

# Topcliffe & Asenby Village Hall Annual General Meeting

Tuesday 7<sup>th</sup> June 2022 at 7.30pm.

## MINUTES

1. Attendance: Andrew Eckersley, Tony Bruce, Peter Lowe, Judith Lowe, Nicola Wood, Doug Allen, Anne-Marie Mulley, Linda Robinson  
Apologies: Claire Feasby, Karen Morley, Malcolm Morley, Emily Collard
2. Minutes of previous AGM – 12<sup>th</sup> May 2021 (matters arising)
  - a. No matters arising or outstanding
  - b. Accepted by the Committee
3. Chairman's Report
  - a. See appendix 1 titled Chairmans report
  - b. Approved by committee
4. Treasurer's Report
  - a. See appendix 2 titled Treasurer's report
    - i. Copy of annual accounts – under separate cover
    - ii. Audit of Accounts
  - b. Committee Actions:
    1. Approved the accounts subject to external examination
    2. Will accept receipt of the External Examiners report and further approve the accounts at a future meeting
    3. Financial position is noted by the committee
    4. Online budget was approved by the committee
5. Annual Review of Constitutional & Operational Matters
  - a. Charitable Purpose
    - i. No changes
  - b. Constitution
    - i. Amend the constitution to reflect members are now also trustees
    - ii. Include as an addendum to the minutes (See appendix 3)
  - c. Policies and other documents
    - i. Reviewed and revised financial policies
    - ii. All polices and other documents will be reviewed
  - d. Financial Controls
    - i. No changes
  - e. Organisational Risks
    - i. No changes
  - f. Charity Commission
    - i. No changes
  - g. Hire Charges for 2022-23
    - i. Understanding the existing economic climate with rising utilities costs, overall budget (FY23) and potential deficit for the Village Hall the committee took the decision to revise hire charges for all users, this is generally applied as an increase of ~20%.

- ii. This will continue to compare favourably with other venues in the immediate area.
- iii. Existing hirers will continue with their current rate until the end of the summer term.
- iv. Regular users will have new rates applied from 1<sup>st</sup> Sept 2022
- v. Future hires, already booked, will remain at the rate when the booking was made.
- vi. New bookings will have the new rates applied with immediate effect
- vii. Revised Hire fees:

Regular User (clubs and classes per hour)	Topcliffe/As enby Parishioner per hour	Non-parishioner per hour	Parishioner's Children's party	Non-Parishioners Children's Party	Parish Council Meetings	Hire for Elections
£10	£12	£25	£40	£55	£15	£200

- h. Review of cleaner's honorarium – carried out annually, Decision to maintain for this year given recent appointment of a new cleaner.

6. Bookings Secretary's Report

- a. See appendix 4

7. Hall Users' Reports

- a. Nothing to report

8. Retirement from Committee of Peter and Judith Lowe – The Committee thanked Peter and Judith for their efforts on behalf of the community and village hall.

9. Election of Officers for 2022-23 (Chair, Treasurer, Bookings Secretary and Minutes Secretary)

- a. Chairman – Andrew Eckersley
- b. Treasurer – Tony Bruce
- c. Bookings Secretary - Judith Lowe to continue interim until Hallmaster is running.
- d. Minutes Secretary – Emily Collard

10. Confirmation of Trustees and Committee Members for 2021-22

- a. Peter Lowe stepping down as committee member.
- b. Judith Lowe stepping down as committee member and trustee.
- c. All members to be trustees going forward – adjustment to Constitution

11. Date of next AGM

- a. May 2023 – date and time to be confirmed

**THE AGM WAS FOLLOWED BY AN ORDINARY MEETING OF THE VILLAGE HALL COMMITTEE**

## **Appendices**

- 1) Chairmans Report**
- 2) Treasurers Report & Outline Budget**
- 3) Constitution – amendment**
- 4) Booking Secretaries Report**

## **Appendix 1**

### **Chairman's Report for period May 2021 to April 2022**

After a significant period of closure due to government guidance over Covid-19 control measures, the Village Hall opened its doors for use at a graduated pace and in adherence to social distancing rules (that precluded use by a number of our regular hall hirers) in mid-2021.

At this time a few group activities resumed and over the past six months bookings have been slowly building, but to date the hall bookings by both regular hall users and one-off bookings are not yet back to pre-pandemic levels.

Government grants gifted to the Village Hall whilst the hall was closed under the restriction have more than covered the deficit of revenue, significantly adding to the halls financial security over this pandemic period. The surplus of funds enabled the committee to allow regular hall users free use of the hall from the time of re-opening through to the end of the year 2021. Although not all regular hall hirers took advantage of this free hire period, those that did appreciated the opportunity to rebuild their activities and businesses at significantly reduced overheads, and it is hoped that the free hire gesture has not only helped the hirers and users get back to normality but also gained the Village Hall a loyal group of regular users.

Due to the Covid restrictions and reduced use over two years, the Village Hall has seen reduced wear and tear to the interior of the hall, so generally it remains in a good state of repair and decor. During the closed period the opportunity was taken to re-decorate the main hall, entrance lobby, toilets and kitchen. In addition, the wooden floor in the main hall was sanded and resurfaced, much improving the finish of the floor. This will enable a regular reduced maintenance schedule for a number of years.

The hall's finances are healthy and the availability of sufficient funds, above the agreed reserve, has enable limited replacement of equipment and improvements to the hall infrastructure. However, recent significant increases in energy prices may require an increase in the hiring fees to keep revenue at a level close to expenditure for the long-term financial stability of the Village Hall charity.

Village Hall Committee members continue to organise and run varied and well supported activities for the benefit of the community, as well as to support the Village Hall itself. The committee has gained some new members who are providing invaluable knowledge, skills and fresh ideas to the committee meetings and have undertaken a number of initiatives to modernise and improve the efficiency of hall administration. Unfortunately, at this AGM, we also lose some very valuable committee members who for many years have selflessly given much of their time to support the Village Hall, organise events and generally keep the hall running smoothly for the benefit of our two villages.

Overall, it is a positive reporting period following two years of uncertainty. Although the hall use is not yet back to pre-pandemic levels, as Covid subsidies and confidence among the community returns, we look forward to a positive and healthy future.

**Andrew Eckersley**

**Chairman**

## Appendix 2

### Treasurers Report for the Year 1<sup>st</sup> April 2021 to 31st March 2022

The accounting records have been maintained during the year and the Accounts for the Charity have been completed for the year and are attached for the Committees Approval “subject to Independent Examination”.

I have contacted John Graham who has undertaken the Independent Examination in previous years, and he has kindly agreed to do so again.

The “examined” accounts will be brought back to the Committee for Final Approval in due course, together with the Independent Examiners Report.

In my view the accounts present a true and fair view of the finances of the Charity.

The key points to be aware of are:

1. For the initial period of the year the Hall was closed due to ongoing Covid restrictions.
2. A phased re-opening commenced from 6 May 2021.
3. A further Covid Re-Opening Grant of £8,000 was received on 21 April 2021.
4. The Committee agreed as part of its Covid 19 recovery plan to waive letting charges to existing regular users, and to new regular users, for the remainder of 2021. This was to support local organisations recovery from the pandemic and to support the aims of the Charity in providing community benefit.
5. There was positive uptake of the “free regular use” scheme with most regular users returning and some new users and activities starting in the period to 31 December 2021, although some regular users have not returned, and regular income lost.
6. The Charity started the year with a balance of £20,254.31 and ended with £25,408.63. However, a one-off grant of £8,000 was received which means that the Charity made an Operating Loss of £2,846 for the year.
7. Whilst the end of year balance is healthy, mainly due to on-off Covid Grants received, there is a need to consider and plan for the following in 2022/23:
  - a. Maintenance of the £10,000 minimum Contingency Reserve in accordance with our Financial Policy
  - b. Uncertainty in the level of income due to the combined effects of the post pandemic recovery and the “cost of living crisis”
  - c. The impact of significant rises in energy costs particularly and operating costs generally given the economic inflation seen, and forecasts.
8. It is my view that based on the above the Charity continues to be a “going concern”.
9. Looking forward caution is needed in the use of the healthy balance, given the risks to both income levels and costs in 2022/23 and beyond. There is a need to re-establish a sustainable breakeven between rising operating costs and lettings income generated in order to protect the Contingency Reserve and the ability to fund improvement projects from the current balance.
10. An outline budget has been prepared for 2022/23, recognising the above uncertainties. This is attached at Appendix 1. The Outline Budget indicates the likelihood of an Operating Loss for 2022/23 of £1300. This is the extent to which normal operating costs exceed the receipts expected.
11. Spending already incurred on improvements to the kitchen equipment totalling £2195 has already been incurred. The total deficit for 2022/23 is therefore forecast at approximately £3500, resulting in a closing balance at the end of the year of approximately £22,000, including the £10,000 Contingency Reserve.

The Committee is asked to:

1. Approve the Accounts, subject to External Examination
2. Receive the External Examiners Report and further Approve the Accounts at a future meeting.
3. Note the Financial Position and Future Forecasts and Risks of the Committees finances and be cognisant of these in decision making
4. Approve the Outline Budget for 2022/23

Tony Bruce

Treasurer

Topcliffe and Asenby Village Hall Committee

30<sup>th</sup> May 2022

## Topcliffe and Asenby Village Hall Committee

### Outline Budget for 2022/23

Prepared Tony Bruce 26/5/22

#### FORECAST OPERATING

RECEIPTS	£pa	Notes
<u>Regular Users</u>		
Rebecca Jayne Art	576	on current booking at 21/22 hourly rate
Boccia	576	on current booking at 21/22 hourly rate
Squirrels - scouts	1320	on current booking at 21/22 hourly rate
Boot Camp	576	on current booking at 21/22 hourly rate
Parish Councils	0	Ceased
Pams Pilates	0	Ceased
Rural Arts	160	on current booking at 21/22 hourly rate
My Time Yoga	432	on current booking at 21/22 hourly rate
<u>Casual Lettings</u>	957	75% of 2018/19 receipts
<b>TOTAL RECEIPTS</b>	<b>4597</b>	
FORECAST OPERATING PAYMENTS		
Electricity	1600	2018/19 use at current rates (Energy Observe)
Gas	830	2018/19 use at current rates (Energy Observe)
Water	401	2021/22 +5%
HDC Waste	271	Actual 22/23 invoices
Insurance	855	As 21/22
Safety Checks	300	As 21/22 Gas and Fire Eqt.
Sundries	619	As 21/22
Cleaning	1040	As 21/22
<b>TOTAL PAYMENTS</b>	<b>5916</b>	
<b>OPERATING SURPLUS/ - DEFICIT</b>	<b>-1319</b>	
<b>Other Major Costs Incurred to Date</b>		
New Cooker	845	
New Dishwasher	1350	

## **Appendix 3**

### **Topcliffe & Asenby Village Hall Constitution: Precis and Recent Adjustments**

#### **Governance**

Topcliffe & Asenby Village Hall was established as a charity by a Trust Deed of Conveyance dated 28<sup>th</sup> April 1960. The Registered Charity Number is 1003803. The original copy of this conveyance is held with "Arther W. Walker & Hiley Solicitors", 17 Finkle Street, Thirsk.

#### **Objects of the Charity**

The Property and the trust fund and its income shall be "for the purpose of a Village Hall for the use of the inhabitants of Topcliffe and Asenby and the neighbourhood without distinction of sex or political, religious or other opinions, and in particular for use for meetings, lectures and classes and for other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the inhabitants".

#### **Appointment of Trustees (SEE VARIATION BELOW IN BLUE)**

The Trust Deed governs the appointment of trustees and the management of the charity. The Committee of Management (hereinafter called "The Committee") shall consist of Elected and Representative Members and may include Co-opted Members.

Six (6) Elected Members of the Committee shall be elected at the Annual General Meeting (AGM) to be held as the Deed provided for a term of office commencing at the end of the AGM at which they are elected and expiring at the end of the AGM in the following year.

Ten (10) Representative Members of the Committee shall be appointed by such appointing organisations as are set out in Annex A (in variation to the original Conveyance to keep the organisations up-to-date with the present). Names shall be notified by each appointing organisation to the secretary of the committee. They shall, except in the case of such members appointed to fill casual vacancies, be appointed before the AGM in any year for the term of office commencing at the end of the AGM next after their appointment and expiring at the end of the AGM in the following year.

The Committee shall have the power to co-opt not more than Five (5) Members to hold office until the end of the AGM following their co-option.

## VARIATION – 7 June 2022

The past procedure of outside bodies and users nominating representatives is outdated and has not worked in practice in recent years. There is a healthy number of community representatives prepared to put themselves forward as committee members and it is thought best not to differentiate between the type of member. Therefore, forthwith, all members of the Committee will be Trustees.

Although it is unlikely that there will ever be 16 committee members, that limit will be maintained. We have traditionally not needed to use the “co-option” procedure as those wishing to join the committee have simply become members and, thus, Trustees.

Any competent Member of the Committee may be re-appointed or re-elected.

### **Policies and Procedures**

To guide the Committee in exercising its duty of care to members and users of the hall, the following policy statements have been adopted:

- Meetings Policy
- Finance Policy
- Hiring Policy
- Health & Safety Policy
- Child and Vulnerable Adults Policy
- Equality Policy
- Environmental Policy
- Age verification Policy
- Safeguarding Policy

Copies of these policies are available on the Village Hall pages of the village website at [www.topcliffe.org.uk](http://www.topcliffe.org.uk)

### **Meetings**

The Annual General Meeting is held in May (or June). The Committee meets in the Hall at a time and date agreed at the close of the last meeting. Meetings are conducted according to the approved Meetings Policy statement.

### **Financial Matters**

The Treasurer is responsible for the day-to-day management of the finances of the Village Hall in accordance with the Finance Policy. The Treasurer reports to each

meeting of the Committee and an Annual Summary of income and expenditure is included in the Annual Report. The accounts are independently examined each year.

The Trust holds a bank account. The Treasurer maintains this account.

Nominated Committee Members are authorised as signatory with the bank

### **Insurance**

The Committee recognises that it is under a legal obligation to protect the building, its users through adequate and appropriate insurance.

The Village Hall has Buildings, Contents and Public Liability insurance. The sums insured are reviewed annually. A copy of the Certificate of Insurance is displayed in the Hall.

### **Licences**

The hall has a Premises Licence (not including alcohol) and is registered with the local authority for small society lotteries. The hall is licensed by the Performing Right Society and Phonographic Performance Limited for playing live and recorded music.

### **Hiring the Hall**

The village hall is available for hire by local groups, businesses and private individuals in accordance with the Hiring Policy. Hire charges are reviewed annually. Use of the village hall is subject to a Hiring Agreement which must be signed by the hirer when booking. The hiring agreement sets out the conditions of hire and identifies the respective responsibilities of each party to the agreement. Bookings are managed via the Hallmaster online booking system.

### **Keyholders**

Key codes are held by all committee members and are provided, as necessary, to hirers.

### **Employees**

Topcliffe & Asenby Village Hall has no employees. Cleaning is conducted by volunteer who is granted an honorarium as a token of appreciation.

## **Health & Safety**

It is the intention of the Committee to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations. The Committee has a Health & Safety Policy to guide its work in this area.

## **Building Management**

Management costs are kept to a minimum through the use of volunteers for regular maintenance and cleaning of the hall. Users of the hall are expected to report any malfunctions, faults or damage to a committee member. There is a 'Complaints' book in the hall for individuals to record any complaints about the hall. committee have a schedule of regular building maintenance checks that they carry out – their observations are recorded in the Village Hall Log Book. These include:

### **Monthly checks**

- Security check on external doors and windows
- Emergency lighting check
- Water fittings (taps and toilets) check
- Rainwater fittings and drains check
- 'Walk round' check of exterior of building including paths and car park
- 'Walk round' check of interior of building, including key fixtures and fittings.

### **Other periodic checks**

- Gas appliances and portable electrical appliances are tested by qualified personnel annually.
- A Fire Safety Risk Assessment is updated annually by the Committee's own Fire Safety Officer as required by law. A copy is displayed on the Notice Board.
- Fire fighting appliances are inspected annually under contract with the supplier.
- A building condition survey undertaken by a qualified surveyor at 5-year intervals.
- The mains electrical installation is checked by a qualified engineer every 5 years.

## **Annual Report**

The Committee publishes an Annual Report on its activities together with an annual summary of income and expenditure in accordance with the requirements of the Charity Commission. Copies of these reports are available to the Annual General Meeting which takes place in May/June.

## **Appendix 4**

### **Report of the Bookings Secretary**

This is my final report to the Village hall's AGM and Committee. This meeting marks my retirement as Bookings Secretary and as a member of the committee. I have been involved with the committee and hall for at least thirty years and have thoroughly enjoyed my involvement in various capacities.

I have indicated my willingness to maintain a connection with the committee during the transition period as the new Hallmaster online booking service is launched and tested.

Beyond that, I will continue to be involved in organising the Boccia Club and will help out as a volunteer at a range of events in the future.

#### **2021**

The Village Hall was closed for much of 2021 due to a second outbreak of Covid and the subsequent lockdown restrictions. Much work had to be done to facilitate reopening when the restrictions were lifted. This impacted the users and hirers, as well as the committee, but generally speaking the safety precautions taken were accepted and well followed.

To encourage users to return to the hall and also to encourage regular and new 'community activities', the committee agreed to offer free rental until the end of December 2021. This scheme was very much welcomed and it did encourage the return of existing and a few new activities.

Grants received from the government's support schemes were very much welcomed and the income ensured that the committee could offer support to its regular users and continue to maintain a balanced financial position.

At the end of this report there is a full list of activities at the Village Hall. There is a good range of activities – art, boccia, Pilates, boot camp and indoor bowls – each week, but the regular yoga class closed due to a lack of numbers. It's possible that the class may restart at some point, or another yoga class teacher may be attracted to the hall. There are now four scouting groups meeting at the hall under the Topcliffe 1<sup>st</sup> Scouts banner – scouts, cubs, beavers and the latest addition for 5 to 6 year olds, squirrels.

One of the new and very popular activities has been the fortnightly Soup and Sweet lunches organised by Karen Morley and Linda Carver, assisted by Richard Byas and Linda Robinson, and sometimes other volunteers. These lunches are provided in exchange for a donation and all the cash raised, after paying for the hall hire, goes to a different charity each time. The Village Hall has been the beneficiary on several occasions.

There has been a regular call for children's party bookings from both Topcliffe and Asenby residents and from hirers living outside our two villages. In addition the hall has been used for the Annual Produce Show, Attic Auction, Christmas Fayre, Sunday Brunches and several elections.

Hall usage has steadily built up since the Covid closures, although it is still not at pre-pandemic levels. Hopefully the committee will take action to increase activity in the coming months.

## **Improvements**

Recently the cooker and dishwasher had to be replaced to ensure the smooth operation of the kitchen, particularly at larger events like the Soup and Sweet Lunches and parties. Quotations have been received for the replacement of all windows in the hall and this work will be undertaken at the end of June. Investigations into the cost of replacing the existing flagstones with a new patio area have been undertaken and this work has been scheduled for the Autumn of 2022.

## **Online hall bookings**

As mentioned earlier, the committee agreed to investigate buying into an online booking service so that the job of receiving and managing hall reservations can be simplified and handled electronically. A trial of the Hallmaster booking system is now underway and is looking very promising. A big thank you to committee member Nicky Woods for taking the lead on this matter.

## **Current regular activities at the Village Hall**

- Art classes – 10am to 12 noon each Monday. (will end in July)
- Boccia Club – 1.30 to 3.30pm every Tuesday. More participants welcome
- Library - 1.30 to 3.30pm every Tuesday (access at other times with agreement of activity leaders.
- Squirrels - 5 to 6pm every Tuesday.
- Beavers - 6.15 to 7.15pm every Tuesday.
- Soup & Sweet lunch - 12 noon to 1pm on alternate Wednesdays.
- Boot Camp – 6 to 7pm every Wednesday.
- Cubs - 7 to 8pm every Wednesday.
- Pammy's Pilates – 6 to 7pm, every Thursday evening.
- Indoor Carpet Bowls – 7.30 to 9.30pm every Thursday.
- Boot Camp – 7 to 8pm every Friday.
- Scouts (from October onwards) - 7 to 9pm every Friday.
- Topcliffe & Asenby Village Hall Committee – bi-monthly.

## **Notes**

- Topcliffe Parish Council meeting – meetings have moved to The Angel.
- Asenby Parish Council meeting – on hold as there are no councillors in the village.
- Events planned pre-pandemic that had to be postponed due to the will be rescheduled in due course. This includes the Big Race Night and Challenge Quiz.

**JL - 30/05/2022**