

## Alderholt Village Hall: AGM Minutes

Wednesday 21 October 2020 at 7.30pm via Zoom

### Attendees

Richard Wood - Chair	Janet Walker
Norman Jones - President	Adrian Hibberd – Chair of Parish Council
Naomi White - Secretary	Frank Sims – Drama Group
Chris Walker – Vice Chair	Cllr Martin Smethers – Parish Council
Mandy Robbins - Bookings	Kate Mason - Trustee
Jean Mortimer - Trustee	Lee Ellis – Clerk to Parish Council
Lin Lyons – committee member	Cllr Antonia Butler – Parish Council
Ginny Whiting – Art Club	

	Action
<p><b>1. Apologies</b>            Jason Routley (Trustee)          Norma Trickett (Friendship Club)            Tina Huntley (Treasurer)</p>	
<p><b>2. Welcome from the President (NJ)</b>            Thanks given to the work done by all over the last year, with a special thank you to Mandy Robbins as she retires from the post of Bookings Officer.</p>	
<p><b>3. Minutes of the last Annual General Meeting</b> – all agreed (<i>copy to be sent out with these minutes – please inform the secretary if there are any outstanding matters that need clarification</i>).</p>	
<p><b>4. Matters arising from the minutes not on the agenda</b> - none</p>	
<p><b>5. Chair’s Report (RW)</b></p> <ul style="list-style-type: none"> <li>• Please see below for RW’s annual report.</li> </ul>	
<p><b>6. Treasurer’s Report (TH)</b></p> <ul style="list-style-type: none"> <li>• Please see below for TH’s annual report.</li> <li>• The accounts include a grant of £10,000 to help with loss during lockdown.</li> <li>• RW made clear how grateful the committee is to TH for keeping tidy and thorough accounts in her first year as treasurer.</li> </ul>	
<p><b>7. Bookings Officer Report (MR)</b></p> <ul style="list-style-type: none"> <li>• Please see attachment for MR’s annual report.</li> <li>• On behalf of the committee, RW thanked MR again for everything she has done in this role over the last few years.</li> </ul>	
<p><b>8. De-election of officers from 2019-20</b></p> <ul style="list-style-type: none"> <li>• Thanks given to all officers for the year.</li> </ul>	
<p><b>9. Election of committee members 2020-21 (to be ratified at the next full committee meeting directly after this meeting)</b></p> <ul style="list-style-type: none"> <li>• Richard Wood – Chair (for one more year only)</li> <li>• Chris Walker – Vice Chair</li> <li>• Naomi White – Secretary</li> <li>• Tina Huntley – Treasurer</li> <li>• Lin Lyons – core committee member</li> <li>• Cllr Toni Butler as Parish Council representative</li> <li>• Ginny Whiting – Art Club</li> <li>• Frank Sims – Drama Club</li> <li>• Awaiting confirmation from other regular user groups; to be followed up via email after first full committee meeting.</li> <li>• Bookings Officer is currently an unfulfilled role.</li> </ul>	

<p><b>10. Appointment of Trustees</b></p> <ul style="list-style-type: none"> <li>• Kate Mason, Jason Routley and Jean Mortimer to continue as trustees, fulfilling the Constitution that there shall be a minimum of three people in this role.</li> <li>• More help is required and would be very helpful; there are a further three spaces if anyone would like to become a trustee.</li> </ul>	All
<p><b>11. Constitution update</b></p> <ul style="list-style-type: none"> <li>• KM gave an update on the draft Constitution that she has re-written, taking aspects from the original 1953 conveyancing document (currently lodged with The Charity Commission and solicitor) and the 1966 Deed of Trust.</li> <li>• KM has ensured that the new Constitution is easy to read and fulfils both the aforementioned documents whilst also ensuring it has everything required by The Charity Commission.</li> <li>• In the original documents, sixteen local organisations are listed, with some no longer existing. There is reference to Alderholt Chapel, who currently do not have a representative sitting on the Hall's committee; an invitation is to be extended to them for the new year.</li> <li>• The draft Constitution will go out as a separate document to all attendees of the AGM and once fully consulted upon, will be uploaded to the Alderholt Village Hall website.</li> </ul>	NW
<p><b>12. Meeting with Parish Council – date to be confirmed.</b></p>	
<p><b>13. AOB – none</b></p>	
<p><b>Next meeting</b> AGM is scheduled for Wednesday 20 October 2021.</p>	

## ADDENDUM 1

### Chairman's report at end September 2020

The early part of our year from October 2019 was 'normal' but Coronavirus closed the Hall with the national lockdown from mid-March. We are only just beginning to recover with the Hall having been allowed to reopen from late July and the first public event, the Alderholt Craft & Produce Fair, held on 15 August.

The Management Committee has continued with virtual monthly meetings and have had just two meetings face to face, using the Hall instead of the Committee Room. We carried out a Covid-19 Risk Assessment and determined what measures needed to be put in place to allow the safe use of the Hall. Signage abounds and we have provided hand sanitisers, new locks to the Toilets where access is now restricted to one person at a time, a ramp for the French window which will be the exit from the Hall when events require (a useful upgrade of our accessibility to all).

The opportunity has been taken to clear several maintenance jobs: the Kitchen has been repainted, emergency lighting repaired and upgraded, the electrical installations tested and the outside container cleared to accommodate the ramp. Our next task is clearing unused items from the Storage Cabin. More needs to be done but our list of tasks is being whittled away!

We have also prepared the necessary policy documents which have been adopted and are available on our new website – thanks to Chris Walker for liaising with the website designer on this – and thanks to Derek Agent and Paul Haynes for taking on the redecoration of the Kitchen and to Lin Lyons for taking on the task of cleaning all the cupboards, washing and restocking contents! We have also re-established the Alderholt Village Hall Facebook page which is managed by our Secretary Naomi. Thanks also to Norman for maintaining the planting to the front bed and with Tina for clearing the overgrown hedging to the boundary and garden.

Regular groups who had to stop meeting in March are cautiously considering return to the Hall but some have advised they will not return immediately; some not till after Christmas and some not at all. Life under Covid restrictions will affect us all in different ways for a long time to come.

The Hall continues to offer facilities for private hire although bookings are severely restricted by the Covid rules. Our Entertainments Sub-Committee is 'resting' but a first event has been staged with the Jazz Night on October 3<sup>rd</sup>. Events and the monthly Market are restricted in numbers to maintain social distancing and we are limited to 25% of the capacity of the Hall for any event at this time. The Drama Group has reluctantly made the decision not to stage a panto for the first time in decades, due to the restrictions.

To balance the severe loss of income we have received a grant from the Government Retail, Hospitality and Leisure Grant Fund which is intended to help cover loss of income and cost of measures required to cope with Covid-19 restrictions. An application has been made to the Alderholt Community Fund for grant towards new Audio-visual equipment which will enhance our facilities and encourage new activities and an application is being made to the Dorset Council Leisure Development Small Grants Fund. Thanks again to Norman for his efforts in applying for grants to other sources. We hope the Community will recognise that the Hall is available for meetings of any groups who may previously have used smaller venues but need more space to meet the current restrictions.

Our Bookings Officer Mandy Robbins has announced her retirement from the Committee and we would like to express our grateful thanks for all her efforts on bookings and the Entertainments Committee. We are looking to the whole community to find people who are able to help with the management of the Hall – please contact us if you would like to help.

We are looking forward to a more active year in 2020-21 but have to accept that it will be a long and slow recovery before we can all get back to normal. Please look out for information on and support events in the Hall which is the best reward we can have for all the organisational effort these require. Thanks to you all for your support.

Richard Wood

Chairman of Alderholt Village Hall Management Committee

18 October 2020

## **ADDENDUM 2**

### *Treasurers Report for AGM 21<sup>st</sup> October 2020*

### *End of Year Report - 1<sup>st</sup> Sept 2019 to 31<sup>st</sup> August 2020*

*Hello everyone, my name is Tina and I took over the Treasury for the Village Hall at the end of November 2019.*

*Please find attached the Full Accounts for the End Of Year for Alderholt Village Hall.*

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*The total balance of available funds as of 31<sup>st</sup> August 2020 was £25,737.66 a loss in income to expenditure this year of £3283.63.*

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*Income - £ 26,160.29*

*Expenditure - £29,443.92*

*Compared to:*

*The total balance of available funds as of 31<sup>st</sup> August 2019 being £18903.05 a gain in income to expenditure of £4694.68.*

*Income - £20,997.89*

*Expenditure - £16,303.21*

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*It has been a very difficult/different time for everyone this year and obviously Lettings/Events have been down substantially this year from the past couple of years due to the Covid 19 pandemic.*

*2018 - Lettings/Events - £22,425.77*

*2019 - Lettings/Events - £20,997.89*

*2020 - Lettings/Events - £15,890.29*

*This said we have been extremely fortunate this year and received donations that have been very much appreciated:*

*We received £270.00 from Alderholt Community Charity in April 2020, thank you to them.*

*We also received £10,000 from DCC in May 2020 as a one off payment to help small businesses; this was an extreme amount of money and greatly received which has helped to keep our finances healthy.*

*We have used some of these funds towards PPE costs and a Ramp and Railings for use for disabled exit, this has all been done to make our Village Hall a safer place for people to visit during this pandemic of Covid 19, it has*

*also helped the Hall to survive during this time as we still had utility bills to pay.*

*We have had quite a few expenses during this year which I have highlighted for your information:*

- *Heating - New Boiler £3594.00*
- *Emergency Lighting - £1224.00*
- *Plumbing - New basin taps and supply redirected £208.80*
- *New Website - £250.00*
- *PPE Equipment - Aprons, Perspex Counter, Toilet cubical locks, Kitchen Trolley, Gloves, Masks, Soap/Bacterial Dispensers and a Ramp and Rails for one route in/out - £1796.86*
- *Fridge Freezer - £ 424.00*
- *2 x Tables - £212.04*
- *Tea Urn - £76.08*

*We are still unsure of the rules and regulations for the future regarding Covid 19, but we have put any criteria required into the hall as and when the Government have direct us to do so, making our Village Hall as safe as possible for people to use.*

*Bookings are slowly coming in for 2020/21 which is positive and we hope these bookings will take place.*

*The Accounts have been sent off to be audited for the year 1<sup>st</sup> September 2019 to 31<sup>st</sup> August 2020.*

*The Annual Return for the Charity Commission has been completed and submitted.*

*If anyone has any questions, please do not hesitate to email, thank you.*

*Tina Huntley  
Treasurer*

### **ADDENDUM 3**

#### **Bookings Officer Report**

Hire of the hall had been ticking along nicely, with regular users meeting up weekly or monthly, alongside a range of one off bookings as well. However, Covid-19 hit, and we were put into lockdown in March. This stopped all activity at the hall, and it is only in the last few weeks that some of our regulars have started to meet again.

But it is important to remember that we have a lovely, well equipped hall, available at reasonable rates in the heart of our village, which is now a Covid safe venue, and ready to support and advise users about how they can meet at the hall.

Pre-lockdown, we had a good core of regular users, offering a range of activities, including various social clubs, fitness, art, bingo, the village market and the annual panto. We really appreciate the financial stability that these regular groups give us, and the range of things they offer for local people, which has been much missed in the last few months.

Now that restrictions have eased a little, pilates, pop pilates and paracise, art club, ladies' badminton and the drama group have started to meet again (although sadly there will be no panto this season). The monthly market has also restarted. Other groups have decided that they will wait a while longer before restarting, but we continue to stay in contact. Sadly, we have said goodbye to the Keep Fit group, as numbers attending were too low to make it sustainable at the moment.

We had a wide range of one-off bookings up to lockdown – over 25 in total, ranging from family parties and celebrations, sales, music, bazaars, quiz and competition nights, workshops and theatre. We hope that these bookings will begin to pick up as restrictions are lifted further.

We have continued to review our hire rates, and continue to find we compare well with other local halls. We have not increased our rates for a number of years, so will keep an eye on our running costs against our income, but fully intend to ensure that local people have an attractive and economic place in which to meet.

We publicise events and changes in restrictions at the hall via the website, our Facebook and Alderholt Facebook pages and through the Parish Magazine, along with information about how to hire the hall.

I'd like to thank the Core Committee who work tirelessly to maintain and develop our hall, as well as implementing the necessary changes to make us a Covid safe venue.

Mandy