

SARRATT VILLAGE HALL
(Registered Charity Number 302464)
Minutes of Annual General meeting
Monday 8th March 2021 at 7.00 p.m.
Via ZOOM

Present:

Colin Plummer (Chairman and Treasurer) - elected
Roger Dudley (Vice Chairman) - Tennis Club
Carol Chorley (Kitchen & Bar Administrator) - British Legion
Anne Griffiths (Kitchen & Bar Administrator) - SPLAT
Larry Griffiths (Secretary) - elected
Anthony Soothill - Parish Council
Chris Youell - elected
Daniel Haynes - Sarratt Scouts
Dawn Pitts - Afternoon WI
Jennifer Haynes - Horticultural Society
Michael Groom - elected
Ted North - elected
Warren Gillmore - elected
Jenny Roberts - Bookings Secretary

Also in attendance:

Alan Milsom
Barnaby Jackson
David Clough
Emma Dickens
Graham Peiser
Isabella Aitken
Jane Faulkner
Joan North
Linda Clough
Nick Mortimer
Peter Thorp

1. Welcome

The chairman welcomed all to the meeting, which covers the hall activities in the year ending in September 2020. He explained that this AGM was delayed from its normal time in January due to the Covid pandemic.

2. Apologies for absence

Jacky Creed - Sarratt Care
Vicky Fern - Sarratt Festival of Music

3. Minutes of last AGM

These were previously distributed by email to all attending, and acceptance was then proposed by Carol Chorley, and seconded by Colin Plummer. This was then carried unanimously.

4. Matters Arising

From the last AGM:
None.

5. Treasurers Report

As previously distributed by email, all had copies of the Balance Sheet as at 30/9/2020, the Income and Expenditure Account for the year ended 30/9/2020, and the Independent Examiner's Report for 30/9/2020.

The treasurer then gave the following report for the year October 2019 to September 2020: -

It is difficult to summarise this year as we had a lot of time closed due to the Covid pandemic. We were open from October 1st 2019 to mid-March 2020 during this accounting period which gave us a surplus. We Applied for a grant which I thought was for £5,000 but were in fact given £25,000 therefore now we have a healthy Surplus on the year of £30,565.

We have installed a sound monitoring system as requested at the last AGM at a cost of £2,255.

For the current year to date (2020-2021) we have a deficit so far of £7,500 and predict that we will continue to lose money for the rest of the year. We also have not been able to hold our usual fund-raising events which would have amounted to around £5,000 and did not claim for a Parish Grant (2021). We have also had to invest in a new rear boiler. Both Jenny and John have been Furloughed for some of the time which has helped.

The accounts for the last year to September 2020 have been examined and agreed by David Clough, as our Independent Examiner. Colin also thanked David Clough for his advice and the independent examination, and thanked the committee for their support.

Larry Griffiths proposed that the meeting accept the accounts; this was seconded by Carol Chorley, and carried unanimously.

6. Appointment of Independent Examiner for 2020

Carol Chorley proposed that David Clough was appointed as Independent Examiner for 2021. This was seconded by Warren Gillmore and carried unanimously.

7. Chairman's Report

This report covers from January 2020 to today. As agreed at the last AGM I would stand for one year which means I am standing down as chairman as of today. I will be willing to continue to do the Treasurer's role if re-elected.

I would like to thank the committee and the executive committee for all the help and support you have given me during my time in office and in these very difficult times. Unfortunately 3 Members are standing down this year. They are: Chris Youell leaving us after 4 years of service during which he was 3 years as Chairman, Steve Rickard who has been on the committee for over 20 years offering technical help and advice, and Warren Gilmore who has been on the committee for 3 years and on the executive committee and dealt with a lot of the paperwork on the Covid Government requirements. Thanks to you all for you for all you have done in this time.

I would also like to thank Jenny Roberts and John Daly for their support during these difficult times.

A special thanks must go to Larry for all the work he has put in not only as Secretary but overseeing the hall during lock down and trying to keep us up to date with the Government rulings.

Finally, to Ted North for helping with the heating and the new rear boiler which has been a problem but now is sorted.

As you realize the Hall has been closed for most of the past year and will continue to be closed until government guidelines allows us to reopen.

9. Elections for Committee members

The committee currently consists of 12 members appointed by Sarratt Societies, Clubs, and Organisations, and 7 elected members, who have to be elected every year at the AGM. There are currently no co-opted members.

The following four persons offered themselves for re-election to the management committee:

Colin Plummer,

Larry Griffiths,

Ted North,
Michael Groom.

Anthony Soothill, who was previously representing the Parish Council but has now resigned from this, also agreed to stand for election.

These five were then proposed by David Clough, and seconded by Linda Clough. Their election was then agreed unanimously by the meeting.

Going forward the committee now consists of 11 members appointed by Sarratt Societies, Clubs, and Organisations, and 5 elected members. The Parish Council is still able to nominate a representative whenever they feel minded to do so..

9. Recycling at the Village Hall

Colin introduced this by saying that we would not be able to actually make any decisions about this at the AGM, but we could have a discussion, and then the topic would be brought up at the next full committee meeting. He then asked Anthony Soothill to introduce the topic, who said:

The members of this committee represent the community in running our village hall.

In the last few years, we have seen a surge in interest in 'green' issues globally and in our community. Where recycling was once a new concept it is now the norm, expected, even in public spaces. We can and should ensure Sarratt is doing our bit.

Some might say the village hall ought to be leading by example. The AGM presents a once in a year opportunity to directly gauge public mood on the matter and help inform our deliberations. Let us be under no illusions though: Recycling will cost us as a commercial operation. If there is real interest in us doing so, people must understand it will cost real money, from either higher fees or using public money from grants. In the full knowledge of that, let us hear what our community wants us to do in running their space. The village hall committee will make decisions on exactly what, when how etc, but tonight is about hearing people's views. So, Chairman, I would request we open the floor to hear what people think.

The secretary then read out a list of 19 people who had emailed expressing support:

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Nick Mortimer, Peter Thorp, Alan Milsom. Flo Garvey, Dennis Goldthorpe, Angela Coakley, Jane Faulkner, Graham Peiser, Simon Diggins, Isabella Aitken, Will Hobhouse, Elaine Cervantes-Watson, Scilla Roe, Emma Dickens, Kate Soothill, Peter Hoskin, Barney Jackson, Sue Clarke, Audrey Hammett.

Chris Youell then explained the background to the current recycling situation at the hall: -

Being a non-domestic facility the hall would have to pay to have recyclable waste collected. In the past we have found that non-hall users use the facility to dump their excess waste, that neighbours have complained about the noise being created by many bottles being dropped into the bins late at night when the hall is being cleared, and that the refuse is not necessarily separated correctly meaning the caretaker then has to re-sort it. Therefore, on balance, the committee thought it is best for the hall if we had a policy of requesting users to take any recyclable products away with them to dispose in their domestic facilities. It avoided costs and those that are diligent in their recycling do help out and those that aren't don't place extra burden on the hall personnel. To help this policy we enhanced the signage in the kitchen area to encourage users to dispose of their recyclable refuse responsibly and altered the 'Instructions to Hirers' document to reflect this. Chris agreed with Anthony's opening remarks, and said he thought that cost was a less important issue.

Colin Plummer described how in the past, when we had separate recycling bins for glass, paper, etc., he and Pete Watker, the then caretaker, had to sort these out practically every week, which was not very pleasant.

Jenny Roberts pointed out that neither the current hall staff nor the committee would be very keen on sorting out the refuse in the bins, and that the current policy did minimise this activity.

Carol Chorley suggested that those who were in favour of having a recycling bin alongside our existing general waste bin should be responsible for monitoring the bins and handling any sorting of the refuse.

Peter Thorp said that he would be prepared to help with this activity, although others were less keen.

Michael Groom described his own admirable intensive litter collecting activities round the village, and said that he had been disappointed to find recyclable material in the hall general waste bin, such as plastic milk bottles. He thought more could be done to avoid this.

Alan Milsom and several others then said that they hadn't realised that the hall had this simple recycling policy, nor the organisation that was needed around multi-bin recycling.

There was a brief discussion on solar panels – and Alan Milsom asked if the hall was using 100% renewable electricity – Colin replied that actually we have been for some years now, via a company called Haven Power which provides electricity from sustainable resources for business users.

It was agreed that we should discuss these topics at the next full management committee meeting, and try and make some decisions then, and that prior to this: Colin would get a quote from the council for a recycling bin, Anthony would find out more about solar panel possibilities and costs (with assistance from Barney Jackson, who has a colleague in the solar panel trade), and that the existing 'take home' policy would be strengthened by making it a condition of the 'Terms of Letting' rather than just an 'Instruction for Hirers'. The signs in the kitchens can also be made more explicit about what is recyclable.

10. Any Other Business

The meeting thanked Colin for his chairmanship and treasurer activities during an exceptionally difficult year for the hall, especially in dealing with all the paperwork around the Covid financial rules.

11. Date of Next Annual General Meeting

The next AGM will be on Monday 10th January 2022, at 8 p.m., we hope this will be in the main hall.

12. Next Committee Meeting

This will be immediately following this AGM.

The chairman then declared the meeting closed at 7.45 p.m.

THE SARRATT VILLAGE HALL MANAGEMENT COMMITTEE

INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 30TH SEPTEMBER 2020

INCOME		EXPENDITURE	
2019	2020	2019	2020
£	£	£	£
46436 Hire fees	26314	ADMINISTRATION	
0 Sarratt Parish Council -grant	2000	17835 Wages(incl tax & NI)	4431
0 Sarratt Parish Council -reimbursement	208	1915 Insurance	1969
0 Three Rivers Grant	<u>25000</u>	2568 Licences & subscriptions	1514
	27208	741 Computer maintenance	582
		954 Telephones	660
		1028 Miscellaneous	270
		260 Professional fees	<u>260</u>
			9686
Fundraising:			
2527 Sunday Markets	1767	CLEANING & CARETAKING	
1628 Quiz Night	1700	15095 Wages/services	9488
0 Entertaining evening	331	1287 Materials	240
676 Wine tasting	0	186 Windows	<u>114</u>
0 Games evening	<u>1056</u>		9842
	4854		
4 Donations	0	720 CAR PARK & PLANTED AREA	690
1397 Interest received	1336	REPAIRS & MAINTENANCE	
		3363 Structure, fixtures & fittings	1195
		16 Kitchen equipment	364
		933 Fire Protection	<u>410</u>
			1969
		UTILITIES	
		1477 Council rates	714
		2069 Electricity	1529
		1683 Gas	1623
		641 Water	588
		496 Refuse	<u>251</u>
			4705
		OTHER	
		1194 Building work	0
		0 Sound monitoring system	<u>2255</u>
			29147
		-1793 SURPLUS/DEFICIT FOR THE YEAR	<u>30565</u>
	<u>59712</u>		<u>59712</u>
<u>52668</u>			

THE SARRATT VILLAGE HALL MANAGEMENT COMMITTEE

BALANCE SHEET AS AT 30TH SEPTEMBER 2020

2019 £	ASSETS	2020 £
26172	Cash at bank-general account	57702
88814	Cash on Deposit with COIF/Camb&Counties	90150
13	Cash in hand	0
<u>114999</u>		<u>147852</u>
3410	Debtors & prepayments	1272
<u>118409</u>		<u>149124</u>
	LIABILITIES	
1972	Creditors	2122
<u>116437</u>		<u>147002</u>
	REPRESENTED BY:	
	General fund	
118230	As at 1st October 2019	116437
-1793	Surplus for year	30565
<u>116437</u>		<u>147002</u>

Note: In addition to the assets shown above, the Trust owns the freehold of the Village Hall and furniture, fixtures and fittings contained therein. The Committee consider it inappropriate to attempt to place a value on these items for incorporation in the Balance Sheet.

Creditors 30th September 2020

	£
Accounts payable	0.00
Deposits	350.00 !
Deposits	-265.00 !

Havenpower	96.79 *
Lloyds charges	7.15 *
Wages J Roberts	363.64 *
J Daly	332.02 *
PAYE	413.2 *
S Bass	580 *
Nest	33.53 *
P/Cash reimbursemen	210.57

2036.90

2121.90

Posted 0 to creditors

Reserves per Quickbooks	205049.42
Less Builing work	-56344.90
	<hr/> 148704.52

Less deposits as above ! 85.00

Less Creditors as above * 1826.33

146793.19

Add Prepayment British Gas 209.10

Per SVH accounts

147002.29

to be written back next year

to be written back next year

INDEPENDENT EXAMINER'S REPORT TO THE **SARRATT VILLAGE HALL COMMITTEE**

I report on the accounts of the Trust for the year ended 30 September 2020 which are set out on pages 1 to 2.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

examine the accounts under section 145 of the 2011 Act;

to follow the procedures laid down in the general Directions by the Charity Commission under section 145 (5)(b) of the 2011 Act; and

to state whether particular matters have come to my attention

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met: or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



David Clough FCA
Tanglewood
Church Lane
Sarratt
Rickmansworth
WD3 6HL

2 December 2020