



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 26th June 2018 at 8.00pm.

The Chairman welcomed all those attending the 17th AGM of the Trust. In addition to the Trustees, there were 4 members of the public present.

1. There were no apologies for absence
2. The minutes of the 16th AGM held on Tuesday 28th June 2017 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. Community Events

Niki recorded her thanks to Karen and Roger Trace and to Frances Mace for contributions from events organised by them.

The huge benefit to the finances of the Trust due to the hard work of the Community Events team was recognised by the Chairman who extended the thanks of all the Trustees to Niki and the Team.

iii. Finance

Martyn explained the apparent disparity between the 'Financial summary – Year to 31 March 2018' and the 'Figures in the Trustees Annual Report and Accounts'.

He reported that as a Charity, the reserves remain very healthy, including a £10,000 legacy held for future use. The Trust maintains its obligation to the local community, with a sustainable delivery of service and good stewardship and management.

The Trustees continue to look at innovative ideas to attract more of the local population.

There were no questions

John Wilton had previously asked whether the installation of solar panels would be beneficial. The treasurer reported that due to the reduced feed-in benefits now available that it would not be cost effective to install these. It was also considered that the visual impact of installation would be detrimental to the Hall.

iv. Operations

There were no questions

Samples of replacement / refurbished chairs were available at the meeting for viewing.

5. Presentation of the 2016/17 Annual Report and Accounts.

This had been circulated and was tabled at the meeting.

The Report had been agreed by the Trustees and signed by William Hallett and Martyn Fletcher on behalf of them. It has been signed-off by the Independent Examiner, Plummer Parsons

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

6. Appointment of Trustees.

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

Mike Keller had been nominated during the year by the Parish Council and had become a Trustee

Paul Summers had resigned during the year and Stephanie Carter was nominated in his place by the PCC

Tony Deadman had been nominated by the Gardening Club and Steve Harms is now the nominee of the Duplicate Bridge Club.

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

Martyn Fletcher, Niki Elliott and Mick Delaney stood for election as Trustees for the year 2018/9

Their election was proposed by Frances Mace, seconded by David Lester and was agreed unanimously.

Thus the list of Trustees as at June 26th 2018 is now:

William Hallett (Chairman)	Flower Show
Chrissie Tyndall	Bowls Club
Stephanie Carter	PCC
Sarah Monument	Dinky Deans
Cheryl Veitch	East Dean and Friston WI
	East Dean Players
Duplicate Bridge	Steve Harms
Gardening Club	Tony Deadman
Vivienne Lester (Hon Sec)	Local History Society
Mike Keller	Parish Council
Muriel Wills	Village Lunch
Niki Elliott (Community Events)	Elected
Martyn Fletcher (Hon Treasurer)	Elected
Mick Delaney	Elected

7. Any Other Competent Business

- i. It was noted that Brian Morrison will retire from his post as caretaker at the end of August 2018. Adverts have been placed for an assistant to the Hall Manager and some interest has been expressed. It was requested that nominated Trustees brought the advert to the notice of their membership
- ii. Paul Summers expressed thanks to the Trustees for their work during the year and also to the staff of the Village Hall and to the volunteers.
- iii. A presentation will be arranged for Geoff Wickenden in some recognition of the contribution he has made in maintaining the gardens over the years.
- iv. There being no further business the Chairman thanked everyone for coming and closed the meeting at 8.28pm

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AGM 26th June 2018

COMMITTEE REPORTS 2017/18

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 26 July 2018, 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. With the exception of the following, however, all have stepped forward for reappointment.

- During the year Paul Summers, nominee for the PCC, stepped down for personal reasons. Paul has been a Trustee for many years so our sincere thanks to him for the contribution he has made over that time. His experience and support will be missed. Stephanie Carter is the new PCC nominee.
- Until recently, the Parish Council had not nominated a Trustee but in February of this year their Chairman, Mike Keller, became their *ex officio* nominee.
- The Gardening Club have nominated Tony Deadman.
- Steve Harms, has been nominated by the Duplicate Bridge Club.

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 to the residents of the village together with non-residents. 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 village residents and non-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.

Prior to the current Trustee year the management committee appointed an administration lead and administration sub-committee. It was decided at the beginning of the current trustee year that with the resignation of Judith Morrison (Administration Officer), that administration tasks would be undertaken by appropriate Trustees on a task by task basis.

Administration tasks completed this year included:

- Further update of Hire agreements.
- The building and launch of a new website.
- A new Data Protection Policy and Procedures document (PO5)

Administration tasks in progress include:

- Preparation of a Hall User guide; this to assist in compliance with the terms of the Premises Licence.
- Booking policy; to clarify to hirers what is available to them and assist the Hall Manager in taking bookings.

COMMUNITY EVENTS REPORT 2017

NIKI ELLIOTT

This year we have continued to hold a range of events for the community as well as establishing two new events that are to be held on the regular basis of 2/3 times yearly.

Our team had consisted of three trustees and the Hall Manager increasing to four trustees since May 2018 .

During the year there were 8 community events which contributed £5268.48 to the Trust's finances. The functions were:

Bingo (3)	£2517.35
Music Quiz	£717.17
Children's Christmas Party	£24.37
General Knowledge Quiz	£1269.91
East Dean and Friston Film Club	£99.04
Casino Night	£340.64
New Year's Eve	£300 (donation)

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

The Bingo, Music Quiz and New Year Eve were run by members of the community not on the Community Events Team. All other events were run by the Community Events Team.

We have been very pleased to see that attendance at Community Events has increased over the last year, hopefully an indicator that we have chosen the right

type of events to hold. We were very grateful to Jackie Florey for passing over to us the General Knowledge Quiz, which we hope to run 2/3 times yearly. From the survey of the quiz team leaders after the first quiz, we have a few improvements we'd like to make but feedback was good. Another new development has been the establishment of the East Dean and Friston Film Club - we have joined FilmBankMedia, who supply licences and films for various clubs, charities and societies, so that we can hold our own film shows 2/3 times a year. Our first film - Dunkirk - was held as a matinee and evening performance and was well supported by the community. Attendees were surveyed on future films they may want to see and there are already a further two dates in the Village Hall diary for film matinees/nights.

As always, the committee would like to offer many thanks to all who volunteer their time and energy to organising and running the community events. It is a lot of hard work, but always well worth it when you see so many in our community coming together and enjoying each other's company. Karen and Roger Trace and their team have continued to organise the Bingo Evenings and Music Quiz. We are extremely grateful to them for all their amazing efforts which result in such enjoyable evenings for so many. Huge thanks go to Frances Mace for another successful New Year's Eve Party and for the donation to the Trust. We would also like to thank the sponsors who provide financial support to the Charity Trust.

Looking forward we have a number of events scheduled for the rest of the year including a Film Night, General Knowledge Quiz and a Wine Tasting. We look forward to seeing you all there.

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.

Thank you.

FINANCE REPORT

MARTYN FLETCHER

The Annual Report and Accounts of the Village Hall Charitable Trust for the year to 31 March 2018 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 accounting – supported by a summary statement of all its assets and liabilities.

The last financial year saw gross cash receipts increase by 8.6% to £55,881 (2017: £51,432), whilst cash payments remained static at £53,142 (2017: £53,316). As a result, the year ended with a modest cash surplus of £2,739 (2017: small deficit of £1,884). Overall cash balances remained healthy.

The growth in income was attributable to the success of community events that contributed a larger cash surplus of £5,392 (2017: £2,119) to the Trust's funds. The increase in financial returns generated from a variety of community activities this year is encouraging and the Trust is appreciative of the hard work of volunteers and the support of the local community.

There were five (2017: seven) wedding receptions held during the last financial year, generating £7,175 of cash receipts and there are currently four bookings this year.

The accruals basis of accounting is used by the Trustees to report and monitor performance against budget during the year, rather than just cash 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 was a small deficit for the year of £1,331 (2017: small surplus of £1,258). The Hall has effectively broken even over the last 2 years.

The difference between the current year deficit of £1,331 on an accruals basis and a profit of £2,739 on a cash basis is the movement in net assets, primarily holding £3,000 more in customer deposits. The deficit on an accruals basis was lower than budget due to the increased contribution from community events and some overhead savings.

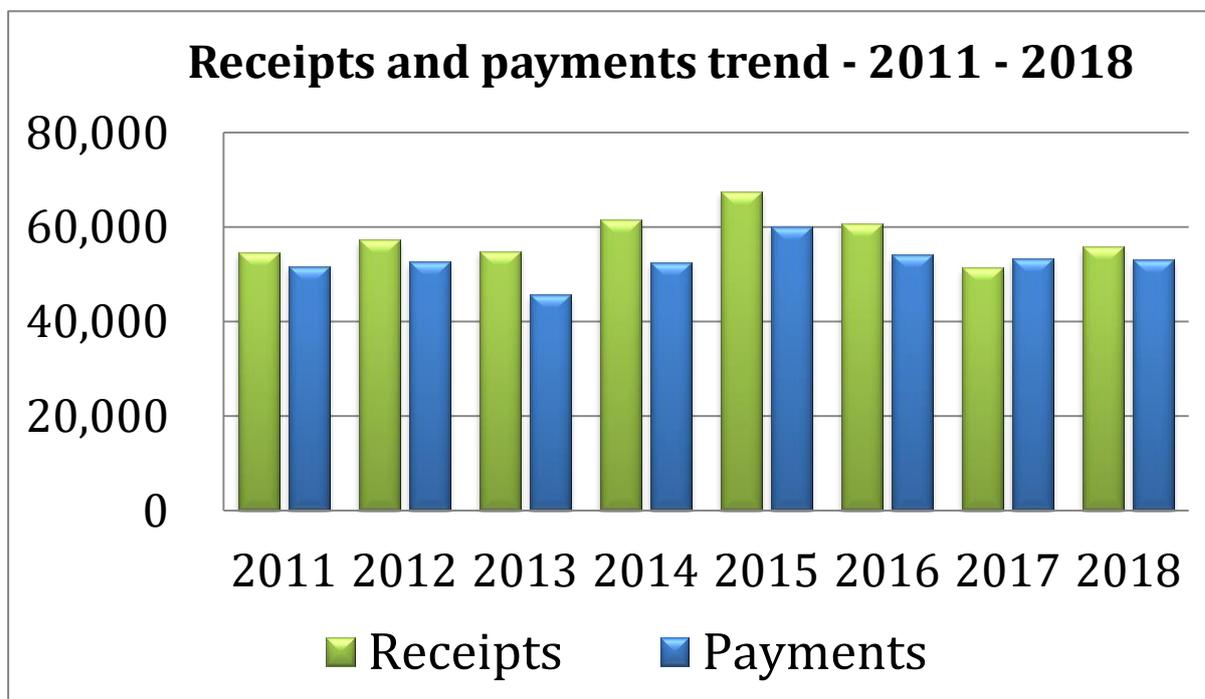
Cash at bank at the year-end amounted to £85,075 (2017: £82,336), the increase being the surplus for the year. Overall the cash balance is very healthy and includes an exceptional donation three years ago of £10,000 held for future maintenance.

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. The Trust is therefore well positioned to sustain its objectives over the long term. There is an increased likelihood of cash deficits over the coming years as the costs of maintaining the fabric of the Hall increase. A review is undertaken annually taking account of the need to maintain the Hall to a high standard and the Trustees are satisfied with the current position.

As a Charitable Trust, the Trustees have an obligation to the local community to provide a public benefit, the sustainable delivery of which forms a key objective in their stewardship and management of the Hall. The Trustees maintain the Hall to an excellent standard, and aim to provide affordable hire rates to users of the Hall, whilst carefully monitoring and controlling operating and maintenance costs to ensure cash reserves remain adequate. The Trustees remain confident that they are compliant with their duty to provide public benefit in accordance with the guidance given by the Charity Commission. They continue to explore innovative ways of providing the required benefits.

The trend graph below for the last eight years demonstrates an excellent record of annual surplus generation to build a sufficient capital base, helped by a generous donation in 2015. Balancing inflationary cost pressures and falling income from hires remains a challenge for the Trustees.



OPERATIONS REPORT

BILL HALLETT

Prior to this Trustee year, the operations function was undertaken by a sub-committee headed by myself. In a similar way to the administration function described above, it was decided to streamline the operations function by appointing individual Trustees to task related groups.

Any work of a significant nature was tabled, discussed and approved at one of the five trustee meetings that were held during the year. Day to day operations issues being dealt with by myself and the Hall Manager with reference to other Trustees as deemed necessary.

Key work undertaken during the year:

1. The maintenance work to the heating and hot water. 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.

2. During a Hall close down period in August 2017, the following work was carried out:
 - Redecorate the Kitchen and Toilets.
 - Replace the light fittings in the Foyer, Lobby and toilets.

3. Degrease and clean extract ductwork from the Kitchen including cutting access hatches for ease of access in future cleans; an insurance and safety requirement.
4. Replacement of all notice boards around the village.
5. Provision of a notice board adjacent to the Downlands Butchers in the Downlands Way shopping precinct
6. Replacement of burnt out socket(s) to a/v power panel.
7. Replacement of defective pair of fire escape doors from the Main Hall
8. Remove significant moss growth on the tiled pitched roof, inspect tiles and replace any that are defective.
9. General day to day maintenance.

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

1. External redecorations.
2. Buff and seal the hardwood floors in both Halls.
3. Apply preservative to fence around Small Hall lawn and storage shed.
4. Again, review use of storage space especially those used by hirers.
5. Replacement/refurbishment of all chairs.

Acknowledgements:

I would like to thank Tina, the Hall Manager, Brian, the Caretaker and the other Trustees 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 gardener, Geoff Wickenden. *Note; Geoff has, for five years, quietly kept our garden and shrubbery in order. Because he does it at some unearthly hour of the morning, few of us are aware of him! Sadly, for us, he will be ceasing his role from the end of May. So, many thanks to him for his support over those years.*