

KEMERTON VILLAGE HALL
ANNUAL GENERAL MEETING(AGM)
for the year ending December 2022
Monday 15th May, 2023, 18h00
MINUTES of MEETING

AGENDA

1. Apologies
2. Resignations
3. Present Committee & Elections
4. Chair's Report
5. Treasurer's Report
 - a. ACRE Loan
6. Update on Constitution and Terms of Reference
7. 200 Club Update
8. General
9. Questions from the floor
- 10.AOB
11. Close

1. Apologies

The following apologies were received from:

Phil & Mary
Yerburgh Jeanette
Way Toushy Squires
Peter Truscott
Gemma Carter

2. Attendees

The following members of the public attended from Kemerton:

Zena Giles
Jo Wrenham
Ken Potter

3. Resignations

Debb Manns
Christina Kulukundis
Faye O'Connell

Margaret thanked Debb, Christina and Faye for their contribution over the years.

4. Present Committee & Elections

Officers co-opted:

Margaret Gillman, Tom Ryder-Smith and Helen Butler

John Harvey (Chair)

Current Committee:

Judy Woodman (Treasurer wef Jan
2023)

Pundarik Ranchhod (Secretary)

John Harvey (Chair)

Helen Butler (Health & Safety and Historical Society)

Di Atwell (200 Club and Gardening Club)

Tom Ryder-
Smith Rowan
Hull Claire
Barber Margaret
Gillman

No election for committee posts was needed.

5. Chair's Report

See APPENDIX A below

6. Treasurer's Report

1. Money in the bank is currently just over £16,000. This includes the final National Lottery grant payment which we have now received.
2. The Hall Committee aim to always retain £10,000 in the bank as a reserve.
3. Average monthly outgoings are £350.
4. Average monthly income is £634.50, but we must expect this figure to drop dramatically during the summer holidays when bookings fall away.
5. The Hall Building project was completed within the expected financial parameters. We had to shoulder the unexpected extra cost of £14,500 to replace a run of roof where the tiles had delaminated. We were able to use some of the contingency to cover this.
6. The Hall build benefitted from two Covid-era support payments which were 'gifts' and are not repayable. These funds helped with the costs of the build and associated obligatory professional services to get the project to completion.
7. Public Works Loan (ACRE):
 - i. This was a £30,000 loan to the Hall which the Committee were forced to take out to provide a greatly enhanced Contingency fund for the building works. Without this large contingency fund, the National Lottery would not confirm their £100,000 donation to the project.
 - ii. The loan is currently spread over 10 years at an interest rate of 1.65%, resulting in an annual repayment of £3278.
 - iii. Following the departure of the pre-school, the Hall cannot afford this level of repayment and have renegotiated with ACRE.

- iv. Given our bank balance, the Hall Committee have decided to pay down the loan by £6,000 (from money in the bank), plus extend the loan term to 15 years.
 - v. Affordable ACRE loan repayment would be £2500 annually. We are in the process of changing the length of the loan to 15 years, at an annual rate of £2,063.84. This is within budget.
8. A final tally of the building work costs can certainly be made available to the community.

Jo Wenham asked a question about insurance costs, why is it zero. Figures are from January and the payment is not due yet. Judy to provide annual premium figures.

7. Update on Constitution and Terms of Reference

The Committee asked Margaret (with her legal experience) to review the current constitution and deeds. This was needed because the current constitution was written in 1968 and needed updating.

A terms of reference document was created by Margaret to update the constitution. This document will be published on the website and will then be adopted by the Village Hall Committee.

8. 200 Club Update

Zena asked a question regarding the option for gift aid claims for the 200 Club monies.

Di mentioned that the village hall was recently converted into a charity. 200 Club is not a donation since it's a type of lottery.

Judy will ask Deb Manns for clarification.

Di provided an update:

- Only 155 members in the last year, so did not hit the 200 mark.
- First draw in Dec 2022 - £98
- Second draw in May 2023 - £400
- Profit for the year £752.
- Goes into the village hall account as a fund raising.
- Zena asked if it's clear if the 200 club is open to people outside of Kemerton.
- Di mentioned that the leaflet is distributed to each household in Kemerton.

- Zena and Ken suggested that advertising wider than Kemerton would be a good idea.
- The Chair thanked Di for the ongoing running of the 200 club.

9. General

Nothing was covered under this section.

10. Questions from the floor

3 questions sent via email from Phil Yerburgh:

1. Why did the pre-school close?
2. Are the finances stable?
3. What are the plans to replace the income from the pre-school?

The answers to the above were covered in the meeting, with explanations from Christina, Margaret and Judy. See APPENDIX B for details.

Judy mentioned that as a charity the hall does not pay business rates.

11. AOB

Zena mentioned that there are more families with young children in the village, is there something that can be done for that group?

This was noted as an item to follow up on.

Ken raised the following:

He used to live in Gotherington and suggested the following:

1. Quiz night's worked well at Gotherington, and proposed that this could be tried for the village hall. This will be tried in November, with Ken leading efforts with support from the committee.
2. A wine club also works well and Ken suggested that he would be willing to run a wine club night for the village hall.
 - E.g. buy 6 bottles of wine and run a wine tasting with a theme.
 - E.g. Arrange for a wine merchant to talk about a specific region.

Di proposed that the committee looks into getting a liquor license for the Village Hall as a way of generating income.

Margaret mentioned that selling alcohol would require a lot of logistics.

John mentioned that the village hall fete is a good event that needs to be considered for 2024.

Christina suggested that elements of the fete could be used to recast the fete so that the amount of work needed justified the return.

Zena proposed that villagers could open their gardens as a fundraising opportunity for the village hall. The village hall could be the central place that starts off the open garden tour.

Rowan suggested that the garden owner could host a children's game.

Zena suggested that the stage could be used for hosting a band.

Ken suggested a children's talent competition.

Rowan mentioned a village hall charity auction and is organising one in November and proposed that the profits are shared with the village hall.

Margaret asked if a village meeting should be called to discuss ideas for events and fund-raising. Everyone present agreed this was a good idea and facilitated by the committee as a brainstorming and ways to help session.

12. Close

There was no further business and the meeting was adjourned.

APPENDIX A: Chairperson's Report - Kemerton Village Hall

Dear Members,

I would like to begin by expressing my gratitude to Christina for her exceptional dedication and tireless efforts in overseeing the completion of the building works at Kemerton Village Hall. Her time and energy have been instrumental in ensuring the successful completion of this project.

I am pleased to announce that the building works have been completed, resulting in a renovated and improved Kemerton Village Hall. The interior decorating and clear-up process have also been finalised, creating a welcoming and aesthetically pleasing environment for all who visit.

In order to secure Lottery monies, a contingency fund was needed, we have secured this funding through a public works loan from ACRE. This loan amounts to £30,000, and I am pleased to inform you that the balance remaining on the loan is now £27,000, with a very low interest rate attached. This funding has been vital in ensuring the continued operations of Kemerton Village Hall.

Unfortunately, I must share some unfortunate news regarding the closure of the Pre-school. This decision was regrettably necessitated by the resignation of key staff members and the subsequent difficulty in finding suitable replacements in time for the start of the term. Further details regarding this matter can be found in the questions section below.

Despite this setback, the past year has seen the Kemerton Village Hall host a variety of successful village events. Highlights include the Summer fete, Platinum Jubilee celebration, Kings Coronation, and our regular Film Night evenings. These events have brought our community together and provided enjoyable experiences for all attendees. The usage so far in 2023:

Pilates classes	16 bookings per month
Yoga classes	12 bookings per month
Art classes	4 bookings per month
Women's Institute	2 bookings per month
Parish Council	1 booking per month
Gardening Club	1 booking per month
Polling Station	May 4 th election

Note: Majority of classes do not take place during school holidays.

I would like to extend my heartfelt thanks to all members and volunteers who have contributed to the success of Kemerton Village Hall over the past year. Your dedication and support have been invaluable.

As we move forward, we must address the challenges posed by the closure of the Pre-school and the ongoing financial responsibilities. I encourage all members to actively participate in discussions and provide any suggestions or solutions that may help us navigate these obstacles.

Thank you for your continued support and commitment to Kemerton Village Hall. Together, we will overcome these challenges and continue to serve our community.

Best regards,

John Harvey
Chairperson, Kemerton Village Hall

APPENDIX B: Questions Received

1. Why did the pre-school close? There are rumours that the space was not adequately constructed.

1. There is no basis for these rumours whatsoever. There are no shortcomings with the Elizabeth Room (as the Pre-school is now called) and it is a fantastic space. The pre-school closed due to the following reasons:
 - a. Out of the blue, the Manager at the pre-school tendered her resignation to Deb Manns in order to open a new nursery of her own in Beckford. This was a big surprise to Deb who then found that she was unable to hire a replacement Manager.
 - b. The departure of the Manager then resulted in a number of other resignations as staff left to find more secure employment.
 - c. Deb was extremely upset to have to close the preschool after dedicating so many years to it, and we remain very grateful to her for all the years of hard work she put in.
 - d. The closure was in line with the closure of other smaller settings in the area and is indicative of a crisis in staffing in the industry. Also, low pay and onerous Ofsted legislation contributed to the closure of this and other settings.
2. Though extremely well-equipped, the size of the pre-school room (as well as repeated requests from the community that student numbers be limited due to traffic concerns) meant that numbers were capped at 18 children per session. Due to safeguarding pressures from Ofsted, settings of this size nationwide struggle to be financially viable and many have closed as a result.

2. What plans are there to replace the income from the pre-school?

1. The loss of income from the hall amounts to £5,000 per year. The loss is a big blow, not least because our ability to repay our Public Works Loan (ACRE) was based on this income being guaranteed, which we were assured it was until disaster struck.
2. The Hall Committee were given no notice that the pre-school might be in danger of closing, and were only informed of the closure once the pre-school had broken for half term in the Autumn 2022. It never re-opened.
3. As a first step, the Committee decided to see how it went to rent out the Elizabeth Room by the hour. This has attracted 3 bookings per week so far, totalling 6 $\frac{3}{4}$ hours rental per week. These bookings are only for term time.
4. We understand from a commercial property professional that the space would be attractive as a commercial rental, there being a dearth of spaces like this in the immediate area. It would be likely to attract more than the £5,000 per annum that the pre-school paid. However, there are 2 obstacles to pursuing this path:
 1. At the moment we do not pay any rates due to the Hall's charitable status. Accepting a commercial tenant would result in business rates being payable for that portion of the building. We are in the process of establishing how awkward this change would be for the administration of the hall, and also how reversible the change in status would be should the arrangement prove unsuccessful.
 2. The priority for the Hall Committee is to provide a space for the community to use. A commercial tenancy would bring with it certain (reasonable) expectations by a commercial tenant regarding noise, access, parking, disruption, etc. It will take a lot of thought and analysis to understand the potential negative impacts on hall users if a full-time commercial tenant were to occupy the Elizabeth Room. This analysis will be undertaken by the Committee in the coming weeks.

See separate sheet for the accounts for the year 2022:

Accounts for the year**2022**

Balance C/A on 31/12/21 88327.85

RECEIPTS

Hire of Hall (other)	2666.70
Hire of Equipment	12.48
Pilates	1260.00
Yoga	847.50
Kemerton Parish Council - KPC	20.00
Women's Institute	496.00
Pre School (KEYFS)	5472.00
	0.00
Parochial Church Council -PCC	0.00
Gardening club	214.00
Evening Classes	384.00
Bank Interest	0.00
Build Grants	5350.00
COVID (Wychavon support grants)	2667.00
Donations (general)	6580.50
Gift Aid	0.00
VAT	19844.30
Fete	0.00
Extension project donations	0.00
200 club	823.00

NS&I Transfer

Total £46,637.48**PAYMENTS**

Utilities (gas,elec, water 2019)	2838.83
Cleaner	854.00
Maintenance	368.70
Insurance	1388.40
ACRE loan Annual repayment	3278.93
Gardening & waste	51.00
Equipment purchased	20173.83
Cleaning materials	375.00
Miscellaneous	38.44
Fund raiser expenses/refunds	863.18
Extension Project	89682.14
VAT	568.39
Transfer to Extension Account	825.68

£121,306.**Total 52****Surplus (deficit) for year -74669.04**

Extension Fund Acc 825.68

Extension Fund Acc Interest etc 7381.63

Total in Extension Fund 8207.31

Balance books	13658.81
Current Account 30/12/22	13658.81

Victoria Hall Trustees

Victoria Hall

Kemerton

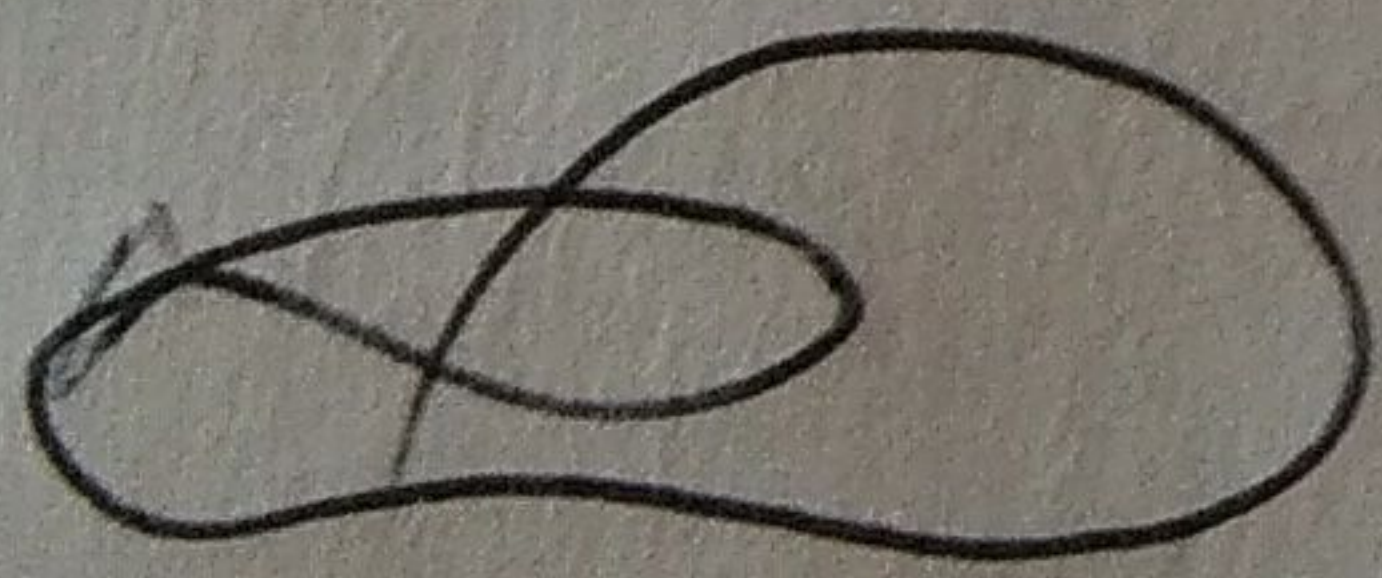
I have carried out a brief inspection of the accounts of Victoria Hall year ending 31st December 2022.

I can confirm that from this brief perusal no material matters have come to my attention in connection with the examination, which gives me cause to believe that in, any material aspect:

- The accounting records were not kept in accordance with Section 130 of the Charities Act.
- The accounts did not accord with the accounting records.
- The accounts did not comply with applicable requirements concerning the form and content of accounts set out in the Charities regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent brief examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed Date



N J S Simmonds Retired Accountant