

EAST DEAN & FRISTON VILLAGE HALL TRUST

(Registered Charity No. 1077992)

Minutes of the Annual General Meeting of the East Dean and Friston Village Hall Trust held in the Small Hall on 28th June 2017 at 7.30pm.

The Chairman welcomed all those attending the 16th AGM of the Trust. In addition to the Trustees, there were 5 members of the public present.

1. Apologies for absence were received from Judith Morrison, Chrissie Tyndale, Sarah Monument, Frances Mace, Joan Thurman and Maria Caulfield.
2. The minutes of the 15th AGM held on Tuesday 28th June 2016 were approved and signed by the Chairman.
3. There were no matters arising not covered elsewhere in the agenda
4. The Trustees reports had been circulated and are appended to these minutes. Additional comments were as follows:
 - i. Chairman
There were no questions
 - ii. Finance
David Lester commented on the apparent increase in salary costs and it was explained that the Hall Manager had taken on additional duties and was working more hours, a cost which was mitigated by the decrease in insurance and utilities which had been negotiated.
John Wilton asked whether the installation of solar panels would be beneficial. The Trustees undertook to investigate this although it was noted that the feed- in tariff was not as generous as previously.
 - iii. Community Events
Niki recorded her thanks to Karen and Roger Trace and to Frances Mace for contributions from events organised by them.
 - iv. Operations
The lighting in the lobby and foyer had been replaced since the report was written and lighting in the toilets was also to be replaced Cheryl expressed thanks for the benefit of the high level cleaning to the Players. It is to be carried out annually.
 - v. Administration

The website is to be renewed and should be live in 4-6 weeks

5. Presentation of the 2016/17 Annual Report and Accounts. This had been circulated and was tabled at the meeting. It had been resolved by the trustees in a document dated 21st June 2017 that the Report would be signed by William Hallett and Martyn Fletcher on behalf of the Trustees. It has been signed-off by the Independent Examiner, Plummer Parsons

It was noted that the Annual Report is based on the Fiscal Year and not on the Trust's year-end any discrepancies in the figures presented were due to this.

The production of the Village Diary has been taken over by the Trust and thanks were expressed to Tina for her excellent work.

The acceptance of the Annual Report was proposed by Cheryl Veitch, seconded by David Lester and agreed by a show of hands.

6. Appointment of Trustees.

All Trustee resign at the AGM as stated by the Declaration of Trust. But may be re-elected or re-nominated.

Judith Morrison did not stand again and Stewart Fuller had resigned during the year.

All other representative Trustees had been duly nominated again by their societies

Martyn Fletcher and Niki Elliott stood for election as Trustees for the year 2017/8

Their election was proposed by Steve Harms, seconded by Paul Summers and was carried by a show of hands.

Thus the list of Trustees as at June 28th 2017 is:

William Hallett (Chairman)	Flower Show
Chrissie Tyndall	Bowls Club
Paul Summers	PCC
Sarah Monument	Dinky Deans
Cheryl Veitch	East Dean and Friston WI
	East Dean Players
	Micheldene WI
Steve Harms	Gardening Club
Vivienne Lester (Hon Sec)	Local History Society
Muriel Wills	Village Lunch
Niki Elliott (Community Events)	Elected
Martyn Fletcher (Hon Treasurer)	Elected

It was noted that the Parish Council had not nominated a Trustee despite several contacts with the Parish Clerk. There was strong feeling that this was necessary especially in view of their status as Custodial Trustee. Paul Summers would follow this up with the Council informally and report back to the Trustees at the next meeting.

It was noted that Mick Delaney had expressed an interest in becoming a Trustee to assist with Community Events. He is to be invited to the next Trustee meeting and could then be co-opted for the year 2017/8.

7. Any Other Competent Business

Roger and Karen Trace expressed thanks to the Trustees for their work during the year and also to the staff of the Village Hall and to the volunteers.

The state of some of the chairs was noted. It was felt that repair was impractical and their eventual replacement had been budgeted.

A presentation will be arranged for Judith Morrison in some recognition of the contribution she has made as a Trustee over the years.

There being no further business the Chairman thanked everyone for coming and closed the meeting at 8.20pm

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(Registered Charity No. 1077992)

AGM 28th June 2017

COMMITTEE REPORTS 2016/17

CHAIRMAN'S REPORT

BILL HALLETT

The Hall continues to be very successful and well used. This is, to some extent, covered in more detail in the function reports that follow. Many thanks to my fellow Trustees, Hall Manager, Caretaker, contractors and others who have contributed to that success.

As at 28 July 2017 we have eleven Trustees. Eight are representative Trustees nominated by various clubs, societies and organisations which use the Hall; three are either elected or co-opted. All Trustees stand down at the AGM. I am pleased to say that all but one have stepped forward for reappointment. After many years as a Trustee and officer of the Trust, Judith Morrison has decided not to stand this coming year. Sincere thanks to her for the contribution she has made over those years to the success of the Hall.

Having stood down at last year's AGM as vice-chair, during the year Stewart Fuller also stood down as Treasurer and Trustee. The Trust would like to take this opportunity to formally thank Stewart for his work during his time in office. The Honorary Treasurer's position has since been ably filled by Martyn Fletcher

Financially, the current year follows the trend of recent years in that we are running at around break-even point. The Trust does, however, have a significant cash balance. Whilst currently we have not needed to break into this reserve, the Trustees are conscious that the Hall and its contents is an ageing facility and pressure will undoubtedly be put on that scenario as we move forward.

It is pleasing to note the diverse range of activities that are held in the Hall. Those activities are open for the residents of the village. We thank the organisers of those clubs and societies for providing such benefits to the village and, of course, helping to make the Hall the success that it is.

The Hall is also used by residents for individual one-off functions such as special occasion parties, wedding receptions, baby naming ceremonies, presentations, drama/entertainment and the like. The Hall is a wonderful asset and being aware that it is so well used makes the efforts of the Trustees worthwhile.

FINANCE REPORT

MARTYN FLETCHER

The Annual Report and Accounts of the Village Hall Charitable Trust for the year to 31 March 2017 have been prepared and approved by the Trustees and signed-off by the Independent Examiner, in accordance with Charity Commission requirements.

These accounts are prepared on the 'Receipts and Payments' basis – effectively cash book accounting – supported by a summary statement of all its assets and liabilities.

With gross cash receipts of £51,432 (2016: £60,810) and cash payments of £53,316 (2016: £54,252), the year ended with a small cash deficit of £1,884 (2016: surplus of £6,558) although overall cash balances remained positive.

This result includes a cash surplus from Community Events of £2,119 (2016: £4,232), representing a declining, but significant contribution to the financial health of the Trust.

There were seven (2016: six) wedding receptions held during the year, generating £10,150 of cash receipts, however, the additional amounts received in advance of the next season's hires fell to £3,345 (2016: £6,665).

The accruals basis of accounting is used by the Trustees to report and monitor performance against budget during the year, rather than just receipts and payments. This reflects the income earned and costs incurred based on the timing of events, rather than cash flows. This is a fairer basis of reporting, particularly when deposits are received well in advance of the event date. Using the accruals basis, there is a surplus for the year of £1,258 (2016: £2,963). The difference between a deficit of £1,884 on a cash basis and a profit of £1,258 on an accruals basis is the movement in net assets caused by holding less customer deposits, largely due to fewer future wedding bookings. The result was better than budget due to higher earned wedding income and despite bigger than expected utilities bills.

Cash at bank at the year-end amounted to £82,336 (2016: £84,220), the small reduction being the deficit for the year. Overall the cash balance is very healthy and includes an exceptional donation two years ago of £10,000 held for future maintenance.

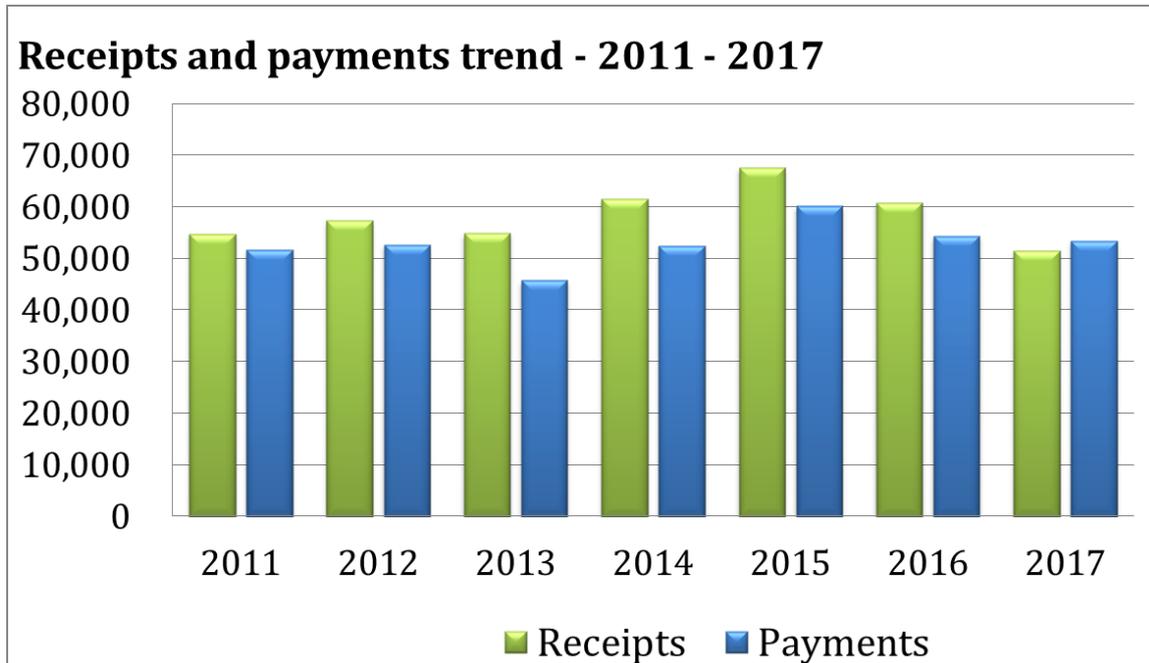
The trustees are mindful of the need to position the Trust to achieve its objectives over the long term and they are also aware of the need to maintain cash reserves at a reasonable, but not excessive operating level.

The current policy is to aim to hold cash reserves generally no greater than the annual gross expenditure, before Community Events. This therefore suggests the Trust is carrying an excess of cash, in terms of short term needs, of some £30k, including the £10k mentioned above. This is kept under review and the Trustees are satisfied with the current position.

As a charity, we need to make a public benefit statement to demonstrate that we deliver an identifiable benefit to local residents. We do this by maintaining the Hall to a good standard and holding letting rates at reasonable levels.

A recent review of financial projections indicated a need for modest increases in hire fees, the first increase for four years. The new pricing structure with effect from 1 April continues to subsidise local organisations at below cost rates.

The trend graph below for the last seven years demonstrates an excellent record of annual surplus generation to build a sufficient capital base, helped by a generous donation in 2015. Inflationary cost pressures and falling income from events are being addressed by the Trustees.



COMMUNITY EVENTS REPORT 2017

NIKI ELLIOTT

This year we have committed ourselves to offering a range of events which we hoped would reflect the varying demographics of the community - something for everyone.

Our team had consisted of four trustees but since October 2016 this now stands at three.

During the year there were 8 community events which contributed £3,354.76 to the Trust's finances. The functions were:

Bingo (3)	£	1,887.99	
Fancy Dress Party	£	916.10	
Music Evening	£	166.63	
Children's Christmas Film	£	6.85	
Children's Easter Event	£	77.19	
New Year's Eve	£	300.00	(Donation made)

Total £ 3,354.76

All Community Events have been sanctioned by the committee and all finances have been under the control of the Trust treasurer.

The Bingo and New Year's Eve Party were run by members of the community not on the Community Events Team. The Fancy Dress Party was run by members of the community and supported by the Community Events Team.

Setting aside the Bingo evenings which are incredibly well supported, it has been recognised by this Community Events Team and the previous team that it is becoming increasingly difficult to gain enough support for all the events we would like to run. Whilst the events run have successfully brought the community together through entertainment, we have cancelled two proposed events for lack of support or interest in this last year. The committee will be giving serious thought to this problem, considering the reasons for this and taking on board that we may just not be offering the events that the community want. However, we will endeavour to continue to offer a range of opportunities for the community to come together.

The committee would like to offer huge thanks to all who volunteer their time and energy to organising and running the community events. Without them the events would not run and our village would be the poorer for that. We would like to express our gratitude to Karen and Roger Trace and their team for their fantastic efforts in organising the Bingo Evenings, enjoyed by so many. Many thanks also go to the Fancy Dress Team for all their hard work resulting in a great party night last year and Frances Mace for organising a New Years' Eve party for the last two years. We would also like to thank the sponsors who provide financial support to the Charity Trust.

Looking forward we have a number of events in the pipeline which we hope will offer something for all beginning with a Wine Tasting Evening in September.

As always, the Committee would welcome suggestions for events to ensure we continue to offer entertainment suitable for all. We are also willing to support anyone who would like to run their own event on behalf of the Trust. We are always in need of volunteers, so please do let us know if you can help in any way for any length of time.

OPERATIONS REPORT

BILL HALLETT

The Operations Committee comprises Chrissie Tyndall, Vivienne Lester, Cheryl Vietch, Tina Woodley-Roberts (Hall Manager) and Bill Hallett (Lead).

The Committee met once in a formal forum at the beginning of the year to agree principle actions and strategy. Individuals met as necessary or communicated by eMail throughout the year to cover the day to day operational issues. Work of significance was tabled, discussed and approved at one of the five trustee meetings that were held during the year.

Key work undertaken during the year:

1. The Hall was closed for three days in August to carry out some essential maintenance work. That included:
 - Re-lamping and replacing emergency light battery packs in the large Hall
 - Reviewing, testing fire alarms and smoke/heat detectors. Providing additional smoke/heat detectors and break glass alarm. Setting up a testing/recording regime.
 - Steam cleaning of all chairs.
 - Review contents of storage space; remove items no longer used. There are still some items not claimed and that have not been moved for some considerable time. We will dispose of these items following a final warning notification.
2. Sort and rationalise the significant quantity of paperwork that was stored in the Committee Room and Loft.
3. Store and Committee Rooms layout changed to create more space.
4. All posts to fence around Small Hall lawn replaced.
5. Gutter brushes installed to low level gutter to prevent blockage caused by leaves from adjacent trees.
6. Internet router upgraded.
7. All fire extinguishers serviced; some necessitated replacement.
8. Thorough clean and dust of high level beams, stage lighting, etc

Work in progress or to be carried out in the next period:

9. The heating and hot water system requires some maintenance work. A summary of that work is:
 - Replacement of secondary hot water pump.
 - Replacement of seal to heating boiler heat exchanger.
 - Replacement of underfloor heating manifolds.

It was originally intended that this work would be carried out in the 2016/2017 year. It was decided, however, that the installation could continue operationally for a further year.
10. The work is now programmed to be carried out in the Summer of 2017. Replacement of all notice boards around the Village. It is anticipated that this work will be completed by the end of June.
11. We will have a Hall close down period in August 2017. We will carry out the following during that period:
 - Redecorate the Kitchen and Toilets.
 - Replace the light fittings in the Foyer and Lobby.
 - Consideration to be given to replacing the light fittings in the Toilets.

Acknowledgements:

I would like to thank Tina, the Hall Manager, Brian, the Caretaker and the other Trustees on the Operations Committee for their help and support through the year. My thanks also go to Kirsty and Jan, our cleaners, who do a wonderful job. Likewise, our volunteer gardeners, Jeff, Roger and Karen.

ADMINISTRATION REPORT

JUDITH MORRISON

The Administration committee has focused on the following areas this year; the Hall Key Register and security, Village Hall capacity review, the updating of the hiring/booking forms and a team member of financial review of Village Hall hiring charges. The members of the administration group are Steve Harms, Paul Summers and Judith Morrison (Chair). **Village Hall Key List**

The Hall Manager and the Caretaker each have a full set of keys for the Village Hall. In addition to this, certain trusted regular members of the Village Hall community have been given a key to the main door. The Administration group hold a comprehensive list of main door key holders and this is reviewed as required but at least annually.

Village Hall capacity review

The recommended numbers of people using the main hall and the small hall were last reviewed in 2014. The administration group considered these recommended numbers alongside the safety recommendations detailed in the Premises Licence issued by Wealden District Council

Our published recommended numbers for people hiring either the main or small halls are:-

Main Hall

- 110 persons seated – stage extension in use
- 140 persons seated - stage extension not in use
- 200 persons dancing

Small Hall

- 50 persons seated
- 100 persons dancing

The Premises Licence does give us additional flexibility in the main hall for dancing if tables and chairs are not being used, as it recommends 220 persons dancing.

When booking either of the Halls hirers are asked to ensure that the group bookings numbers are within the recommended numbers.

Updating the Village Hall Hire Agreements

The Village Hall hiring agreement forms were updated this year. They include:

- A One-off Hiring agreement for individual events
- A Wedding Hiring Agreement
- An Annual Hiring Agreement for all clubs and societies - recently introduced

Our aim is to ensure that the people who hire the Village hall have all the information they require to run a successful event; to agree to the standard conditions of hire identified by the trust, and to comply fully with detailed Health and Safety measures included in the agreement.

Policy Documents

We have four Policy Documents which dictate the process of governance for various aspect of Hall management. These are reviewed at regular periods by the Trust and that review was recently completed. These Policy Statements include our Complaint's procedure which is displayed on the Hall notice board and can be viewed on our website.

Health and Safety

The Trust has in place a 'General Risk Assessment' and 'Fire Risk Assessment' which is reviewed from time to time and updated as necessary.

Acknowledgements

I wish to thank the members of my team for their support over this last year.