

## Wardington Memorial Hall Annual General Meeting 2021

### **Minutes:**

The meeting took place on Wednesday 29th June 2022, the principal matters covered are summarised as follows:

#### **1. Apologies:**

Apologies were received from Ben Dalton, Lydia Dalton, Emma Woodward, Jo Woodward and Trustee, Jay Jopling.

#### **2. Minutes of the previous AGM held on 23<sup>rd</sup> September 2020:**

The minutes were approved

#### **3. Treasurer's Report - Account for Year ended 31<sup>st</sup> March 2021:**

Financially the year to 31<sup>st</sup> March 2021 saw a large fall in the hire fees for the hall owing to the impact of COVID restrictions. The Accounts for 2020/2021 show the following key points:

- Hire fees for hall amounted to £2,135.38 This was down on 2019/20 (£9,657.26) owing to the impact of COVID.
- A total of £20,707.83 was secured in Government COVID Grants
- Operating expenditure was £4,950.03 a decrease of £2,098.41 as compared with 2019/20 which was £7048.44 This was the result of a reduction in utility and Wifi costs, Wifi costs and despite increased costs in cleaning and cleaning materials owing to the COVID Compliance measures that had to be adhered to.
- The overall operating surplus was £17,893.18, thanks to the Grants obtained and £15,707.83 was transferred into the Capital Account. These monies to be used in the much-needed future repairs to the Hall.
- £5000 of the Government Grant monies was retained in the Operating Account to ensure cost could be covered for the 2021/2022 fiscal year.
- Finally on the Balance Sheet, the hall's assets at the end of the year were £28,952.18 compared to £12,237.65 at the end of the previous year.
- This increase in assets is due to the Grants secured by The Hall Committee.

The full accounts for 2020/2021 can be viewed at <http://www.wardington.net/memorial-hall/>

- The accounts for the year end 31<sup>st</sup> March 2022 will be presented at extraordinary AGM in September
- It should be noted two further Government COVID Grants were secured in May and July 2021 worth £10,667, these monies were transferred into the Capital Account in November 2021.
- **It should be noted that total amount of monies secured via COVID Government Grants was £31,374.83.**

## QUESTIONS FROM THE FLOOR:

Q1 Member of village asked what monies were currently in the Capital Account?

**Response:** Clive Hunt responded on behalf of Trustees that there was £33,500 in the Capital Account.

Q2 Two members of the Village and Clive Hunt on behalf of the Trustees put forward a vote of thanks to Steve Mackenzie-Lawrie for all his work in securing the Grants worth £31,374.83 for the Memorial Hall and for managing the Hall throughout the period of the COVID pandemic.

## 4. Trustees Report:

### ROLE OF TRUSTEES

- Trustees are, Anne Wilkins, Jay Jopling and Clive Hunt. Looking for a fourth – more to come
- Hold on trust the ownership of the Memorial Hall and related property on behalf of the village
- Ensure that there is an effective elected management committee in place to manage the activities of the hall on behalf of the village
- Management the finances of the Capital Fund which is maintained for future developments of and improvements of the hall.

### THREE PRINCIPAL ACTIVITIES IN PAST YEAR

- First - Acquired the freehold of the cricket ground which was gifted to us by Will Pease in May 2021 effectively on behalf of the Wardington family. This included the playground where there is an ongoing lease to the Parish Council until 2026
- There is a covenant on the cricket ground which effectively does not permit us to sell it for, say, development – it must be maintained for sporting or recreational activities or for purposes for the benefit of the inhabitants of the village
- Second – The granting of a term lease of the cricket ground to the Cricket Club. Some fifty years ago the late Lord Wardington made an unwritten agreement whereby Wardington Cricket Club may have continued use of the ground provided cricket continued to be played there. However, the club has never had any security of tenure – now the intention is to grant the club a lease of up to ten years for a peppercorn per annum.
- Third – The development of a car parking area at Corner Mount primarily for hall users so as to reduce the amount of on-road parking which has become an increased safety hazard with the greater use of the hall. This is at the planning permission stage, and we hope to submit our application next week. It has been complicated by the fact that Corner Mount is in the village conservation area

## NEW TRUSTEE(S)

- The Trust Deed provides for between three and six trustees – currently three.  
New trustees are appointed by the existing trustees
- We plan to open this process up to ensure greater transparency by seeking nominations although still keeping it informal
- A very broad person profile is:
  - Has resided in the village for over five years and plans to stay
  - Is a family person who uses the hall from time to time
  - Has a business background
- If interested, write to me directly, in confidence, with your details or the details of someone you wish to nominate plus the name of a supporter

## QUESTIONS FROM THE FLOOR:

- Q3     Member of village asked what happens to the Playground after 2026 when lease to the Parish Council expires?

**Response:**     Clive Hunt responded on behalf of Trustees that it was hoped that the Parish Council would take on a new lease.

- Q4     Members of the Village asked how many members of the village currently play for the cricket team and what was the makeup of the team and how many members were there of the Cricket Club and was there an active recruitment initiative to set up a Youth team at the Club?

**Response:**     Anne Wilkins responded on behalf of the Cricket Club that there were currently eight players from Wardington in the Cricket Team, that there was an age range of between 13 and 56 years plus, 30 people were members of the Cricket Club. At the moment there was no move towards setting up a specific children or youth team.

- Q5     Member of village asked if the Cricket Club had adequate insurance in place for the Pavilion?

**Response:**     Anne Wilkins responded on behalf of the Cricket Club saying that there was Insurance in place that covered the Pavilion. Steve Mackenzie-Lawrie also confirmed that the Memorial Hall had in place insurance that covered the public liability for the field and the whole Cricket pitch area.

- Q6     Members of the village asked who would be responsible for any maintenance needed to look after the proposed car park and what the process would be for the security of access to the Car Park?

**Response:** Clive Hunt responded on behalf of the Trustees that discussions would need to take place between Memorial Hall Committee and the Cricket Club regarding maintenance, but he believed that the Cricket club would continue to look after the area around the proposed location of the Car Park on Corner Mount. However further discussions would need to take place regarding the maintenance and the security of access to Car Park

Q7 Members of the village asked if there would be a public meeting to discuss the provision of the Car Park, where the location for access to the Car Park would be and what kind of surface would be used and if a charge would be levied for parking?

**Response:** Clive Hunt responded on behalf of the Trustees that there was no public meeting or consultation regarding the Car Park planned. Access for entry to Car Park was on the road on Corner Mount. At this stage of the planning process the proposed surface would not be a tarmac surface, but further details would be made public once he has submitted the provisional planning application. With regard to charging for parking he believed that no formal charge would be made for parking.

Q8 Concern was expressed from members about the costs involved in developing a Car Park and if such expenditure was needed plus, they asked how much had already been spent on the proposed project to date?

**Response:** Clive Hunt responded on behalf of the Trustees saying £500 had been spent on the surveying and planning required to submit the planning application. An estimate for the cost of developing the Car Park was around £40-50,000

Q9 Villager asked if sufficient funds are in the Capital Account to cover the cost of developing the Car Park and if the Cricket club would be able to contribute towards the costs?

**Response:** Clive Hunt responded on behalf of the Trustees saying the Capital Account had £33,500 and that additional grants would need to be secured to ensure all costs would be covered. With regard to any contribution from the Cricket club further discussions would have to take place to clarify what if any funding was available.

Q10 Villagers asked what was the deadline for applications to be a trustee and if the positions would be publicised to the members to the village?

**Response:** Clive Hunt responded on behalf of the Trustees saying the deadline was 1<sup>st</sup> September 2022, He also said he would be putting article in the Warbler announcing the opportunity for nominations to be submitted.

## 5. Chairman's Report:

Despite the COVID restrictions imposed by HM Government from 23<sup>rd</sup> March 2020 through 2021 and 2022, the Hall was able to be utilised by a wide range of users.

Throughout 2020/2021 the Hall was made COVID Compliant which allowed a number of restricted bookings to take place and as the restrictions were modified some of the regular users were able to return which bolstered the hire fees although these were reduced considerably compared to previous years' revenue.

Thanks to the Treasurer securing Government COVID Grants to the value of £20,707.83 the Hall was able to cover all costs and maintain the financial future of the Hall (see treasurers report).

Throughout 2020/2021 due to COVID restrictions and a number of resignations as a consequence of people leaving the village the Hall Committee reduced in size but a major recruitment initiative throughout 2021/2022 has seen the Hall Committee return to its full capacity.

In 2021/2022 as further COVID restrictions were removed the volume of activities at the Hall started to increase however the cost of utilities increased and although a lot of regular users returned to the hall it was the securing of a further two Government COVID Grants to the value of £10,667 that ensured that the Hall was able to cover its costs and ensure that as we moved into 2022/2023 funding for the Hall was secure.

As we are now in 2022/2023 fiscal year all the regular users of the hall have returned plus we have a number of new regular users, there has been a rise in bookings for social and birthday parties and wedding parties and the first quarter is looking very promising.

## QUESTIONS FROM THE FLOOR:

Q11 The Villagers asked if the Grants that had been secured had any obligations attached to them?

**Response:** Steve Mackenzie-Lawrie responded by confirming that there were no obligations attached to the Grants, and that the monies could be utilised as required by the hall. This meant the Hall was able to look at how best the money could be used and there were a number of repair costs that needed to be completed including the problems associated with the roof /ceilings, the patio area, and area to the side of the building as well as the re-painting of the bar area and walls in the main hall.

## 6. Property Report

In 2021 the external walls and some of the internal walls of the Hall were repainted, however the internal walls around the bar area and in the foyer need to be repainted.

Plus, the water damage to the roof in the foyer and Main Hall also need to be repaired. Discussions with a number of roofing companies were taking place, monies will need to be taken from the Capital Account to cover the costs of these repairs.

The patio area also needs to be replaced/repared to ensure the Hall meets its Health & Safety requirements. In addition, the side path from the fire exit door needs to be widened to meet the Health & Safety requirements for the Hall.

These works are a priority and must be completed before any monies are spent on the development of the Car Park.

There is a need to replace glasses so the hall can accommodate 120 guests. Plus, may need to add to the number of chairs available for hire to ensure the Hall can offer a capacity of 120 people.

Externally whilst improvements for the provision of Car parking are under consideration and discussion, further discussions between Trustees and the Hall Committee need to take place to ensure the money secured through Government Grants are prioritised appropriately.

Any additional funds for any car park development will need to be raised, but the repair work to the Hall needs to take precedence over any expenditure for the provision of a car park.

## **QUESTIONS FROM THE FLOOR:**

Q12 The Villagers asked if the original builders could be approached and held accountable for the problems associated with the roof?

**Response:** Clive Hunt responded saying that the builders could not be held accountable, and the problem was associated with the design of the building.

Steve Mackenzie-Lawrie assured the meeting that consultations were underway with various roofing firms together with a number of decorating firms to provide a solution, however he emphasised that the cost of these repairs would need to be covered by the monies transferred into the Capital fund and would need to take priority over car park development costs.

## **7. Hall Activities Report**

Although the use of the main hall continues to increase, despite the investment made to enhance its capabilities as a meeting room, the Lady Wardington room is only occasionally used, mainly by the Parish Council.

As the hall has seen increases in utility costs consideration needs to be given to revising and increasing the hire rates to ensure all costs are covered.

As we look forward to 2022/2023 it is hoped to attract more users of the hall via updating the website and promoting the hiring of the hall to a wider audience.

However, we do need to ensure that the proposed repairs to the Hall interior and exterior are completed to ensure we continue to attract people to hire the Hall and we can meet all the costs associated with the successful management and upkeep of the Hall.

## **8. Election of Officers & Management Committee**

At this point in the proceedings the Chair was handed over to Clive Hunt.

The following individuals were proposed as officers of the Hall Committee:

Chairperson – Julie Campbell  
Treasurer – Steve Mackenzie-Lawrie  
Committee Secretary – Heather Brownlow

All three officers were duly elected to the Hall Committee

The following individuals were proposed as members of the Committee:

Alison Baker, Colin Campbell, Anne Wilkins, Steve Moore, Jo Moore, Grace Coleman, Grant Coleman, Lydia Dalton, Ben Dalton, Tania Humphrey, Emma Woodward, Jo Woodward.

All Committee members were duly elected on to the Hall Committee.

Chair was handed back to Steve Mackenzie-Lawrie for the last item on Agenda.

## **9. AOB**

No further business was raised, Chair thanked everyone for attending and the meeting closed.