

ROCK VILLAGE HALL AND MILLENNIUM GREEN

2024 ANNUAL GENERAL MEETING

Friday 15th November 2024 at 7.30 pm

At the hall

MINUTES

Present

David Griffiths, Barry Merchant, Emma Moore, Kelly Rodriguez, Richard Hall, Stephanie Morrison, Fran Cratchley, Matt White, Sue Hopkins, Len and Maureen Pitman, Chris and Jackie Osbourne, Steve and Bernie Whiteman, Bob and Chris Marriott, Rita Round, Marian Styler, Sally and Rob Blowing, Henk and Simone Buznik, Sue Merchant.

Apologies for Absence

David and Necia Hall,

Minutes of 2023 AGM, held on 1st December 2023

The minutes were agreed from the AGM held on 1st December 2023.

Matters Arising from the Minutes

There were no comments on the previous minutes.

Secretary's Report

This report covers November 2023 to October 2024.

Committee Members, Staff and Volunteers.

Currently the Committee is made up of eight Trustees plus three regular volunteers and one newly joined volunteer. Two of the regular volunteers are set to become Trustees within the next couple of months. New volunteers this year include Matt White, Tom Dutson and Marian Styler. Kerry Tipper left the committee for personal reasons and thanks are due to Kerry for her input. Ann Emmings also resigned for personal reasons after being a committee member for 25 years and was thanked for her great contribution.

Matt White has agreed in principle to take over the role of Treasurer from Barry Merchant after a transition period. Richard Hall resigned after many years as Secretary from October and has been replaced by Kelly Rodriguez with input by Emma Moore. Many thanks to Richard for all your support over the years, as well as your support in the hand over of the role.

Additionally the hall has seven volunteers doing a range of tasks; Steve Taylor (buildings/maintenance), Sally Blowing (defibrillator, liason with WMAS), Sue Merchant (Facebook group), Kim Williams and Henk Buznik (publicity in Rectory Lane & Tymberdyne), Ian Wilson (liason with Community First), Austin Rodriguez (advisor on electrical matters).

The hall currently has four paid roles; Emma Moore (Village Hall Coordinator), Carol Franklin (Bookings Secretary), Amy Asbury (Cleaner) and Elysha Bourne (Cleaner).

There have been 10 monthly meetings in the year (November 2023 to October 2024 inclusive but with no meeting in December) The monthly meetings have, on average, been attended by 8.5 members, or about 77% 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.

Events Held in the Last Financial Year

- 1) November 2023 – Christmas Fair (Emma Moore), Christmas Bingo (Sue Hopkins and Fran Cratchley)
- 2) December 2023 – Children's Christmas Party and live music night with The Innocent Criminals (Fran Cratchley and Sue Hopkins)
- 3) February 2024 – Animal Man Show (Emma Moore and Kelly Rodriguez)
- 4) March 2024 – Live music night with Young Elton the Trubute Show (Sue Hopkins and Fran Cratchley) and Community Coffee Morning (Steph Morrison)
- 5) April 2024 – Live music night with ABBA Tribute (Sue Hopkins and Fran Cratchley) and Community Coffee Morning (Steph Morrison)
- 6) May 2024 - Live music night with the Innocent Criminals (Sue Hopkins and Fran Cratchley) and Community Coffee Morning (Steph Morrison)
- 7) July 2024 – Summer Bingo Night (Sue Hopkins), Community Coffee Morning (Steph Morrison) and Live music night with The Lemon Twists (Sue Hopkins and Fran Cratchley)
- 8) August 2024 – Indoor carboot sale (Sue Hopkins), Rock Show (Emma Moore and Kelly Rodriguez plus help from a range of people. Making a record profit and having a large attendance and positive feedback. Live music night with Stevie Mac Band (Fran Cratchley and Sue Hopkins)
- 9) October 2024
- 10) Mind Magician Entertainment Show (Fran Cratchley and Sue Hopkins), Children's Halloween Party (Fran Cratchley and Sue Hopkins)

We still have a range of regular users of the hall including; bridge club, Dancefest, short mat bowls, pilates, yoga, Little Acorns toddler group, craft cafe, Zumba and choir group.

Events Team

The committee and volunteers have worked incredibly hard this year to increase the number of events put on for the community and would like to thank each and every person who has helped to bring these events to Rock. Some events have been better attended than others but on a whole most have been very successful. An Events Team has been created which gives members of the community to help organise and run events without having to be involved with the day to day running of the hall. This has been positively received and there are currently 12 members on the team which will be overseen by the Village Hall Coordinator. We hope this will have a positive impact on events for 2025.

Village Hall Website, Online Booking and Facebook and Newsletter.

At the beginning of 2024 following research into online booking systems, we signed up to Lemon Booking and launched our new website and online booking in March. The website www.rockvillagehall.co.uk and online booking system is managed by Emma Moore and Carol Franklin supports the online bookings. The feedback has on the whole has been incredibly positive to this change and we have noticed a reduction in time spent on bookings and found it to be very reliable. We also have the option to use online ticketing which will be useful for future events.

The Facebook group is managed by Sue Merchant on behalf of the committee, Matt White and John Paul Moule have also set up a Facebook Events page to help promote our events. Both pages are a very useful source of information and are well used.

The quarterly newsletter continues to be produced and distributed to those who have signed up for it, as well as being displayed on the website and on the notice board in the hall.

Bookings

This year we have seen an increase in wedding bookings for 2025, this is believed to be due to a wedding fair held in September 2023, advertising on Facebook and Instagram and the work put in to improving the services provided. This year we had 14 weddings and next year we have 20 weddings booked. This is a fantastic source of income for the hall and allows us to continue to maintain the hall and provide events and support for our local community.

Children's Play Area

Fundraising has continued throughout the year for the improvements for the children's play area which will ensure there is something for all ages of children of the community. A public consultation was held on 19th October where ideas were put forward for consideration and no objections were received.

Treasurer's Report

1. Thanks again to Peter Bill who has examined the Receipts and Payments Accounts for the Village Hall (see page 5). For the year to 30/9/24 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: In addition to the key indicators other factors to consider are, the ongoing landscaping around the pond and the repair work to it. The decoration of the hall earlier in the year. Routine infrastructure maintenance costs.

a. **Hire** – Hire fees amounted to £51.6k in total during the financial period. An increase of just over 30% on last year, which had previously been the best to date. Fifty five percent of this income came from future wedding hire (bookings are already being made for 2026). The remainder came from regular hirers i.e., Community Choir, Bowls Club, Craft Café, Knit & Natter, Yoga, Pilates, Dancefest, 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 are made up of the general costs plus hire management. The increase in hire revenue is mirrored by the greater hall management cost. We continue looking for improvements and savings to reduce our operating costs. The use of the Sumup booking software is one such improvement.

c. **Electricity** – The missed Feed in Tariff (FIT) payment for the quarter ending 30/06/23 has now been paid. This has inflated our FIT payments for the year, without it the FIT payments would have been consistent with previous years. A sub-committee investigated the options for changing electricity supplier and reducing our excessive consumption charges. We have since moved to EDF with beneficial results.

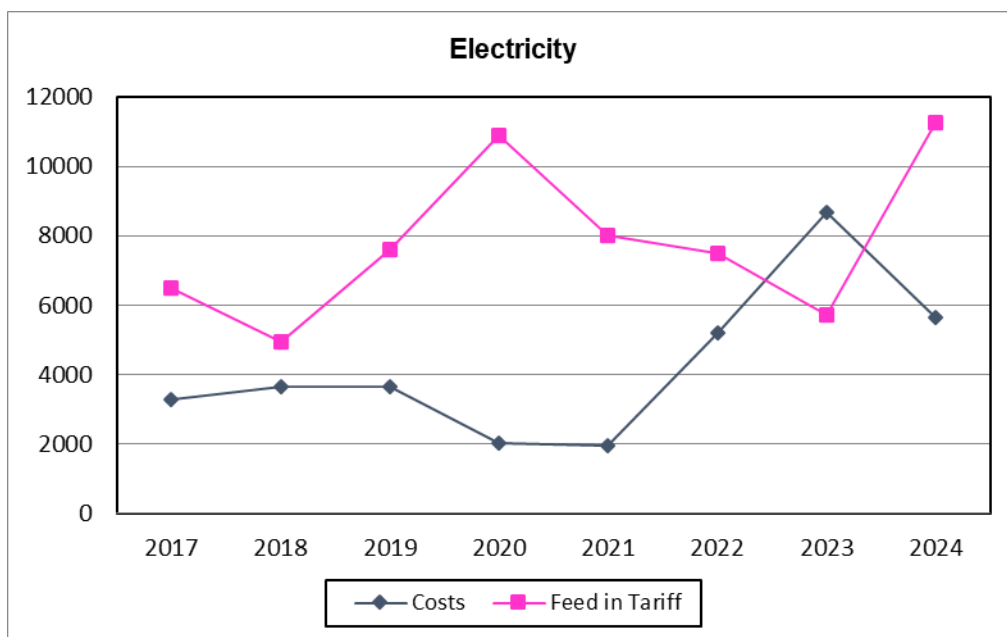
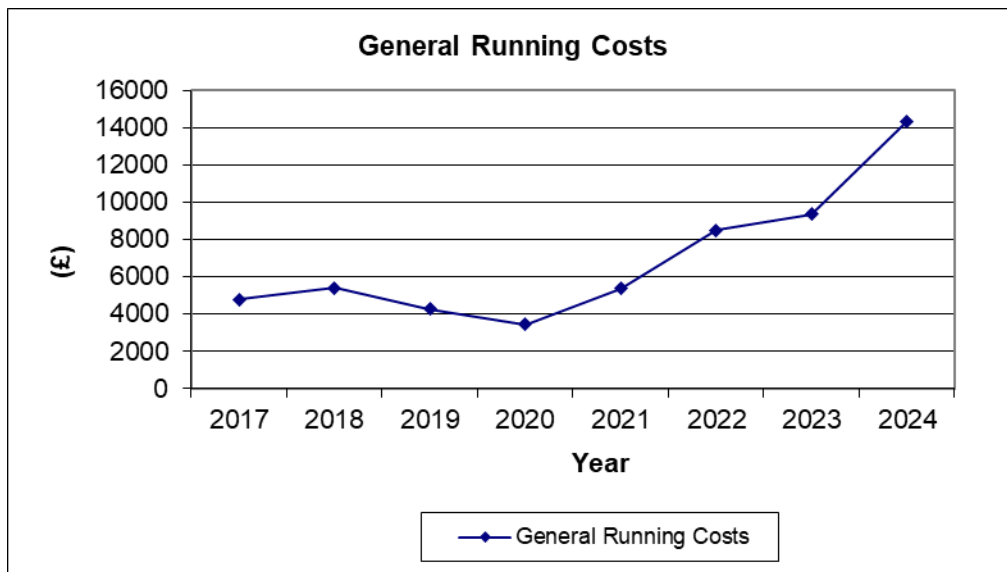
d. **Cleaning** – The hall now pays WFDC for commercial waste collection. This with additional cleaning regimes have pushed the cost of cleaning up. This additional cost has now been incorporated into the hire costs for weddings.

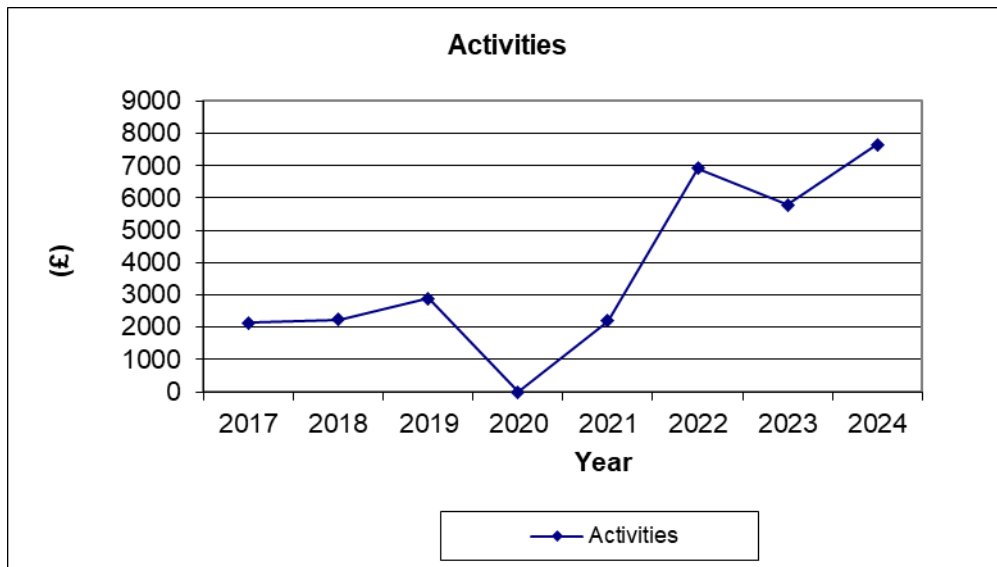
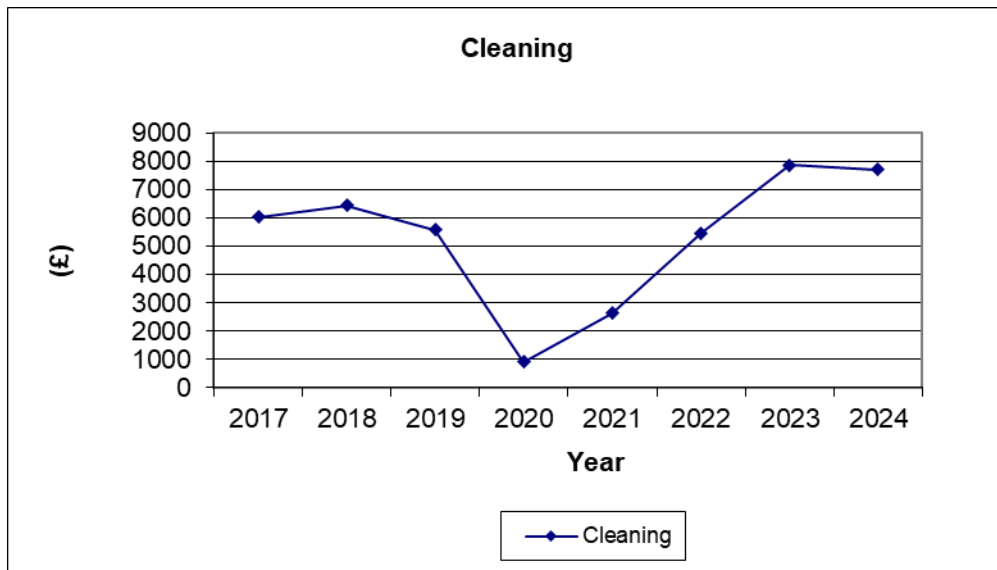
e. **Activities** - Rock Show, was again very successful and generated another record for the new hall. There were also some excellent concerts, shows, children's parties and quizzes during the year. The revenue was higher than the previous years. However, some of the summer events were not always that well attended and we need to decide if there is a desire for so many.

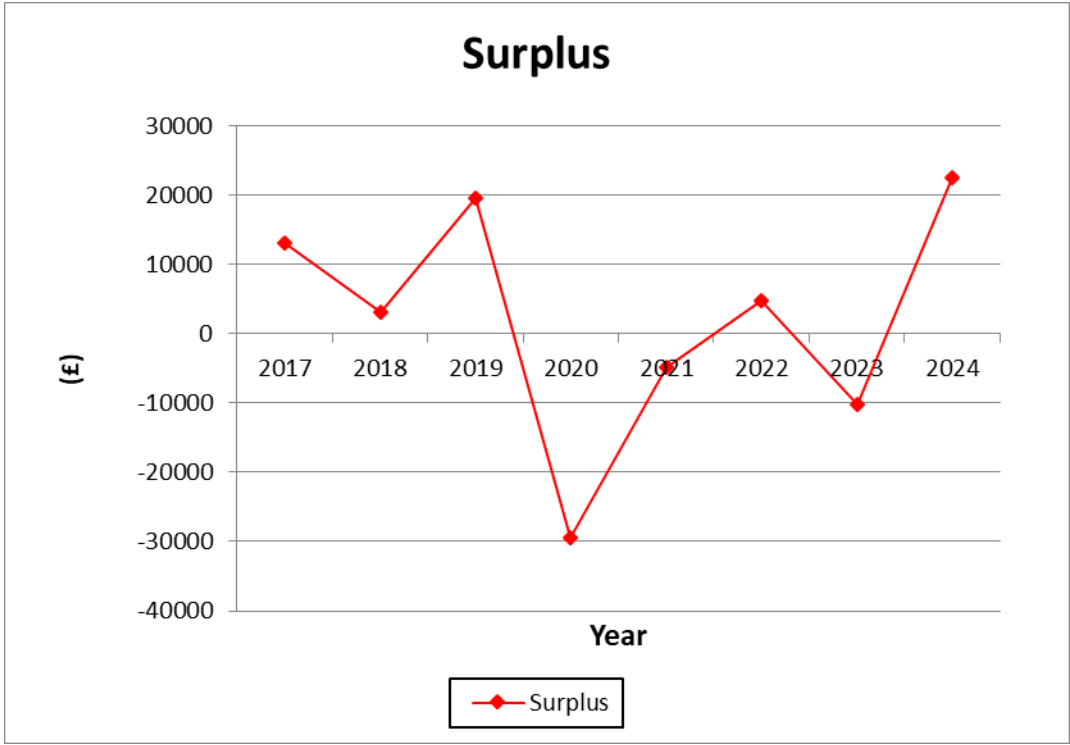
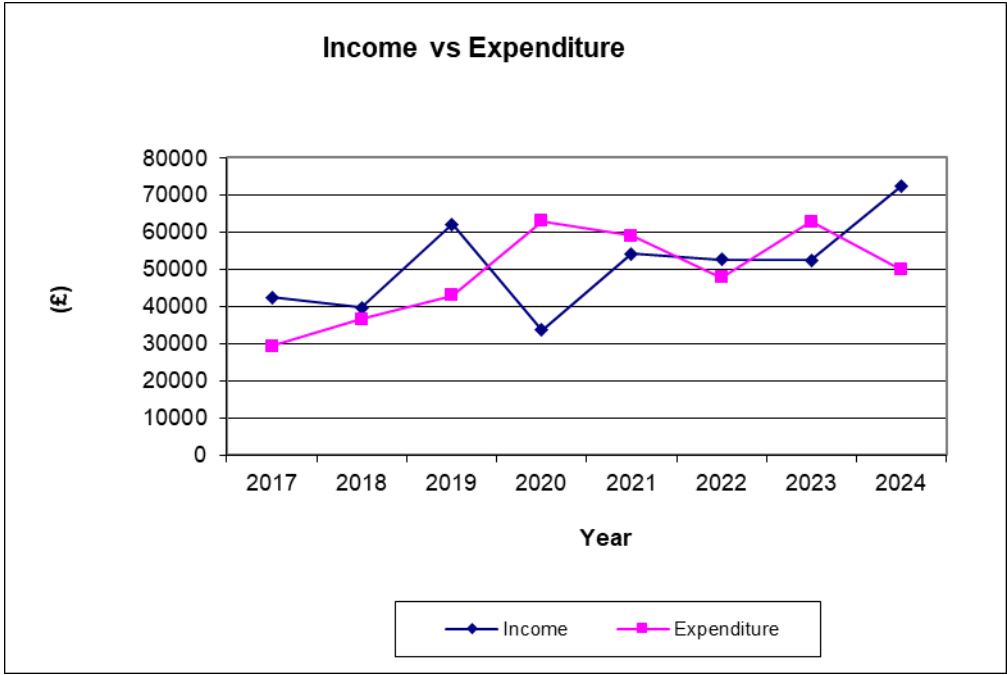
f. **Income & Expenditure** - Income exceeded expenditure. The issues with electric supply costs and payments have been resolved. There was no major spend on maintenance and new assets. We are still monitoring spend carefully and looking for savings so that our finances remain healthy.

g. **Surplus** - The surplus on the year was £22.6k. The reasons for this are given in paragraphs (a) - (f). We currently have £97.7K 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. In the near future we are likely to have spend on extra storage facilities, drainage, play area improvements and roof maintenance.









ROCK VILLAGE HALL

RECEIPTS AND PAYMENTS ACCOUNT FOR YEAR ENDED 30/9/24

YEAR TO 30/09/2023	ACTIVITIES AND EVENTS	RECEIPTS (£)	PAYMENTS (£)	NETT RECEIPT (£)
	RECEIPTS			
5797.20	Hall Activities/Events (Includes Rock Show	7653.42		
39600.40	Hire of Hall	51591.72		
0.00	Donations	343.00		
406.49	Barclays Bank Interest	897.38		
450.00	Website Advertising	590.00		
5726.90	PV Panel feedin Tariff	11269.67		
39.57	Bowls Club Insurance	43.54		
52020.56		72388.73		
	PAYMENTS			
122.62	Annual WFDC Non Domestic Rates		206.36	
156.00	Website Costs		589.07	
9351.05	General Running Costs		6895.45	
7876.63	Cleaning/Laundry/Waste Collection		7704.68	
4837.00	Hire Management		7433.75	
1966.35	Activities & Events Costs		2496.19	
8664.41	Electricity		5632.70	
1133.07	Water		381.79	
575.10	BT - Telephone rental		641.44	
3400.70	Insurance (Hall & Green)		3731.47	
0.00	Returned & Unpaid Cheques		0.00	
3861.00	Returned Deposits & Cancellations		3469.00	
1320.00	Rock Play		158.40	
16759.49	Maintenance Expenses		7047.12	
0.00	Mobile Phone		40.00	
2693.50	Village Green (Trees & Hedge Cutting)		3320.09	
62716.92			49747.51	
-10696.36	Total Receipts Less Payments			22641.22
				Plus
85356.01	Balance @ 30 September 2023			75087.95
	Balance @ 30 September 2024			97729.17
	Represented by:-			
14382.78	Community Current Account			36126.62
25242.39	Business Premium Account			25615.54
35462.78	Business Premium Account (Contingency)			35987.01
75087.95	Balance @ 30 September 2024			97729.17

Receipts and Payments Carried forward into next accounting period (2024-2025)

DATE	DESCRIPTION	RECEIPTS (£)	PAYMENTS (£)	COMMENT
27/09/2024	Chq. 102735 Halloween Ex's + RVH Ex's		60.98	
	Total	0.00	60.98	

I have examined the Receipts and Payments Account for the year to 30/9/24 and found it is correct according to the Books and Records of Rock Village Hall and the information and explanations given to me.

PX.B.U

Peter Bill
Bower Court, Rock, Worcs
Date 04.11.24

Maintenance Report

The VH unfortunately has required additional maintenance this year

Items of note are:

- Planned Hall re painting
- Planned Pond area landscaping this being an ongoing project
- Breakdown work to the sewage system
- Emergency work on the surface water drains and clean out of Rainwater harvesting tank cleanout carried out by Tom Dutson our thanks to him for his efforts and advice with this.

Still outstanding:

- The main hall light replacement and all the other hall lights upgraded to LED we are hoping to get a Net 0 grant for this.
- Installation of a drain to take water from the car park area to the brook where all the other surface water is routed.

Chairman's Report

Another very good year for RVH with committee members working incredibly hard to provide events for the residents of Rock and surrounding areas. The confidence of the committee members continues to increase with more varied events ideas and a can-do attitude 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 confidence to try new things.

Throughout the year weekly checks have been carried out by our maintenance team to the defibrillator, play equipment and hall safety equipment thanks to them and the contractors and volunteers who maintain the green, hedges and gardens. The grounds have been kept looking neat and tidy with the pond area now showing progress.

Emma Moore is now established in her role as RVH coordinator organising hall rental with Carol. cleaning advertising and the implementation of the online booking system introduced this year.

Emma has now managed to increase the hall usage with more regular hires and weddings for next year up to 20. We continue to offer the hall for weddings to cover the hall operating costs which despite our efforts are still higher than we would like. We continue to set aside one weekend a month for local use. Should the need for more local use increase we will reduce the number of wedding hires but at present this allows us to put quality events on and maintain the hall and grounds.

Children's events as always will continue & we will be looking to provide more equipment in the playground area for which any profits made from events is now being put.

We are conscious that many local residents are not using the hall some being possibly lonely incapacitated and we would welcome suggestions of things they would like to see us arrange or support them arranging themselves. So, if you have suggestions speak to one of the committee members, send an email post on our face book page or drop a note in the post box at the front of the hall.

We continue having regular coffee mornings on Saturdays throughout the year & Wednesday there is the Craft Café where the community can get together, please support these

& if possible, bring a friend or neighbour and introduce them to us. We will be dropping flyers into your letterboxes for these events.

The time and effort that is required to run a successful village hall like the one we have is considerable and we do need support so if you can spare some time to help at events or are prepared to help keep the grounds looking tidy it would be appreciated.

So, 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.

Election of New Committee

Committee members proposed for another year running by Christ Marriott and seconded Jackie Osbourne.

Future Events

As informed by the Secretary report, we have formed an Events Team who will organise and run events in 2025. Please see our Facebook page and group for information on future events, and events will also continue to be advertised on the noticeboards , newsletter and leaflet drops.

Any other Business

Jackie Osbourne thanked everyone on the committee and who help run the Village Hall for all their efforts and hard work.

The chairman declared the meeting closed at 20.00 and welcomed everyone to join us for refreshments.