

LITTLE KINGSHILL VILLAGE HALL
MINUTES OF ANNUAL GENERAL MEETING
HELD MONDAY 22ND NOVEMBER 2021

Present: Diana Honey (Chair), Les Giles (Trustee), David Till-Hosier (Trustee), Wendy James (Secretary), Philip Chatwin (Trustee), Colin Ware (Trustee), Martin Quigley (School Liason), Terresa Clark (WI Rep), Ron Plummer (Resident)

Apologies: These were received from Richard Chantler (Treasurer), Carolyn Ormesher (Bookings Secretary) and Janet Ward (Resident)

Diana Honey opened the meeting by introducing committee members and welcoming all those present. It was pleasing that Covid restrictions allowed us to meet in person rather than online this year.

Minutes of Previous AGM: The Minutes of the previous Annual General Meeting held 18th November 2020 were reviewed. It was proposed by Colin Ware and seconded by Martin Quigley that these be adopted as a true record of the meeting.

Secretary's Report: Wendy James gave her report which appears as an attachment to these minutes. Due to the Covid-19 pandemic, the hall had undergone a second period of extended closure at the beginning of 2021 and she gave thanks to all who had worked to bring back some normality to the hall in the current uncertain times.

Treasurer's Report: In Richard Chantler's absence, Les Giles gave the report which appears as an attachment to these minutes. He explained that the Village Hall accounts now showed the monies which had been transferred from the trust funds. The accounts had been audited by Nick Hansell.

It was proposed by Ron Plummer and seconded by Colin Ware that the accounts be adopted.

Richard Chantler was now stepping down from the treasurer role and a replacement was urgently sought. A vote of thanks was passed to Richard for all he had done over the past years.

Bookings Secretary's Report: In the absence of Carolyn Ormesher, Les Giles gave the report which appears as an attachment to these minutes. The meeting was shown some graphs detailing pre-Covid bookings, alongside booking figures for 2020 and 2021. Since the re-opening in March, there had been 134 hirings this year, but we expected this to increase further in 2022. Hirers continued to be very complimentary about the facilities and the hall had been used as a polling station twice this year. Carolyn was thanked for her hard work.

Maintenance Report: David Till-Hosier gave his report which appears as an attachment to these minutes. Due to national lockdown and enforced closure of the hall, there had been fewer items of maintenance. The committee had continued its programme of re-decoration and Buckinghamshire Council had undertaken some improvements to both indoor and outdoor lighting. David finished by thanking Jane Doyle (Caretaker) and her husband, Adrian, for all their hard work. David was thanked for his work in dealing with all maintenance issues.

School Maintenance Report: Martin Quigley gave his report which appears as an attachment to these minutes. On behalf of the school, he thanked the hall for their support during another quite unusual year. The hall had proved an indispensable resource and Martin detailed the school's activity within the hall throughout the year. The school had created an 'ELSA' (Emotional Literacy Support Assistance) room at the rear of the hall and this was proving to be a wonderful asset. Martin was thanked for continuing to maintain an excellent working relationship with the school.

Trustees' Report: Philip Chatwin gave the report, which appears as an attachment to these minutes, on behalf of the Trustees. He explained that during the year, the decision had been made to combine the money from the Trustee Accounts with that from the Village Hall Committee. Considerable work had been put into releasing the funds from the two accounts it was held in. £33,045.14 had been paid into the Village Hall accounts. Guidance from the Charity Commission and specialist legal advice has been sought.

The Trustees will now work with the Management Committee to decide how this money should most appropriately be allocated to support the purpose of the charity. This work will be cognisant of the terms of the Deed of Declaration and Deed of License.

The Trustees will continue to work with the Management Committee to ensure that the Hall is managed in line with the Deed of Declaration and Deed of License.

Philip Chatwin, along with all the Trustees, were thanked for their work in this matter.

Election of Officers: With the exception of Richard Chantler, the committee were available for re-election. It was unanimously decided that the committee for 2022 will be:

Chair – Diana Honey
Secretary – Wendy James
Treasurer – VACANT
Bookings Secretary – Carolyn Ormesher

Other Committee members are nominated by the organisations they represent, so as such did not need to be re-elected. They are:

Bucks CC – Vacant
Women's Institute – Terresa Clark
School Liaison – Martin Quigley
The Village Society is no longer active so has no representation

The four trustees remain as before as they are not elected annually. They are:

Colin Ware
Les Giles
David Till-Hosier
Philip Chatwin

Appointment of Auditor: Nick Hansell was thanked for his work and it was proposed by Colin Ware and seconded by Terresa Clark that he be re-appointed for 2022.

Any Other Business: Formal proposals could not be considered so this was for discussion only.

It was generally hoped that the Covid-19 vaccines would play their part in bringing about more normality in 2022.

Colin Ware expressed sadness that more people were not on the Management Committee and that Trustees formed such a large part of the working group. Diana explained that we will continue to invite a member of Buckinghamshire Council and the Parish Council but historically, it has been hard to recruit these members.

Ron Plummer wished to express an issue with the mulched leaves on the path towards the park and problems with the white van which is consistently parking outside the nurse's. It was acknowledged that these were not problems that the Village Hall Management Committee could have any jurisdiction over.

Date of next AGM: This will take place during November 2022. An exact date will be set nearer to the time once we are aware of regular hirings at the time.

The meeting closed with Diana Honey thanking everyone for attending in what had been another challenging year for the hall. She thanked the committee and trustees for all their help and support.

The meeting closed at 8.50pm.

Officers' Reports attached.

Secretary's Report

The continuation of the global Covid-19 pandemic has left us in very strange and uncertain times, but Little Kingshill Village Hall continues to be a vital village amenity for both the primary school and private hirers. As Secretary, I undertake an administrative role for the committee, working alongside various officers, sorting agendas, distributing minutes and dealing with day to day correspondence and queries.

After a period of extended closure during 2020, the committee worked hard to have the hall up and running again for hirings in a Covid-19 friendly manner from September 2020, and at the time of last year's AGM we were anticipating a gradual return to more normality. However, a sharp rise in Covid-19 cases throughout December led to the second full national lockdown from January, and once again the hall was plunged into darkness except for its use as part of Little Kingshill School. The hall re-opened for business from March with more Government guidelines, stringent cleaning regimes and restrictions to follow, and we are pleased to say that with the gradual easing of restrictions, more normality has followed with the kitchen now open for business again, school clubs and hirings resuming and larger groups of people allowed to meet.

The committee remains committed to providing villagers and hirers with excellent, well maintained and safe facilities, ably led by our Chair, Diana, whom we have been delighted to welcome to our team this year. We continue to be indebted to those people who look after the day to day running of the hall. Carolyn Ormesher maintains an excellent working relationship with both our regular and ad-hoc hirers alike and our Caretaker, Jane Doyle works hard to ensure the hall remains immaculate for our hirers, aided by her husband Adrian who takes care of the grounds. I thank these people who are very much 'the face' of our village hall within our community. Behind the scenes, our treasurer, Richard, has kept our finances in check despite a couple of years of reduced income. Richard retires from his treasurer role at the end of this evening – we wish him a well-earned rest, and the committee will very much miss his expertise and experience. We have continued to work closely with our trustees, and David Till-Hosier has, aside from being a trustee, liaised with Buckinghamshire Council with any maintenance issues. Martin Quigley has helped us to maintain an excellent working relationship with the primary school. More from these people throughout the evening.

In closing, I thank everyone who has done anything, however small, for the village hall in these continuing difficult times. In my previous report, I mentioned a year remembered for Government documents and not quite knowing what would happen next. Sadly, I feel that we are not fully 'out of the woods' yet, but I look forward to another year of close partnership with the committee, school, trustees and villagers.

Wendy James – November '21

Treasurer's Report

| Little Kingshill Village Hall | | | | |
|--|--|--|------------------|------------------|
| Income & Expenditure for the year ended 30th September 2021 | | | | |
| | | | 2020 / 21 | 2019 / 20 |
| Income | | | | |
| Hall Lettings | | | 1,021.50 | 2,249.50 |
| Bank Interest - deposit account | | | 112.45 | 174.29 |
| B C C Reimbursement | | | 10,757.84 | 10,298.42 |
| Other | | | 0.00 | 0.00 |
| Total | | | 11,891.79 | 12,722.21 |
| Expenditure | | | | |
| Rent | | | 44.00 | 44.00 |
| Insurance | | | 386.21 | 375.57 |
| Piano Tuning | | | 0.00 | 130.00 |
| Music (PRS) Licence | | | 73.43 | 142.82 |
| Hygiene services | | | 14.98 | 14.98 |
| Community Impact Bucks | | | 60.00 | -15.00 |
| Kitchen, Kitchen equipment & C | | | 77.58 | 0.00 |
| Caretaking | | | 9,423.26 | 9,175.90 |
| Pension (NEST) | | | 255.95 | 420.74 |
| General maintenance | | | 1,406.46 | 300.00 |
| Grounds maintenance | | | 702.00 | 648.00 |
| Small repairs & equipment repla | | | 441.73 | 0.00 |
| Committee members expenses | | | 38.81 | 42.09 |
| Donations | | | 0.00 | 0.00 |
| Administration | | | 302.40 | 313.39 |
| Other / Adjustments | | | -365.00 | 411.76 |
| Total | | | 12,861.81 | 12,004.25 |
| Surplus/deficit for the year | | | -970.02 | 717.96 |
| Income: | | | | |
| Hall lettings are down on last year as a result of Hall closure (Covid 19) | | | | |
| BCC make a contribution to caretaking and grounds maintenance costs. | | | | |
| Costs | | | | |
| General maintenance in both year relates to painting and minor repairs | | | | |
| Committee members expense is mainly purchase of postage stamps | | | | |
| Small repairs & equipment replacement is replacement of table and chairs | | | | |
| Administration is mainly payroll operation cost and web site cost. | | | | |
| Other is the write back of old unclaimed deposits | | | | |

Little Kingshill Village Hall

Balance sheet as at 30th September 2021

| | | 2020 / 21 | 2019 / 20 |
|---------------------------------|--|------------------|------------------|
| Current Assets | | | |
| Bank Current account | | 48,929.77 | 17,232.10 |
| Cambridge & Counties Bank | | 11,188.45 | 11,076.00 |
| Cash in hand | | 0.00 | 0.00 |
| Debtors - Bucks CC | | 2,689.46 | 2,689.46 |
| Other Receivables | | 0.00 | 0.00 |
| | | 62,807.68 | 30,997.56 |
| Current Liabilities | | | |
| Deposits held | | 360.00 | 565.00 |
| Rolling deposits | | 246.00 | 306.00 |
| Fees held in advance of letting | | 0.00 | 0.00 |
| Accruals | | 108.00 | 108.00 |
| Pension provision | | 1,591.66 | 1,591.66 |
| | | 2,305.66 | 2,570.66 |
| Accumulated funds | | | |
| Village Hall | | 27,456.88 | 28,426.90 |
| Fund balance paid in | | 33,045.14 | |
| | | 62,807.68 | 30,997.56 |

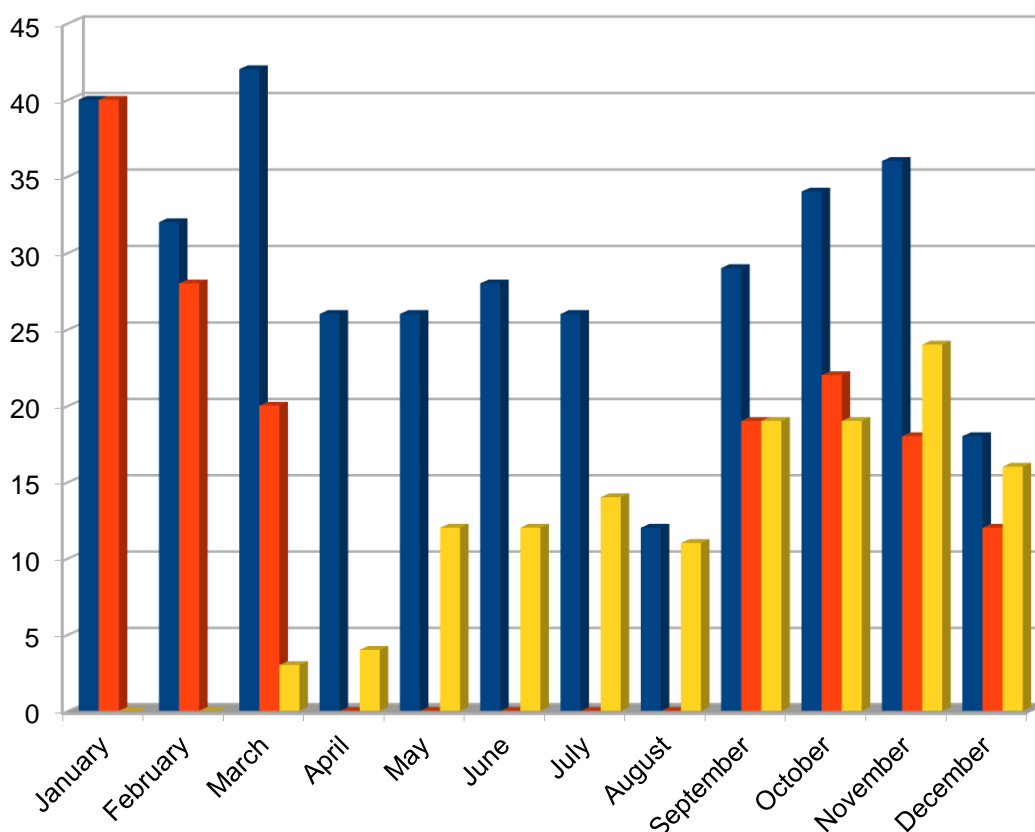
Booking Secretary's Report 2021

Bookings have picked up again this year after a very a quiet 2020 due to Covid-19 restrictions. From March we have been hosting regular classes in quilting, pilates, yoga, music, kickboxing and are starting to see the return of birthday parties and private functions. Morning clubs for Little Kingshill School and the WI have restarted.

Hirers have continued to be very complimentary about the hall and the facilities with the only issue being an occasionally lack of parking space.

The hall was used as a polling station twice this year.

Last year we had 159 bookings. That has decreased to 134 this year which is well below our booking rate pre-covid. In 2019 we had 349 bookings over the year. I would expect this to pick up further in 2022. The graph below shows the change over the last few years with 2019 bookings in blue, 2020 bookings in red and 2021 bookings in yellow.



Carolyn Ormesher

Booking Secretary – November 2021

Maintenance Report

During what has been another challenging year for village hall activities, including a further period of lockdown during the winter and early spring, there are a few items of maintenance and improvement to note.

Danny Wilson (School Site Manager) has continued with a programme of redecorating, both inside and outside of the hall: including the painting of radiators, dado rails and skirting boards inside and the remarking of lines in the car park and painting of the handrails outside.

There has recently been some maintenance undertaken to the lighting inside and outside of the hall, and there will shortly be a replacement external door fitted to the storeroom at the side of the hall and a new external tap fitted to replace the one lost during water pipe refurbishment works a few years ago.

As ever, I would like to thank Jane and Adrian Doyle for their very much appreciated efforts, from day-to-day caretaking duties to hedge cutting and flowerbed tidying, that keep the hall and its surroundings in such splendid order for all who use them.

Finally, and once again, thank you to the other members of the management committee for their efforts during another challenging year to keep the village hall running safely for the benefit of the village.

David Till-Hosier

November 2021

School Liaison Report

As always, on behalf of the school's staff, governors, pupils, parents and FOLKS, I would like to express our recognition of the village hall's indispensable role in the day-to-day life of the school.

Another bit of an unusual year and, as ever, the village hall has proved indispensable. During this year, as always, the hall has been used for a range of activities, from parent attended class assemblies, to indoor P.E. classes, music lessons, concert rehearsals, educational events and even dance classes.

The hall grounds provide vital, additional parking for school staff and the use of the back room as an ELSA (Emotional literacy support assistance) room is a wonderful asset.

Here's to more "normality" going forward.

Martin Quigley – November 2021

Trustees' Report

- A decision was made to place the Trustees funds into the same accounts as the Management Committee. It has taken a considerable effort to release the funds from the two accounts it was held in.
- The decision was made having sought guidance from the Charity Commission and specialist legal advice.
- There will lead to a change in the way we report to the Charity Commission as the reporting will now be on the basis of all the funds held by the Management Committee.
- We will now work with the Management Committee to decide how this money should most appropriately be allocated to support the purpose of the charity. This work will be cognisant of the terms of the Deed of Declaration and Deed of License.
- We continue to work with the Management Committee to ensure that the Hall is managed in line with the Deed of Declaration and Deed of License.
- We are supportive of the work of the Management Committee during what has been a very challenging year.

Philip Chatwin – November 2021