

**Annual General Meeting
Blewbury Village Hall Management Committee
Wednesday 1st September 2021, 19.30 at Blewbury Village Hall**

MINUTES

Present

Trustees: Bruce Gibson – Chairman; John Ogden – Vice Chairman; Meirion James – Financial Officer; Liz Sweet; Jean White; Tony Salter; Roger Murphy.

Also in attendance: Penny Brassell – Committee Member; Karen Forman; Steve White; Dermot Mathias; Liz Cooper; Kathy Edmunds; Mary Gaines.

1. Apologies for Absence

Apologies were received from Chris Lakeland (CL) – Trustee; Lydia Inglis – Committee Member; Marian Whiting – Committee Member; Joan Robertson – Committee Member.

2. Minutes of the Last AGM

The last AGM was held on Monday 25th February 2019. The Chairman told those attending the AGM that owing to COVID-19 restrictions it had not been possible to hold an AGM within the timespan indicated in the charity's governing document. Therefore, at a special "virtual" meeting of Trustees, concluded on Sunday 2nd May 2020 the Trustees unanimously resolved the following:

- 1) *The obligation to hold an AGM in January of each year stipulated in section 11 of the Schedule to the Blewbury Village Hall charity's governing document (Lease and Trust Document) be suspended for the year 2020.*
- 2) *The next AGM to be held as soon as possible after the reopening of Blewbury Village Hall to the public following the completion of renovation work and the lifting of restrictions on public meetings.*
- 3) *Existing Trustees, Officers and Committee Members to continue in place until the composition of the management committee can be reviewed at an AGM.*
- 4) *Approval of the audited financial accounts for the last financial year.*
- 5) *The annual return to the Charity Commission be submitted by the due date, including the last set of audited accounts and the chairman's report. The chairman's report will reference the decision taken by the Trustees regarding the postponement of the AGM.*
- 6) *Until the lifting of restrictions on public meetings and such time as face-to-face business meetings can be safely conducted, VHMC business will be conducted by email and, if considered appropriate, an agreed on-line meeting platform.*

Items 1, 2, and 3 of the resolution were further extended by resolution at a Zoom meeting of Trustees on Friday 30th April 2021.

With the lifting of COVID-19 restriction on 19th July 2021 under Step 4 of the "Roadmap out of Lockdown" it is now possible to hold an AGM.

The first action of the AGM was to pass a resolution (resolution i) to formally approve the minutes of the last AGM. Resolution proposed by Liz Sweet; seconded by Karen Forman; carried unanimously.

The Chairman also asked members of the Management Committee to approve the minutes of the last VHMC meeting, which was held Weds 23rd June as there had not been an opportunity to hold another meeting since that time.

The resolution to approve the VHMC minutes (resolution ii) was proposed by Liz Sweet; seconded by Meirion James; carried unanimously.

3. Chairman's Report

A written report as submitted to the Charity Commission is attached as appendix 1. This includes a copy of the audited accounts for the financial year ending 30th September 2020. For the benefit of the AGM the Chairman gave the following additional details on developments during the period of the report and subsequent to the submission of the report:

- At the end of September 2020 the Hall was preparing to reopen on a limited basis, within COVID-19 guidelines. A reopening project coordinator was appointed, risk assessments carried out and all necessary documentation produced. However, this was brought to a halt by further COVID-19 restrictions which extended into the new year. A second COVID closure grant was applied for and received.
- The Hall partially reopened 12th April under Step 2 of the "Roadmap out of Lockdown" to supervised children's events. Further activities were started under Step 3, with full reopening under Step 4 in July. All COVID-19 documentation has been updated to reflect the new situation. Clubs and societies and hirers for big events are being asked to produce risk assessments for the recommencement of their activities in the Village Hall.
- The new on-line booking system has gone live and is being used by hirers. Thank you to Tony Salter for all his work in getting this set up.
- Discussions have started with the PC for the VHMC to undertake some management activities for the Clubhouse – see item 6.
- On the staffing side Karen Forman left employment as Bookings Coordinator and Elaine De Ridder is finishing her temporary employment as Reopening Project Coordinator. Thank you to them both for all their hard work. The recruitment process for a new Community Facilities Administrator has started.
- The Village Hall is now licensed by OCC as a venue for civil wedding ceremonies.
- An official reopening event for the Village Hall is to be held on Sunday 26th September, which will coincide with the Sunday Market.

4. Financial Report

The Financial Officer's report and the audited accounts for the financial year ending 30th September 2020 are included in appendix 1.

The AGM passed a resolution (resolution iii) to formally approve the audited accounts for the financial year ending 30th September 2020. Resolution proposed by John Ogden; seconded by Karen Forman; carried unanimously.

The Financial Officer gave a summary of the financial year to date position for the AGM. With little income over the last 9 months the Hall has been supported by COVID-19 closure grants. The future financial strength of the Hall charity will depend very heavily on the rapid rebuilding of old revenue streams and the development of new sources of revenue.

5. Hall Refurbishment

Steve White, the project manager for the Blewbury Village Hall Refurbishment project updated those present at the AGM on the refurbishment project, which is now finished, except for several items of snagging. It has proved difficult to get the contractors to complete the snagging tasks. The 23rd July was the anniversary of practical completion. However, with snagging still unfinished we still do not have a final invoice and we will not be releasing the retention monies.

The Chairman thanked Steve White on behalf of the management committee for the considerable amount of work he has put in managing the refurbishment project in what has proved to be very difficult circumstances.

6. Remit and Structure of the Management Committee

6.1 Remit of the Management Committee

Discussions with the PC for the VHMC to undertake some management activities for the Clubhouse have been ongoing over the past few months. The issue has already been discussed at a meeting of trustees and at the last VHMC meeting and approval gained from the trustees and the wider management committee. The PC and the trustees have also had guidance from a member of the community who understands charity law. The issue is not as simple as it may seem and any steps in the direction of broadening the VHMC remit need to be taken correctly to comply with charity law and the governing documents of the Blewbury Village Hall charity. The next step will involve passing an enabling resolution at an AGM. To this end attendees at the AGM was asked to vote on the following resolution (resolution iv):

The Management Committee and the Annual General Meeting resolve that, subject to the consent of the Charity Commission of England and Wales, the following words be added to the end of paragraph one of the schedule of the governing document of the Charity: *“and the charity may also manage the Blewbury Club House on the Recreation Ground for the like use, also without distinction of political, religious or other opinions.”*

The resolution was proposed by Liz Sweet; seconded by Karen Forman; carried unanimously

A further resolution (resolution v) was also proposed as follows:

The Management Committee and the Annual General Meeting further resolve that the Committee are authorised to agree a form of wording with the Charity Commission in the constitution to enable the Committee to manage the Blewbury Club House as well as the Village Hall.

The resolution was proposed by Karen Forman; seconded by Liz Sweet; carried unanimously

6.2 Composition of the Management Committee

Also discussed in the 2021 meeting of trustees and VHMC meeting was the composition of the Management Committee. The Management Committee has grown in size with representatives from an increasing number of user organisations and has become unwieldy as a management body. The Committee recognises this and agrees with the Chairman’s suggestion that there should be a Management Committee of 8-10 trustees and a further advisory body representing the wider user community. The governing document of the Village Hall charity requires members of the committee to be trustees and that there should be at least 8 members, some of which should represent users – so the proposed new structure conforms with these requirements. The following resolution (resolution vi) was put to the AGM:

The Committee and the Annual General Meeting resolve that management decisions related to the running of the Blewbury Village Hall charity be vested in the trustees, some of whom should be representatives of regular users of the facility, as is required by its governing document and that a further advisory body of user representatives be constituted to provide additional advice on Blewbury Village Hall matters from the perspective of the wider user community.

The resolution was proposed by Karen Forman; seconded by Liz Sweet; carried unanimously

7. Election of Members

Two Trustees, Liz Sweet and Jean White stepped down at the AGM. Jean White will continue to represent the Bridge Club on the user advisory committee, which is to be set up.

Four Trustees stood for re-election under the "4-year rule". They were: Bruce Gibson; John Ogden, Tony Salter and Chris Lakeland. In addition, two Trustees who had been co-opted were standing for re-election at the first available AGM. These were Meirion James and Roger Murphy.

A resolution to elect all 6 Trustees standing for re-election (resolution vii) was proposed by Penny Brassell and seconded by Liz Sweet; carried unanimously.

A second resolution, to elect Dermot Mathias and Karen Forman as Trustees (resolution viii) was proposed by John Ogden and seconded by Meirion James; carried unanimously.

The Parish Council needs to nominate a second Trustee. Dermot Mathias will speak with Council members and nominate a second councilor who can be co-opted at the next Village Hall Management Committee meeting. Once the second PC nominated Trustee is co-opted the number of Trustees will be 9 and this will be the Village Hall Management Committee. The composition of this committee complies with the requirements of the Blewbury Village Hall charity's governing document and resolution (vi) of this AGM.

8. AOB and Open Forum

8.1 Penny Brassell proposed a vote of thanks to the members of the management committee for their work since the last AGM.

8.2 Karen Forman proposed a vote of thanks to all those we have lost over the last two years who have contributed to the development of the village hall.

The meeting closed at 21.00

Appendix 1

Blewbury Village Hall Executive Management Committee

Report of the Chairman of Trustees and Audited Accounts for the Financial Year Ending 30th September 2020

Operations

The 2019/20 financial year was an extremely unusual year, the circumstances of which will hopefully never be repeated.

The year started well. Q1 was an exceptional trading period with a number of successful fund-raising events to increase the money available for the imminent refurbishment of the Hall. However, quarters 2, 3 and 4 saw very little trading owing to closure for refurbishment work and Covid19 security. The Post Office, which is housed in a stand-alone part of the building, was able to stay open for most of this period as a provider of essential services. However, the main building remained closed for the rest of the financial year.

Although the building is open again, the range of activities permitted under covid19 restrictions is still greatly reduced and many clubs and societies are not looking to return to the Hall until September 2021. This will have a severe negative impact on income from lettings for the current financial year.

In order to continue Blewbury Village Hall business under covid19 restrictions the Trustees approved a number of changes to the normal methods of management committee operation at a special "virtual" Trustees meeting dated 2nd May 2020. The main changes were:

1. *1) To suspend the obligation to hold an AGM in January or February of each year for the year 2020.*
2. *2) To hold the next AGM as soon as possible after the reopening of Blewbury Village Hall to the public following the completion of renovation work and the lifting of restrictions on public meetings.*
3. *3) Existing Trustees, Officers and Committee Members to continue in place until the composition of the management committee can be reviewed at an AGM.*
4. *4) Until the lifting of restrictions on public meetings and such time as face-to-face business meetings can be safely conducted, VHMC business to be conducted by email and, if considered appropriate, an agreed on-line meeting platform.*

These changes to normal working practice were extended under a further mandate from the Trustees at a Zoom meeting of 30th April 2021, which also included the approval of the accounts for the financial year ending 30th September 2020.

Financial

A copy of the audited accounts for the financial year ending 30th September 2020 is included in this report as Annex A.

Compared with previous years the financial statement is highly distorted by exceptional events – Hall refurbishment fundraising, refurbishment grants, refurbishment closure, covid19 closure, additional expenditure to ensure covid19 safety compliance, covid19 business continuity grants.

Lettings for the whole year were £3,961, down from £9,007 in the previous year owing to extensive periods of closure. Rental income was also reduced to £4,304 from £6,240 the previous year, with only the Post Office paying anything like a full year rent. Total receipts excluding business support grants related to covid19 closure and restrictions of were £9,699, down from £16,020 in the previous financial year. The receipt of a business support grant for £10,000 during the financial year makes total receipts look healthy, but hides the real situation. Blewbury Village Hall continues to draw on the business support grant monies into the current financial year.

Outgoings for the financial year were less than the previous year, but only because of the one-off match funding payment of £8,062 in the previous year. Like for like expenditure was in fact around £3K more than in the same period last year, mainly because of increased spending on new equipment and maintenance services, not covered by the refurbishment project.

Funds raised for the hall refurbishment and paid into the refurbishment account during the year totalled £74,862.74, up from £23,359.55 in the previous year, as money was drawn down from grants awarded for the refurbishment project. Refurbishment expenditure during the financial year totalled £149,376.

Moving Forward

There are a number of challenges going forward, but the Management Committee is confident that when covid19 restrictions are lifted, most previous revenue streams can be re-established and new revenue streams added. This is underpinned by a newly refurbished Village Hall with greatly improved heating, lighting, insulation, and ventilation, which will enable more efficient operation for the management and a more attractive venue for users. The move to an online booking and invoicing system will also make booking the facility easier for a wider range of users.

A B Gibson

Chairman, Blewbury Village Hall Executive Management Committee June 2021

Annex A

BLEWBURY VILLAGE HALL MANAGEMENT COMMITTEE FINANCIAL STATEMENT AT 30 SEPTEMBER 2020

| | Year to 30.09.20 | Year to 30.09.19 |
|--|---------------------|---------------------|
| | £ | £ |
| Receipts | | |
| Lettings | 3961.00 | 9007.25 |
| Surgery rent | 2000.00 | 4000.00 |
| School rent | 1104.40 | 1040.30 |
| Electricity meters | 280.00 | 420.00 |
| P.O. rent | 1200.00 | 1200.00 |
| B.Soc interest | 1153.49 | 352.10 |
| Covid Grant | 10000.00 | 0.00 |
| Total Receipts | £19,698.89 | £16,019.65 |
| Payments | £ | £ |
| Bookings clerk | 750.00 | 750.00 |
| Cleaning staff | 2160.00 | 2160.00 |
| Window & carpet cleaning | 56.23 | 102.00 |
| Cleaning materials | 15.54 | 20.00 |
| Electricity & water | 2306.06 | 2236.25 |
| Insurance | 2577.30 | 2440.67 |
| Repairs & maintenance | 1796.54 | 1237.19 |
| New Equipment | 2159.88 | 0.00 |
| Refuse collection | 912.00 | 913.89 |
| Performing rights | 377.56 | 377.56 |
| Office exps & misc | 204.50 | 32.46 |
| Telephone | 72.13 | 0.00 |
| FCC Environment | 0.00 | 8062.50 |
| Total Payments | £13,387.74 | £18,332.52 |
| Net Income/ (Expend) for the period | £6,311.15 | -£2,312.87 |
| Refurbishment Income (Donations and Grants) | £74,862.74 | £23,359.55 |
| Refurbishment Expenditure | £149,376.02 | £0.00 |

| Cash Resources at 30.09.20 | | | 2020 | 2019 |
|----------------------------|-------------------|-------------------|-------------------|--------------------|
| | Hall | Refurb | | |
| Bank- Main Account | 19132.46 | 0.00 | 19132.46 | 14487.27 |
| Bank -Refurb Account | 0.00 | 39304.94 | 39304.94 | 43799.20 |
| Building Society | 23432.42 | 0.00 | 23432.42 | 91687.02 |
| Cash in hand | 0.00 | 0.00 | 0.00 | 98.46 |
| | £42,564.88 | £39,304.94 | £81,869.82 | £150,071.95 |

BLEWBURY VILLAGE HALL
EXECUTIVE MANAGEMENT COMMITTEE

INDEPENDENT EXAMINER'S REPORT ON THE FINANCIAL STATEMENT
FOR THE YEAR ENDED 30 SEPTEMBER 2020

I have examined the attached Financial Statement for **BLEWBURY VILLAGE HALL EXECUTIVE MANAGEMENT COMMITTEE** covering the Year ended 30 September 2020 and I can confirm that this is fully in accordance with the supporting documentation provided to me.

I can confirm that the Net Income for the Period stated at £6,311.15 is correctly calculated as is Refurbishment Income totalling £74,862.74 and Refurbishment Expenditure totalling £149,376.02.



R.B.Hull
Chartered Accountant (Retired)
Reading, Berks

26 April 2021