

Crockham Hill Village Hall Trust

DRAFT Minutes of the 2024 Annual General Meeting on Tuesday 7th May 2024 at 7pm in the Harris Room

Present as trustees :

Alan Jowett (Chair), Deborah Coen (Secretary), Neil Marshall (Treasurer), Mike Stockdale (Vice Chair), Judy Newton, June Davies, Emily Keeley, Karen Stafford

In attendance:

Angela Baker (Hall Manager) David Stafford, Vic Roberts

Attendees signed the Attendance Sheet

The Chair welcomed everyone, thanked them for their attendance and then worked through the Agenda.

1. Apologies for absence – Jay Pearson
2. Approval of the Minutes of the 2023 AGM

Copies were provided in the meeting and the Notice of AGM had publicised how to obtain the Minutes ahead of the meeting. There were no questions.

The Minutes were Approved and signed by the Chair

3. To receive the Accounts for ye 31.3.24 and the Treasurer's Financial Report as provided to the meeting

Copies were provided in the meeting and the Notice of AGM had publicised how to obtain the year end accounts ahead of the meeting. The Chair referred to the Chairman of Trustees' statement on page 3 and to last year's Minutes. The last year had been a period of "taking stock" after two longstanding members involved in running the Hall had stepped down. The Chair thanked Clive Folkard and Alan Wesley for many years of service to the Hall. We had hired a new Hall Manager last August and Angela Baker had made a great start in the role. The Hall was now in an operating surplus and came out well when compared with some of our local competition.

Repairs, maintenance and replacing items : The 2023 Minutes had flagged potential replacement of the toilets and some windows but after review and inspection of both the current trustees did not see these as high priority jobs. We will, however, be replacing the ceiling lights in the Main Hall owing to the phasing out of the current light bulbs. The dated wall lights are also being replaced. Quotes have been received for internal redecoration. The work can be done in stages as and when trustees decide it is necessary. Other routine repairs and maintenance are typical of what is expected to keep the Hall looking good. A new fence at the rear had been necessary to mark the Hall's boundary ahead of the sale of the neighbouring property.

Hirer profile: We have had 2 full years since the pandemic restrictions were lifted and it was clear that there was still a reluctance to commit to new group activities. We had therefore seen the same pattern of bookings as had been in place pre pandemic. In the coming months a refreshed website and more active marketing of the Hall and Harris Room would hopefully bring in new hirers.

The Treasurer elaborated on the draft Accounts which showed we had had “a nice year.” Some points to note:

- We had earned interest on deposits
- The Hall closed for 6 weeks last year which may have had an impact on hiring income
- Electricity prices went up but not nearly as much as the 50-100% we had feared. We are in the middle of a fixed rate deal renewing in 2025.
- We entered into a 3 year deal with Hall insurers renewing in 2027
- The whole Hall and Harris Room had been deep cleaned and cleaning costs generally had increased.
- Legal fees were a one off expense linked to finalising the car park licensing agreement with KCC.
- As a thank you to Clive Folkard we had given him a one off payment with his final salary.
- The new Hall Manager’s fees show an increase on 2023 reflecting the wider scope of the role
- The fixed asset register was now up to date with a number of items written off as they cease to exist.
- There was a maintenance fund in place for the future of the upper car park with contributions from KCC, trustees and the Primary School.

As there were no questions on the Accounts the meeting approved them as submitted. Chair to sign them.

4. To appoint Mrs Marnie Woodward as the Independent Examiner.

The Treasurer reported that Marnie had examined the Accounts. The Chair thanked Marnie for her continued assistance.

5. Re-Appointment and Election of trustees

The Chair referred to the Agenda which confirmed that all 5 Representative trustees were continuing in post.

For 2024/25 the organisations and representatives will be as follows:

WI – Judy Newton

CH Primary School – Emily Keeley

WTC – Deborah Coen

Holy Trinity PCC – June Davies

CHIPS – Karen Stafford

Elected trustees

There could be up to 3 Elected trustees and we had three nominations as follows:

Neil Marshall proposed by Judy Newton and seconded by Deborah Coen

Jay Pearson proposed by June Davies and seconded by Deborah Coen
Mike Stockdale proposed by Alan Jowett and seconded by Emily Keeley

On a show of hands all three were elected unanimously.

6. Any other business and questions from attendees

The Chair asked Angela Baker to speak about feedback from hirers and new business initiatives.

- A fitness teacher is interested in running an evening class
- Angela is talking to Markbeech Hall about mutual promotion and being part of a directory of local halls
- We have had one wedding enquiry
- We are looking into hosting a wine tasting evening
- An art class for adults in the afternoon followed by an after school art club looks promising
- The school would welcome space to run popular clubs which are currently over subscribed
- Better promotion of our location was something to work on as many hirers have no idea where we are
- The reduction in the Harris Room rates had not resulted in any new business
- Angela invited anyone with ideas for new ventures to contact her direct
- Vic Roberts knew of somewhere selling old style (non LED) bulbs but the move to new fittings was already in hand.

Finally Neil Marshall and Mike Stockdale presented champagne to thank Alan Jowett for being Chair and an elected trustee for the last year. Deborah Coen received flowers and champagne as a thank you for being Trust Secretary for the last 10 years. Deborah was handing over the role of Secretary to Emily Keeley. The Chair invited attendees to enjoy refreshments now that the formal business was concluded.

The meeting ended at 7.35 pm.

Signed.....

Dated