

RAVENSHEAD VILLAGE HALL

MANAGEMENT COMMITTEE ANNUAL GENERAL MEETING

Tuesday 30th May 2023

MINUTES

Those in Attendance:

Committee Members - Hugh Stoddart (Chair), Chris Wagstaff (Vice Chair), Glenis Wyatt (Treasurer), Karen Goodwin (Secretary), Suzanne Goss, Steve Reddish, Tracey Collier, Chrisi Neeson, Robert Hurst, Joanne Scrivens (Bar & Cleaning),

Public – Martin Smith (Chair Ravenshead Parish Council), Ann-Marie Hurst

Apologies Received:

Iain Walton, Tony Stephens, Paula Lay, Susan and John Hopkins, Dan Blach

1 Opening Remarks and Welcome from Chair

- Hugh welcomed everyone to the meeting, thanking members of the committee for their attendance and also Martin Smith for representing the Parish Council.
- It was noted that no representatives from User Groups were in attendance despite an invitation to do so.

2 Minutes of Previous AGM held on 3rd May 2022

Copies of these minutes had been previously circulated and copies were available at the meeting. In addition, a precis had been published in the Ravenshead Newsletter following the meeting last May.

These were agreed to be a true and accurate record.

Proposed: Chris Wagstaff Seconded: Rob Hurst - Carried Unanimously

3 Matters Arising from AGM 2022 Minutes

- None arising which weren't covered on the Agenda

4 Treasurer's Annual Report & Adoption of Audited Accounts

- Glenis provided a report on the accounts audited by Watson Knipe
- General Operations – Profit of £8,089
- Rent charged to Abbey Gates increased to £2,017
- Insurance increased to £245
- Maintenance costs - £1,670
- Bar and Raffle combined profit of £20,175
- Capital Expenditure - £502
- Therefore Hall's Annual 2022 Year End Profit was £26,380
- Full copy of accounts available on request

Adoption of Audited Accounts

Proposed: Rob Hurst **Seconded:** Chris Wagstaff

Carried unanimously

The Chair thanks Glenis for her exceptional work in her role as Treasurer

On behalf of the Trustees and management committee I am pleased to present an annual report, which is complementary to the financial statements that you have already seen and approved.

The present make-up of the Trustees and management committee largely dates from the AGM in 2017 when significant changes in personnel occurred. Since then we have formed a sustainable, workable and efficient body which meets in accordance with the statutory requirements of a registered charity and on other occasions when there is a need to do so. Whilst individually we may not always agree, decisions are reached on a democratic basis and collectively supported by all. Every Trustee and committee member makes a contribution but my particular thanks go to our secretary, Karen Goodwin, for the tremendous work she does in keeping our statutory book work in order, preparing agendas and minutes et cetera. During the year David Stewart, who looked after the maintenance side had to give up his role for health reasons and we thank him for his considerable contribution. A new member of the committee, Tony Stephens, has stepped into that role and we thank him very much for his contribution so far. We have also adopted a system of "shadow" officers for the key roles so that if anyone is absent for a period unexpectedly, their role on the committee can be taken up seamlessly by another committee member.

Having emerged from the pandemic much stronger financially than we thought was possible we are delighted that the Hall finances continue to improve and we were extremely grateful for the generous donation we received recently from a Ravenshead resident. On the income side we are fortunate that our hard working booking secretary, Robert Stevenson continues to promote his "Music at the Hall" events on a regular basis, which results in a considerable profit stream from the licenced bar.

We try and offer an excellent facility at a very reasonable price and we think that we achieve that but it is clear that with the inflationary pressure now being experienced on our running costs our letting rates will inevitably rise over the coming months but we will do our best to keep any increases as low as possible.

In many communities the Village Hall is run and owned by the Parish Council, but not in our case. The PC has the Leisure Centre under its ownership and as we are a registered charity there would be problems in the Hall coming under the PC's control. We do however work closely with the PC and are particularly proud to be involved in the Christmas Lights switch on and the annual Armistice Day Service. In addition to those two events we were also happy with the PC to facilitate the Jubilee and Coronation celebrations. We were also pleased to provide the space to accommodate the new village flag pole, the cost of which was funded by the PC with a small contribution from ourselves.

Several years ago outline plans were drawn up to alter/extend the Hall premises and we have asked several times for suggestions from the local community as to how the facilities could be improved but have had little feedback. The feasibility of carrying out improvements is constantly under review as we are aware that some refurbishment and improvements will need to be made and depending upon the costs would hope to tap into any central government resources that might be available as our reserves although reasonable are not huge. We would be pleased to hear from any local residents with views on this subject. We have also in the past reminded residents that we are open to anyone joining the management team and offering assistance in the running of the Hall even if only undertaking a shift of two or three hours helping to staff the bar at one of the events.

Two points I wish to make in conclusion. Firstly it is hoped that Ravenshead residents, whether they use the facility regularly or not, will approve of what the Trustees and management committee have done in the past and will support the continuing plans for the future.

*Secondly we will be putting out a further appeal for more volunteers to assist in the running of the hall. We are not asking people to devote significant parts of their valuable leisure time but perhaps to or three hours from time to time at one of the events, or perhaps some administrative support if needed. After all it is **your** asset; we are merely the guardians of it.*

Martin Smith replied on behalf of The Parish Council and the Village Residents, thanking the Village Hall Committee for their continued support and hard work.

6 Election of Trustees and Honorary Officers

Current Trustees:

Hugh Stoddart, Christopher Wagstaff, Robert Stevenson, Glenis Wyatt,
Karen Goodwin, Robert Hurst & Marjorie Eyres

There being no changes, the Trustees were duly re-elected en masse.

Proposed: Suzanne Goss

Seconded: Steve Reddish

Honorary Officer Positions:

Chair – Hugh Stoddart

Proposed: Robert Stevenson

Seconded: Chris Wagstaff

Vice-Chair – Chris Wagstaff

Proposed: Karen Goodwin

Seconded: Glenis Wyatt

Secretary - Karen Goodwin

Proposed: Suzanne Goss

Seconded: Tracey Collier

Treasurer – Glenis Wyatt

Proposed: Chris Wagstaff

Seconded: Robert Stevenson

Booking Secretary – Robert Stevenson

Proposed: Karen Goodwin

Seconded: Glenis Wyatt

Shadow Officers

Secretary – Chisi Neeson

Proposed: Chris Wagstaff

Seconded: Robert Stevenson

Treasurer – Iain Walton

Proposed: Chris Wagstaff

Seconded: Karen Goodwin

Booking Sec – Rob Hurst

Proposed: Chris Wagstaff

Seconded: Steve Reddish

7 Election of up to 10 Additional Committee Members

Steve Reddish

Suzanne Goss

Chisi Neeson

Tracey Collier

Robert Hurst

Iain Walton

Jo Scrivens

Antony Stephens

Paula Lay

Proposed: Hugh Stoddart

Seconded: Chris Wagstaff

8 Items and Questions

- Martin Smith mentioned the Rural Community Action Nottinghamshire (RCAN) saying that there was useful guidance, information and support in the monthly newsletter. He will send a copy through to Karen and she will disseminate relevant information and look into the feasibility of the VH joining this group.

- Tracey Collier mentioned the provision of a Notice Board outside the hall. This has been discussed at previous meetings and deemed a useful addition. Tracey will look at costings and liaise with Tony Stephens.
- Hugh mentioned the increase in numbers of cars parking at the hall for increasing periods of time. Whilst no complaints have been received to date, this situation will be monitored.
- Martin Smith reported that the flagpole has been well received and the Union Flag will fly most of the time but on Nottinghamshire Day, 23rd August, the Notts flag will fly. Though this falls during the kitchen refurbishment period, it was thought that an outdoors event could take place.
- Martin also informed the meeting that the Parish Council is purchasing its own lights and tree lights outside the VH.
- Maureen Kennedy has reported a dead silver birch tree on VH land. This needs felling as a matter of urgency. **ACTION: Robert Stevenson**
- Suzanne Goss reported from the steering group which is organising the VH Kitchen refurbishment. There will be new cupboard carcasses and doors for around £14,000 including fitting from Ravenshead Interiors, the manager of which is keen to support the local community. The new flooring should cost around £2000. The work is due to be carried out during two weeks commencing 14th August 2023.

9 Any Further Business

The on-going issue of no bottle and can recycling facilities was once again discussed. The contract with Veola does not include recycling. It was suggested that the possibility of a private contract was looked into. This will be discussed further at the next committee meeting.

Following the conclusion of the formal business of the AGM, there should have been a User Group Meeting to receive and discuss feedback from the community. However, no representatives were in attendance despite being invited to do so.

Hugh therefore thanked everyone for their attendance and valuable contributions and the meeting closed at 20.27hrs.

**ACCOUNTANTS REPORT ON THE UNAUDITED
FINANCIAL STATEMENTS OF THE RAVENSHEAD VILLAGE HALL**

We have examined the Income and Expenditure Account for the year ended 31st December 2022 and Statement of Assets and Liabilities as at that date.

In our opinion, these properly present the receipts and payments for the year and the assets and liabilities at the year end.

WATSON KNIPE

10 Milton Court
Ravenshead
Nottinghamshire
NG15 9BD

Date:

THE RAVENSHEAD VILLAGE HALL

TREASURERS REPORT FOR THE YEAR ENDED 31ST DECEMBER 2022

This year General Operations has shown a profit of £8,089.

The rent charged to Abbey Gates School was increased to £2,017.

There was an increase in insurance of £245.

Work done at the Hall includes the following:-

Electrical work	£100
Roof work	£110
Pot holes repaired in the car park	£650
New wall mounted boiler	£810

The Bar and Raffle made a combined profit of £20,175.

Capital expenditure includes the following:-

Projector	£125
Donation to Flag pole	£150
Card machine	£227

Therefore the Hall made a profit of £26,380.

Mrs G Wyatt

Treasurer

Date:

THE RAVENSHEAD VILLAGE HALL

INCOME & EXPENDITURE ACCOUNT FOR YEAR ENDED 31ST DECEMBER 2022

GENERAL OPERATIONS

	<u>2022</u>	<u>2021</u>
<u>INCOME</u>		
Hall lettings	25,113	11,449
Bank interest	70	4
Rent - car park	2,017	1,900
Food & raffle from Music at the Hall	2,484	1,037
	<u>29,684</u>	<u>14,390</u>

EXPENDITURE

Cleaning	7,443	3,284
Light, heat & water	4,455	2,853
Repairs & renewals	2,071	678
Insurance	3,075	2,830
General expenditure	1,869	2,909
Gardening	970	435
Phone/wifi/website	830	767
Food/raffle	600	152
Misc	92	0
Card charges	190	
	<u>21,595</u>	<u>13,908</u>

OPERATING PROFIT/(LOSS)

8,089 482

BAR TRADING

Takings	30,391	12,622
Less; purchases	-12,100	-7,316
Surplus on bar trading	<u>18,291</u>	<u>5,306</u>

DONATIONS & FUND RAISING (Defib)

0 16,139

2022 2021

SUMMARY OF INCOME & EXPENDITURE

General operations	8,089	482
Bar trading	18,291	5,306
Donations & fund raising	0	16,139
<u>SURPLUS/(DEFICIT) FOR THE YEAR</u>	<u>26,380</u>	<u>21,927</u>

CAPITAL EXPENDITURE

CCTV	0	1,007
External lighting	0	618
Stage lighting	0	400
Security monitor	0	129
Laptop	0	219
Bench	0	680
Projector	125	0
Flag pole	150	0
Card machine	227	0
	<u>502</u>	<u>3,053</u>

THE RAVENSHEAD VILLAGE HALL

STATEMENT OF ASSETS & LIABILITIES AT 31ST DECEMBER 2022

	<u>2022</u>	<u>2021</u>
Total bank balances at 31st December 2021	75,561	56,687
Overall surplus/(deficit) for the year	26,380	21,927
	<u>101,941</u>	<u>78,614</u>
Less: capital expenditure	-502	-3,053
	<u>101,439</u>	<u>75,561</u>

Bank balances as at 31st December 2021:-

Current account	64,790	38,550
Savings account	40,030	39,963
Misc account	18	18
Cheques not cashed	-4,882	-3,208
Cash in hand (bar)	283	238
Credit card in hand	1,221	0
Sum-up expenses (not presented)	-21	0
	<u>101,439</u>	<u>75,561</u>

OTHER ASSETS

Amounts due from lettings (debtors)	2,710	2,064
Stock of drinks in bar	1,800	1,900
Bar float	600	600
Land and buildings at cost	29,520	29,520
(For insurance purposes the buildings are valued at £1,241,310).		
Stage lighting and PA sound equipment	21,000	21,000
(For insurance purposes the lighting and sound equipment together with other contents of the hall are valued at £144,344).		

OTHER LIABILITIES

Accounts payable (creditors)	<u>0</u>	<u>0</u>
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