

**Minutes of Mersham Village Hall Management Committee AGM
Meeting held on Tuesday, 26 April 2022 in The Mountbatten Village
Hall at 7 p.m.**

Present: Melanie Wells (Chair), Jane Fagg (Treasurer), Keli Tomlin, Leigh Lloyd, Fred Ambler,
Bridgitte Attwood, John Eastwood, George Couchman, Judy Hawkins, Joy Hubbard,
Jackie Stiles, Edward Elcock and Andrew Wells

Apologies for absence

Pat Wood, David Wood, Peter Hawkins, John Hockley and Pat Smithers.

To approve the minutes of the AGM held on 7 September 2021

Minutes were approved and signed by Melanie Wells, Chair.

Matters Arising

None.

Chair's Report

Extension:

Access to the field will be via the car park. In February the bushes at the end of the car park were removed by Bay Tree Landscapes, following which a hard standing was laid. Equipment and materials are now on site.

Security fencing will go up on 28th and 29th April. Stone paving slabs to be kept. Permission has now been received to remove the hanging tiles to investigate the bat situation. In this respect, scaffolding will be erected on 4 May. Dependent upon outcome, work is scheduled to start on 10 May. Extension to be completed by year end. MW ran through the layout of the extension.

It is hoped to utilise the tradesmen on site to carry out refurbishment works in the main hall i.e. kitchen and toilets. This will be more cost effective than outsourcing the work.

Tony Warman, the developer, is keen to attend our meetings and will be invited to the next ordinary meeting.

JS enquired if solar panels, rain water harvesting and WiFi are to be installed? MW responded these will be looked into.

Hall Maintenance:

- Leak in loft space above ladies' toilets has been fixed and ceilings in both ladies' and disabled toilets replaced and painted.
- The sheet of asbestos behind the hall was removed last October by Asbestos Gone.
- The fire exit in the Desmond Draper Room is now accessible.

- The five yearly electrical inspection was carried out last November by Neil Radford. The electrics were found to be unsatisfactory. Electrical works categorised as C1 were carried out immediately and those categorised as C2 within the required 28 day timescale.
- The florescent lights in the main hall are to be replaced by yellow LED lighting. The electrical fuse board is also to be replaced. Both will be done by Neil Radford when undertaking electrical works in the extension.

JS asked whether the heaters in the main hall are to be upgraded? MW advised the broken ones will be replaced. JF commented that the newer ones are more energy efficient.

- A Fire Risk Assessment was carried out on 9 November by SAFE I.S. Ltd who issued a 37 page report. Some issues raised have been addressed. The remaining will be dealt with once the extension has been completed. A further assessment will then be required.
- The annual fire extinguisher inspection was carried out on 30 November by Aylesford Fire Protection. A further fire extinguisher and Fire Log Book were purchased, as recommended in the Fire Risk Assessment.
- MCCS Cleaning company undertook a deep clean and disinfection fogging in November.
- A Health and Safety Risk Assessment has been undertaken and is now in place.
- Graeme Cook undertook some garden maintenance work in December.
- A PPL Music Licence is now in place.
- The notice board has been repositioned to the left of the entrance doors by Peter Hawkins.
- The window above the entrance doors and the front facing kitchen window were replaced on 14 February by Mercury Windows. The cost was largely met by a grant obtained from Paul Bartlett from his Member's Community Grant Scheme. Quotations have been obtained for the five upper windows in the main hall, which are also to be replaced as part of the grant application. A letter of thanks was sent to Paul and also a piece placed in The Villager.

JS asked if these windows would have openers, as the hall gets very hot in summer and when the extension is built the lower windows and fire door will go? MW replied we were considering having only three of the five windows as openers but in view of the comments made, we would have all five.

- Storm Eunice caused damaged to the roof. Three quotes were obtained and our insurers approved the quote provided by Sheldon May Roofing Contractors Ltd. The roof has been repaired to a high standard.
- The shrubs in front of the kitchen window have been removed and the area will be paved/concreted by the developer.

Other:

- Non regular bookings: Since last Autumn, we have only taken bookings for children's parties (under 30 children.) This decision follows advice from both the Government and ARCK concerning reducing the spread of COVID

and also that the kitchen and toilets need refurbishing. Food must also be pre-prepared.

- Due to the reduction in fee income and also strategic planning, the decision was taken to pay the caretaker and cleaner on an hourly basis for work undertaken and dispense with the gardener.
- Following a review at the end of the year, it was decided that we didn't require a caretaker for the time being and Mr Southern was advised accordingly. MW informed Mr Southern this decision would be reviewed once the extension was built but he responded he wouldn't be interested in the position going forward.
- Peter Hawkins' son-in-law is to create a village hall website and Leigh Lloyd is looking into setting up a Facebook page.
AW asked if the website would have the facility to accept payments? MW said this option was expensive but would be considered going forward if there were sufficient bookings to warrant this facility.

- Terms and conditions are in the process of being written. A copy will be sent out to all hirers and also appear on our website.
- Mersham Little Stars will close at the end of Term 6.
- After many years in the role, Pat Wood has decided to step down as Secretary but to remain on the Committee. In Pat's absence, MW expressed the Committee's thanks and appreciation for the excellent job she has done, adding that whilst she will be missed in the role, we are delighted Pat is to remain on the Committee. A new Secretary will need to be appointed and a volunteer for the role will be sought.

Secretary's Report

A letter of thanks was sent to Adrian Southern (retiring Chairman) for his many years of service. PW also organised a thank you gift of a £30 voucher for use at The Walnut Tree in Aldington.

Treasurer's Report

Treasurer's Report for the period 1 January 2021 to 31 December 2021:
A balance of £8,704.56 was brought forward from 2020 plus £15,264.44 in Savings Account

Income from regular hirers £9,033 plus private hirers £370

Other income: Election Services £180

Covid Small Business Support Grants totalling £18,647.31

Expenses over the period included:

Insurance - £909

Membership of Action for Communities in Rural Kent - £52

Rates - £136 after receiving £398 of COVID Support Relief

Annual Fire Safety Check and Risk Assessment - £414

Electricity plus Water and Sewage - £3,728

Caretaker, cleaner and gardener services totalled £3,522

Property maintenance and repair costs - £8,280

Container and supply of rock salt - £256

Year ended on 31 December 2021 with £17,164 in general account and

£15,266 in Savings Account David James has examined the Accounts and agreed these figures. A copy of the Accounts will be forwarded to the Charity Commission following the AGM. Current balances: Current Account £20,431.83 Savings Account £15,264.93 Expenditure going forward will mainly be for improvements and refurbishments of existing facilities. Treasurer's Report was accepted as a true record.
Election of Officers and Committee Members Chair – Melanie Wells Proposed: Jane Fagg Seconded: Keli Tomlin Treasurer – Jane Fagg Proposed: Melanie Wells Seconded: Keli Tomlin Secretary – Position to be filled Committee Members: Keli Tomlin Bridgitte Attwood Pat Wood* David Wood* John Hockley* Caroline Fletcher* All carried from the floor. *Voted for in their absence.
A.O.B. KT suggested organising a fundraising event to help towards refurbishment costs. All those in attendance agreed this was a good idea and an event will be organised for later in the year. KT thanked the Chair and the Treasurer for their hard work.
Next Meeting The date of the next ordinary meeting will be arranged shortly.
Meeting Closed There being no further business the meeting closed at 19.40 hours.

Signed: Melanie Wells (Chair)

MOUNTBATTEN VILLAGE HALL

STATEMENT OF ACCOUNT 01-01-2021 TO 31-12-2021

INCOME

Balance brought forward		
Savings Account brought forward		
Savings Account Interest		
Invoices Paid - Debtors 2020		
Election Services		
COVID Small Business Grants		
Cheques Issued but not presented		
Private Hire		
Regular Hire of Hall:		
Mersham Badminton	£	609.00
Mersham Short Mat Bowls	£	598.00
Apollo Badminton	£	448.00
Mersham Brownies	£	204.00
Little Stars Nursery	£	6,580.00
Morris Men	£	594.00
W.I.	£	-

EXPENDITURE

Admin:	Insurance	£	908.82
	Communities in Rural Kent	£	52.00
	Ashford Bor. Council Rates	£	135.90
	Annual Fire Safety Check	£	180.00
	Fire Risk Assessment	£	234.00
	Postage/Other Admin	£	-
Utilities:	Electricity	£	3,337.91
	Water/ Sewage	£	389.64
Payments:	Caretaker Services	£	1,500.00
	Cleaning Services	£	1,750.00
	Gardening Services	£	272.00
Property Maintenance:			
	Electrical Work	£	1,752.10
	Plumbing Repairs	£	1,220.00
	Exterior Work/Repairs	£	4,620.00
	Door & Keys	£	349.50
	Remove Asbestos	£	140.40
	Skip Hire	£	198.00
Housekeeping (Including COVID)			
Rock Salt & Bin			
Gift to Departing Chairman			
Cheques presented - issued 2020			
Debtors 2021			
ON HAND	Balance at Bank	£	17,164.83
	Cash	£	156.65
	Cheques	£	198.00
Savings Account			

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31-12-2021

£	8,704.56
£	15,264.44
£	1.55
£	-
£	180.00
£	18,647.31
£	-
£	370.00

£	9,033.00
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£ 52,200.86

£	1,510.72
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£	3,727.55
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£	3,522.00
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£	8,280.00
£	854.13
£	255.99
£	30.00
£	392.00
£	843.00

£	17,519.48
£	15,265.99

£ 52,200.86

Mountbatten Village Hall

Income and Expenditure account for the year ending 31 December 2021

	<u>2021</u>	<u>2020</u>
INCOME		
Receipts from lettings	£ 9,143	£ 5,859
Covid Grants	18,647	10,000
Bank Interest	<u>2</u>	<u>32</u>
	27,792	15,891
EXPENDITURE		
Heating & lighting	3,338	3,553
Caretaker services	1,500	2,600
Cleaner wages	1,750	1,560
Gardener services	992	416
Insurance	909	854
Property maintenance and repairs	9,083	406
Rates	136	-
Water rates	390	388
Comm. in Rural Kent	52	52
Fixture & fittings write off	95	-
Sundries	<u>30</u>	<u>-</u>
	18,275	9,829
Surplus for the year	9,517	6,062

Mountbatten Village Hall
Balance Sheet as at 31 December 2021

	<u>2021</u>	<u>2020</u>
Mountbatten Hall	£63,784	£63,784
Fixtures & Fittings	-	95
Debtors	1,041	440
Banking & Cash		
Santander- current a/c	17,165	8,705
- savings a/c	15,266	15,264
Cash in hand	<u>157</u> 32,588	<u>-</u> 23,969
	97,413	88,288
Less : Creditors	-	<u>392</u>
	<u>97,413</u>	<u>87,896</u>
Represented by:		
Accumulated reserves at 1 January 2021	87,896	81,834
Surplus for the period	<u>9,517</u>	<u>6,062</u>
	<u>97,413</u>	<u>87,896</u>

I have examined the books and vouchers of the Mountbatten Village Hall and confirm that the foregoing accounts are in accordance therewith



28 January 2021

David C James