

MINUTES OF VHMC AGM – 22nd April 2020

Following Government Guidelines surrounding the current Coronavirus Outbreak; the AGM was held online via email exchanges.

Attendees: Keith Holland John Ayres Angela Baker
Liz Bishop Joe Longson (PC Representative)

Chairman's Annual Report

There were no questions or comments on last year's AGM Minutes, so these were passed.

Keith put together the Chairman's Report for 2019, this had been previously emailed out to all Committee Members.

During 2019 the hall has undergone some improvements, including replacement curtains and blind; a new projection screen has been installed and a projector was purchased with funds from the Parish Council and a Central Beds Council Grant. Funds are in a relatively healthy state with bookings remaining static but allowing the hall to operate as a viable charity.

At the time of this meeting, the Village Hall had to close on 20th March 2020 until further notice, following Government Guidelines. The Committee have therefore taken this opportunity to have the main hall and meeting room redecoration, plus getting some outstanding minor maintenance works sorted.

Treasurer's Annual Report

Angela put together the Treasurer's Report for 2019 (having taken over as Treasurer in April 2019), this had been previously emailed to all Committee Members.

The Charity traded at a profit of approx. £2.7k; approx. £9k income with approx. £8.4k costs, however approx. £3.5k was spent on fixtures and fittings throughout the year. Generally running costs remain stable and are easily covered by the income. However, 2020 will prove to be a challenging year due to the Village Hall having to be closed for a considerable amount of time.

The Charity Commissions Return has been completed and submitted.

A few invoices remained outstanding at the end of the financial year, but by the middle of January 2020 these had been paid.

Invoices are still not being received from the PCC regarding rent on the Village Hall, although cheques are sent to them twice a year (June & December) to cover the outstanding rent payable. The Village Hall Lease was renewed on 11/10/12 and runs until 10/10/47 (35 years). The initial rent payable was £365 per year, this was

increased to £1500 on 10/10/17 and is due for a further review on 10/10/20. The amount paid is determined between all parties. We are still currently paying the initial amount and the outstanding rent has been paid up to 31/12/19.

The 100 Club Draw was relaunched in September 2019 after a break of several months, this still remains a secondary source of income for the hall.

Booking Secretary's Annual Report

John put together the Booking Secretary's Report for 2019 (this had been previously emailed to all Committee Members).

During the year two regular weekly bookings were lost, but three were gained. Fridays remained completely free, some children's parties etc. over the weekends and a twice-yearly commercial weekend booking, together with two 'Polling Station' bookings have all helped raise the amount of income over the year.

A new minimum charge of £25 has been enforced for one-off bookings of less than two hours.

It was agreed that effort should be put in to promoting the hall to potential hirers; advertising in newsletters, facebook, website, 'A' frame board etc.

Maintenance

Annual PAT and Extinguisher Testing has been carried out.

A dedicated 'Postbox' has been fitted to the outside wall of the Village Hall and all correspondence has now been redirected to the Village Hall.

At the time of this AGM, redecoration works have started in the main hall and meeting room, plus other minor maintenance jobs that were outstanding. James Cullip was instructed to carry out this work and Keith has been the primary contact, overseeing its progress.

Other Business

Cleaning:

Jason Graney who had been cleaning the hall, has now ceased and his set of keys returned; all outstanding Invoices have been settled.

A new cleaning company 'Fresh as a Daisy' were engaged to take over a weekly clean of the hall.

100 CLUB

Unfortunately, the 100 Club Draw was suspended at the end of March 2019.

Liz kindly took on the role of 100 Club Coordinator and the draw was relaunched in September of the same year. The subscription was raised to £15 and three extra bonus prizes were allocated throughout the year.

*The Draw for May and June 2020 were done on 16th May 2020 between Liz & Angela:-
May: 1st 104 – P. Brown; 2nd 58 – K. Holland; 3rd 97 – Mr. Eaton
June: 1st 112 – C. Strong; 2nd 71 – S. Hayhurst; 3rd 4 – P. Busby*

At the end of the AGM all Committee Members resigned.

A new Committee was proposed, seconded and has been formed for the coming year, as follows:-

<i>Shared between VHMC</i>	Chairman
Keith Holland	Secretary
Angela Baker	Treasurer
John Ayres	Booking Secretary
Liz Bishop	100 Club Coordinator
Joe Longson	Parish Council Representative

Next meeting:

Thursday, 11th June 2020 at 7pm (via Zoom)