

Gilston and Eastwick Village Hall (GEVH) Management Committee
Annual General Meeting
Wednesday 23rd February 2022
Minutes DRAFT

1. Present: Trevor Brown, TB (Treasurer), Janine Bryant, JB (Parish Council representative & note taker), Keith Harvey, KH (Holding Trustee), Christine Law, CL (PCC representative), Keith Masek, KM (Chair)

Apologies: Amy Abblitt, AA (Bookings Officer), Yolande Clark, YC (residents' representative), Mayer Nissim, MN (residents' representative), Claire Reilly, CR (residents' representative)

Members of public – one

2. Minutes of the previous AGM held August 2021 have been agreed as an accurate record Nov 2021

3. Matters arising. None not covered in the agenda.

4. Reports

4a. Chair's Review of 2021.

KM thanked all members of the Management Committee, particularly Amy Abblitt (Bookings Officer) for their efforts and support during the last 6 months.

Good evening, and thank you all for attending tonight; it gives the committee some reassurance that all their efforts are worthwhile. For those who don't know me, I'm Keith Masek and I've been chairman for a short time. Fortunately, I've had the support of Janine, to whom I'm very grateful. I'd also like to thank Amy who is doing an excellent job as bookings officer.

We really want your village hall to be a clean and safe environment with modern and suitable facilities to encourage people to use it on a regular basis. You may have noticed that the kitchen has been updated. I was pleased to have been involved in its planning and final approval prior to installation. A car park that can accommodate those visiting the hall is also important. I'm sure you'd agree (if you've seen it) that the car park appears much bigger since we've cleared it.

Looking to the future, we're hoping to install fixed audio visual equipment – projector, screen and speakers – not only to encourage businesses who are looking for somewhere to present their annual plan or to carry out training, but perhaps to provide further entertainment to the local community: quiz nights using PowerPoint slides for the hard of hearing, for example, or a film club. I'm looking forward to continued improvements and planning to meet the needs of the users of your village hall – that maybe you. If you have ever thought of hiring the hall, but there was something holding you back, let us know. If we can do something about it, we'll try.

Thank you.

4b. Treasurer's annual statement –

Balance as at 31st January 2022 – approx. £43,800

Plus, Charity Investment Fund £1,780 (at 31/12/2021) and Barclay Business Premium Account £466

There are several significant outstanding payments in Feb (car park boundary clearance) & March (additional expenditure on kitchen refurbishment)

Buildings Insurance increased significantly as result of re-valuation of the property (£637,495)

Kitchen refurbishment account to date

Section 106 income £23,882.77

Expenditure to 31st Jan 2022 £22,157.70

Remaining S106 funds £ 1,725.07

Final Accounts for 2021/22 to be presented at next Business Meeting – 1st June 2022

Chair Keith Masek

Vice chair Janine Bryant

Treasurer Trevor Brown

Bookings Officer Amy Abblitt

email: gevillagehall@gmail.com

Committee members: Yolande Clarke, Keith Harvey, Christine Law, Mayer Nissim, Claire Reilly

Feb 2022

5. Elect Committee members (all current members required to stand down – Parish Council, JB, & Parochial Church Council, CL, already nominated)

All 2021 Management Committee members and members of the public who had not previously been Committee members, were invited to stand for the Village Hall Management Committee. All members of the 2021 Committee agreed to remain on the Committee:

6. Elect Officers: Chairperson, Treasurer and Vice-Chairperson

Chairperson: Keith Masek appointed: proposer JB, seconded TB

Treasurer: TB informed committee he is prepared to continue fulfilling this role but would prefer to hand over to another committee member.

Action: continue advertising for new Treasurer on Parish website & via WhatsApp, etc

Vice-Chairperson: Janine Bryant: proposer KM, seconded CL

Bookings Officer: Amy Abblitt

7. Next Annual General Meeting

22nd February 2023, start time 7:00pm

Meeting opened 7:00pm, finished 7:30pm Business Meeting followed on.

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Feb 2022

Gilston & Eastwick Village Hall Management Committee (VHMC)

Wednesday 1st June 2022 Business Meeting

Minutes DRAFT

A. Present: Amy Abblitt, AA (Bookings Officer), Janine Bryant, JB (Parish Council representative & minute taker), Yolande Clark, YC (residents' representative), Christine Law, CL (PCC representative), Keith Masek, KM (Chair), Claire Reilly, CR (residents' representative)

Apologies: Trevor Brown, TB (Treasurer), Keith Harvey, KH (Holding Trustee), Mayer Nissim, MN (residents' representative),

Members of public – Linda Harvey

1. Minutes of previous meetings

AGM, Feb 2022

approved

BM, Feb 2022

approved

Matters arising – none not on the agenda

Action: Approved minutes to be uploaded to Parish website

2.a Appointment of new Treasurer

TB stepping down as Management Committee (MC) Treasurer after more than 30 years.

The Management Committee is extremely grateful for the time and effort TB has committed to supporting the Village Hall.

KM proposed TB be given a voucher as a token of the MC's gratitude.

Linda Harvey, resident of Eastwick, appointed as Treasurer. Proposer JB, seconded CL

2.b Resignation of Management Committee member

The MC received Keith Harvey's resignation as member of the Management Committee. He will continue as a Holding Trustee. The MC thanked KH for his time and commitment over the years.

3. Accounts – end of Year, 31st January 2022

A significant amount of investment during the last 12 months to improve the facilities and appearance of the Village Hall. For example: refurbished kitchen (paid through Section 106), clearance of the car park boundary, new projector & lighting system, replacement blackout blind, etc plus general maintenance.

See tables below for detail.

4. Car Park fees – collection off/

It is believed all have been received.

5. Booking Officers Report.

- a) We are receiving regular enquiries for bookings for parties - these don't always turn into bookings due to factors which include size of hall/height restrictions for bouncy castles etc.
- b) Regular booking enquiries have slowed but currently have 4 regular hirers
- c) Could we promote the hall in a special magazine edition - including 'what's on', photos of the new kitchen/projector system?
- d) Should there be an additional charge for use of the projector & sound system?
- e) The unwanted table tennis tables have finally been disposed of

Actions: 5c & d to be discussed at future meeting

AA to estimate average hours per week dealing with booking enquiries, etc.

Action outstanding: Fridge relatively new and in good working order. Some time ago the committee agreed to sell, approx. £100.

To be disposed of.

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June 2022

6. Honey bees nesting in side wall.

Continue to monitor.

Action: discuss with Jim Jones, local pest control and bee keeper **KM**

7. Land Registry

All necessary documentation completed and passed to Bates & wells for submission to the Land Registry

Subsequent to meeting – advised completion unlikely before June 2023

8. Assess what additional hall improvements would offer best value for the community and drive forward. It was agreed the following be investigated and costed: Carried forward from February Business meeting.

- a. New chairs **TB**
- b. Outside storage **KM**

Essential to clear the “Committee Room”

Subsequent to meeting – quotes

Bullman Marine, for 20 * 8 * 8.5ft container £3,195 + VAT plus delivery £300 + VAT

Mcmurry 8 ft. W x 13 ft. D Metal Garden Shed, approx. £550 + installation

<https://www.wayfair.co.uk/garden/pdp/dakota-fields-mcmurry-8-ft-w-x-13-ft-d-metal-garden-shed-vdax7728.html>

- c. CCTV security system / alarms? **KM**
- d. Solar panels plus battery storage **KM & JB**
- e. Refurbish toilets, including motion sensor lights **JB**

Full assessment needed, to upgrade lighting to motion sensors £

- f. Electric Vehicle chargers **LH**
- g. Projector and drop down projection screen. **KM, Completed – although “idiots guide” still outstanding**

Following maintenance tasks **completed**

- a. Hall signage improved **KM & LH**
- b. Noticeboard repair **TB & PB**
- c. Replacement window blind **KM**

9. Promote hall’s availability and benefits to all residents of Gilston & Eastwick

Action: AA draft article for Parish Magazine and website

Improve hall’s presence on social media, etc. to generate new business and identify new opportunities; eg mum & toddler mornings, “office” facilities for residents, meeting room, etc.

Action: discuss with MN **carried forward to October BM**

10. Future meetings, all to start at 7:00pm

Wednesday 12th October 2022

Business Meeting

Wednesday 22nd February 2023

AGM & Business Meeting

11. Any Other Business **None**

Actions for October meeting

Booking Officer average weekly hours / payment

Car park fees for 2023 / 24

Actions to be carried to future meetings

- 1. Land Registry update
- 2. Removal of honey bees?
- 3. On-going maintenance

Car park, etc

Maintenance regime is as follows:

Front and side of Hall

Cut back hedge on railings and prune back shrubs on raised bed (once a year)

For the sum of £70.00

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Strim under bench and around village hall sign and grass banks every month in spring and summer

April to October (6-7 visits)

For the sum £55.00 per visit

Strim down weeds in old play area and spray off weeds in summer (once a year)

For the sum of £70.00

Car park area cut back hedge and tree branches in car park (twice a year)

For the sum of £90.00 per visit

Any additional weedkilling required will be charged at £80.00 per visit

4. Hall improvements – investigation of major projects

5. Charge for use of projector & sound system?

6. Improve & promote hall presence

7. Future meetings

Meeting opened 7:00pm, closed at 7:55pm

Storage

www.sjonescontainers.co.uk 10ft * 8ft * 8ft metal containers

KeithM's quote 20ft container approx. £3,500

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June 2022

Gibton + Eastwick Village Hall
Statement of Income/Expenditure for year ending 31st January 2021

INCOME		EXPENDITURE	
Lettings		Overheads	
Misc. Hall Hire	1264.50	Electricity	1162.47
Parish Council	240.00	Water + sewage	174.50
FHDC Elections	225.00	Fire equipment	96.36
	<u>1734.50</u>	Insurance	802.57
			<u>2240.90</u>
Sales		Maintenance	
Car Park	<u>432.00</u>	Wages - cleaner	832.00
		- - windows	88.00
		- - grounds	566.00
			<u>1480.00</u>
Grants			
FHDC	<u>10,880.00</u>	Admin/post/sundries	72.01
		Salt/keys	49.49
			<u>121.50</u>
Interest		Buildings	
COIF Deposit		Plans/surveys	1980.00
		Electrical repl. + certs.	1787.60
			<u>3767.60</u>
		TOTAL	<u><u>7610.00</u></u>
TOTAL	<u><u>12164.50</u></u>		
Bank balances @		Balance @ 31/01/2020	
Community a/c @ 31/1/20	<u>£38940.57</u>	Excess income/expenditure	4554.50
Business Premises a/c @ 31/1/20	<u>£466.44</u>	Balance @ 31/01/2021	<u><u>43495.07</u></u>

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June 2022

Gilston + Eastwick Village Hall
Statement of Income/Expenditure For year ending 31st January
2022

<u>INCOME</u>		<u>EXPENDITURE</u>	
Lettings		Overheads	
Misc Hall Hire	2846.71	Electricity	402.77
EHDC Elections	421.50	Water + sewage	223.67
	<u>3368.21</u>	Fire equipment	62.64
		Insurance	826.95
		Wi-Fi	104.33
Sales		Legal etc.	<u>250.00</u>
Car Park	<u>560.00</u>		<u>1900.36</u>
		Maintenance	
Grants		Wages - cleaner	672.00
S.106	<u>23882.77</u>	Wages - grounds	580.00
		Wages - booking	<u>175.00</u>
Interest			<u>1427.00</u>
COIF	?	Admin/Post/sundries	52.69
		Buildings	
		Kitchen refurb etc.	23875.88
TOTAL	<u>27710.98</u>		
		TOTAL	<u>27255.93</u>
Bank balance @ 31/1/21		Balance @ 31/1/2021	43495.07
Community a/count	43495.07	Excess Income/expenditure	455.05
Business a/count	466.46	Balance @ 31/1/2022	<u>43950.12</u>

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June 2022

13 Mitre Court
Railway St.
Hertford.
SG14 1BQ.
1/12/22

Sirs,

I have audited the statement of
Income & Expenditure for Gilston &
Eastwick Village Hall for year ending
31st January 2022.

The sum difference on the income
is $-\pounds 5 = 21$.

The sum difference on expenditure
is $+\pounds 3 = 86$.

Carol M. May