 15-25 years. We were one of the early buildings to install this heating system and it provides us with a warm building all year round with no use of fossil fuels. Although we have 99 solar panels producing electricity, we still have to buy in power in hours of darkness. However, these panels produce a very good source of income to the hall.

It is important that we hold a healthy financial balance to be able to undertake what are quite expensive repairs and replacements in this building, but we are lucky that it remains a popular venue for wedding and party hirings.

DLH/RH/DG/SW Maintenance team.

1 December 2023

## **Chairman's Report to the 2023 AGM:**

The VH without doubt had a very good year with the committee members gaining confidence and working incredibly hard to provide events for the residents of Rock and I thank them for their efforts in achieving this. I also need to thank our community for supporting us at these events which is giving us the impetus to put on more events and try new things.

We have seen a very high level of hire from regular, occasional, wedding and party bookings and even have bookings for 2025 and 2026.

Throughout the year weekly checks have been carried out by our maintenance team to the defibrillator, play equipment and hall safety equipment - our thanks to them and the contractors and volunteers who maintain the Green, hedges and gardens. I think you would agree that the grounds are looking neat and tidy with the exception of the pond which is continuing to leak.

We still need to be mindful that the hall was built in 2007 and we could possibly have large unexpected bills for items such as the shingle roof & Ground Source heat pumps. We continue to hold monies in reserve for these eventualities.

We are negotiating a 3 Year contract for electricity with EDF which should give us stability. Thanks to those members of the subcommittee that investigated this and who will be looking at other areas of energy waste in the new year.

Looking forward to 2024 we are in discussions with "Our Community can be Active and Creative, Herefordshire & Worcestershire (CAN)", a charity funded by Sport England.

CAN aims to support people across Herefordshire and Worcestershire, particularly those living in rural communities, to be active and creative, and by helping communities provide more opportunities that bring people together to help reduce social isolation and loneliness.

Some bullet points from their presentation are

- Understand community needs and motivations
- Network with other people and organisations
- Deliver taster events and/or sessions
- Train volunteers and leaders
- Access funding opportunities
- Develop new and sustainable local active and creative opportunities

We will be carrying out a leaflet drop for this in the new year and invite anyone who wants to be part of this to get in touch.

In addition to our Facebook page and Website, Emma Moore has started a new newsletter that is emailed to those that subscribe, so if you wish to receive this please add your Email address to the list on the table.



Our main Fund Raiser for 2024 will be for additional Play Equipment for the play area, so look out for information regarding this.

We have also agreed that we will trial a new electronic booking system, which we were advised to do at a recent Community First meeting. This will include a new website and facilities to pay for bookings and tickets electronically. We will still retain manual bookings for those that are not comfortable with the new system.

Community First also advised us on a raft of documentation procedures and policies that we need to adapt and implement for our Hall. My thanks to the team who will be battling through this in 2024.

We intend to form a Sub Committee to look at the varying solutions to the pond area that vary from filling it in to getting professionals in to completely reestablish it at a cost of £18000. It would be helpful to get the village involved with these proposals particularly if they have knowledge or experience of this sort of project.

We will continue to have regular coffee mornings on Saturdays throughout the year & Wednesday afternoons will be a Tea Coffee and Company where the community can get together. Please support this and if possible, bring a friend or neighbour and introduce them to us. We will be dropping flyers into your letterboxes for these events.

We do need help from both new active committee members and people willing to volunteer/help at our events (particularly the Rock Show), to help clearing up after our functions, to sell raffle tickets etc.

We could also save on our outgoings if we could get some volunteers to carry out small maintenance tasks on the grounds such as using the lawnmower around the children's play equipment where David Bradley cannot get with the tractor or trimming the ground cover. So, if you can help let us know.

In closing, please enjoy the refreshments and talk to our committee members about what you want to see and do in the VH in the future.

Many thanks for attending the AGM

David Griffiths, Chairman

Len Pitman proposed a vote of thanks to the committee and volunteers for their work, which was passed unanimously by the meeting.

The chairman declared the meeting closed at 7.55pm.