

Wardington Memorial Hall Annual General Meeting 17th May 2023

Minutes:

The meeting took place on Wednesday 17th May, the principal matters covered are summarised as follows:

There were 15 attendees at the AGM – Julia Campbell chaired the meeting.

1. Apologies:

Apologies were received from Ben Dalton, Lydia Dalton, Emma Woodward, Jo Woodward and Trustee, Clive Hunt, no apologies received from Trustee Jay Jopling.

2. Minutes of the previous AGM held on 29th June 2022:

The minutes were approved.

3. Minutes of the EGM held on 25th January 2023:

Approval of accounts for Year ended 31st March 2022 was voted upon and approved. Copy of accounts have been posted on the Wardington Village website. As there was no other business, minutes of the meetings recorded that the accounts were approved, there were no other matters raised or discussed.

The Accounts for Year ended 31st March 2022 were approved.

4. Treasurer's Report - Accounts for Year ended 31st March 2023:

Compared to the last two financial years when we saw a huge impact of the COVID restrictions on the Halls hire fees, 2022/2023 was an excellent year.

We achieved the highest level of fees and usage witnessed over the last six years.

The Accounts for 2022/2023 highlight the following key points:

- Hire fees for Hall were £12, 427.59 – just under a 26% increase on 2021/2022 (£9,876.34).
- The re-introduction of the Film Night secured £671 in additional fees; a record level not previously achieved since 2018.
- The overall income for the Hall was £15,713.23, the highest level the Hall has ever achieved- However this includes a transfer of £2,575 from the capital account as a contribution to the repair costs for the Patio and pathway to the side of the Hall.
- It should also be noted that the hire rates for the Hall were increased in October 2022, the majority of this increase was applied to non-village hires of the Hall.
- Operating expenditure was £12,262.31, an all-time high, but this figure reflects a number of key investments in the repair and upkeep of the Hall which were able to be accommodated due to the increase in revenue achieved.
- These investments included £4,325 on the repairs and upgrading of the Patio/side path of the Hall. £5,220 from the capital account for roof repairs and £143.53 on replacement blinds.
- In addition, £234.86 was spent on replacement glasses and glass storage containers, plus 213.59 on a storage cupboard for the PA system.
- A further £216 was spent on acquiring the Halls electrical testing certificate -this happens every 5 years, plus £86.40 on electrical PAT testing certificate for all the Hall's appliances and heaters.
- £20.37 was also spent on purchasing a new First Aid kit in line with the Hall's Health & Safety policy. £80 was also spent on the removal of a wasp's nest.
- Due to increased cost of electricity, this year's bill saw an increase in our costs to £1,874.05 compared to last year – a 12% increase – However I have been able to secure a £411 refund from our insurance company in April which means our overall costs were roughly the same as last year.
- The cost of our maintenance contracts for alarm/fire alarm/lighting systems have decreased to £373.51 compared to £828.13 in 2021/2022, this due to the fact that we did not have to replace fire extinguishers.
- The costs of cleaning and cleaning materials also decreased as we no longer had

- to incur the extra costs associated with COVID restrictions in previous years.
- o Contributions were also taken from the Capital Account of £2,575 for repairs to the Patio area and the work carried out on the side path area of the Hall. A further £5,220 was also taken from the Capital Account to cover the cost of repairs to the roof.
- o £462 of expenditure also came from the Capital Account with regard to an application for planning permission for possible car park.
- o In addition, £2,295 was spent on professional fees in connection with the Planning Application.
- o The overall operating surplus was £3,450.92, the figure of £10,750.16 in 2021/2022 is elevated by a grant of £10,667 secured from CDC - Covid fund.

The full accounts for 2022/2023 will be posted on the Wardington website at <http://www.wardington.net/memorial-hall/>

- o It should be noted that the Hall will have the wooden floor replaced in July 2023 and the Main Hall and foyer will be redecorated in August 2023, the costs will be covered by monies received from an insurance claim. The initial deposit for the replacement of the floor was taken from the Capital Account in April 2023.
- o In addition, the Hall's heating system was up graded with a new timing mechanism to ensure the heaters are switched off after a maximum of 4 hours usage. The cost of this work was taken from the Capital Account and will appear in next year's accounts.

QUESTIONS FROM THE FLOOR:

Q1 Member of village asked if accounts could reflect the fact that the revenue for the Hall included £2,575 that was a transfer from the capital account, and this should be recorded as a separate line item so the actual figure was £12,427.59.

Response: SML responded that he would amend the accounts to reflect this.

Q2 Two members of the Village and Chair of the Hall Committee Julie Campbell put forward a vote of thanks to Steve Mackenzie-Lawrie for all his work in preparing the accounts.

5. Trustees Report:

- o Julie Campbell gave a brief overview of the activities of the Trustees. The appointment of new Trustees (see below) and the streamlining of the Hall's finances has been the main focus of Trustee business in the past year. The updated systems are outlined below and seem to be working well.
- o There has been the appointed of additional trustees – there was now a total of 5 trustees, Clive Hunt, Julie Campbell, Stephen Skinner Anne Wilkins, and Jay Jopling, plus the treasurer Steve Mackenzie-Lawrie also attended all Meetings of the Trustees.
- o The Trustees now meet on a regular monthly basis and there is the facility to allow the appointment of additional trustees – a situation which is to be reviewed on a 6 monthly basis.
- o Additional signatures have also been added to the Capital Account to ensure continuity of the management of the Trustees and Memorial Halls finances.
- o Planning permission for a possible car park had been granted, but at this time no further action would be taken without further discussions with the Memorial Hall Management Committee, the Cricket Club and the Trustees.
- o As part of these discussion a public meeting with the Village Community would also take place before any further actions would be taken

QUESTIONS FROM THE FLOOR:

Q3 Member of village asked where there any further restrictions or covenants placed on the Planning Application?

Response: Julie Campbell responded on behalf of Trustees: there are some restrictions but the Trustees are waiting for a copy of the Planning Approval and can't be clear on these restrictions until the document has been seen – the document would be circulated to the Trustees and

Memorial Hall Committee and shared with the Village once it had been received.

6. Chairman's Report:

The Hall continues to recover from the effects of Covid, and the future – without wanting to tempt fate – is looking bright.

The Hall remains a bright, airy, and welcoming space, and those who come to look around frequently comment on what a pleasant building it is. It's clear that the village also appreciates the Hall as it continues to be used primarily by residents. And so, it should be. Added to the mix of events we now have the return of Film Nights and a mother and toddler group, both of which are fast becoming village regulars.

However, the future of the Hall is only secure if we can be assured of continued bookings. Whilst the Hall is, first and foremost, a facility for the residents and community of Wardington, these in themselves do not cover the day-to-day costs of keeping the space as nice as it is. We do need outside bookings. All local halls need outside bookings to survive; we are no exception, and we must continue to welcome bookings from those living outside the village. Pre-booking discussions and conditions of booking are rigorous, 'vettings' are undertaken with great care, to ensure that as far as possible, our Hall will be cared for and left in good order.

The smooth running of the Hall is down to the Management Committee, and I owe them a big vote of thanks, for their sensible and considered discussions about the future and on-going care of the Hall, as well as their practical contributions in keeping the Hall clean and tidy and well looked-after.

I'd like to thank Steve M-L for his constant vigilance in keeping our finances on the straight and narrow, and, in recent months, for his Rottweiler approach to our insurance claim, which has ensured that the Hall will soon be returned to its pristine condition without undue financial constraints.

QUESTIONS FROM THE FLOOR:

THERE WERE NO QUESTIONS FROM THE FLOOR

7. Property Report

Repairs to the roof have been completed and the redecoration of the ceiling, walls and wooden panelling together with the bar area are scheduled to be completed in August / September 2023.

The cost for the redecoration will be covered by monies received from an insurance claim.

The wooden flooring will be replaced in July 2023, the cost of repair will be covered by monies received from insurance claim.

The patio area has been replaced/repared. In addition, the side path from the fire exit door has been widened to meet the Health & Safety requirements for the Hall.

Additional glasses were purchased so the hall can accommodate 120 guests.

Blinds have been replaced on the Main Patio doors, and a new first Aid kit has been purchased to ensure we fulfil our health & safety policy.

A locking cupboard was purchased to hold the Hall's PA System.

This year we are exploring how we can improve the storage facilities in the storeroom with the purchase of additional shelving units that will be funded out of the operating account.

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 before any actions are taken.

In addition, discussions have taken place for the provision of a disabled parking space at the front of the Hall. The funding for this will be considered by the Memorial Hall Committee and the Trustees.

Plus, discussions had taken place with the Church for access to a wheelchair ramp for use at the Hall when and if required, the outcome of these discussions would be shared at the next AGM.

QUESTIONS FROM THE FLOOR:

THERE WERE NO QUESTIONS FROM THE FLOOR ON THE PROPERTY REPORT.

8. 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. The Hall Committee will explore how the number of bookings for the Lady Wardington room can be increased.

As the hall has seen increases in utility costs the hire rates for the Hall were increased in October 2022. The burden of the increase in hire rates was placed on non-villager hirers.

A number of new regular users have been attracted to the Hall plus as we came out of COVID restrictions we have seen an increase in the number of children's parties and regular social events. In 2023/2024 a new Mother & Toddler Group has been started and we hope this will be a regular long-term session for the village.

However, in order to ensure we can meet the on-going costs of the Hall and the costs associated with its up-keep and repairs we do need to continue to attract hirers from outside the village.

QUESTIONS FROM THE FLOOR:

THERE WERE NO QUESTIONS FROM THE FLOOR ON THE HALL ACTIVITIES REPORT.

9. Election of Officers & Management Committee

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, Tania Humphrey, Jane Howard

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

Jane Howard was nominated as Co/Secretary proposed by Julie Campbell and seconded by Steve Mackenzie-Lawrie.

Jane Howard was duly elected as co/Secretary to the Memorial Hall Committee.

10. **AOB**

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