

# **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 26<sup>th</sup> June 2019 at 7.30pm.**

The Chairman welcomed all those attending. In addition to the Trustees, there was one member of the public present.

1. Apologies for absence were received from, Stephanie Carter, Tony Deadman, Tony Peltzer, Sara Monument and Linda Keller.
2. The minutes of the AGM held on 26<sup>th</sup> June 2018 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

At the end of his report, the Chairman recognised the huge benefit both to the finances of the Trust and to the community due to the hard work of the Community Events team and extended the thanks of all the Trustees to Niki and the Team; this particularly as they were under resourced for a significant part of the year.

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.

She stressed that the team is now down to three members, having lost Cheryl Veitch and Sarah Monument, and significant efforts must be made to involve members of the community to assist in organising future events.

- iii. Finance

Martyn explained the minor discrepancy between the community events report and the Annual Report and Accounts to 31 March 2019 due to the basis of preparation.

The Trustees Annual Report and Accounts is appended to the accounts in addition to the Treasurer's report in the Committee Reports

He reported that as a Charity, the reserves remain very healthy, despite this year's deficit which is due to high refurbishment costs and increases in the utilities. The Trust maintains its obligation to the local community, with a sustainable delivery of service and good stewardship and management.

There were no questions

iv. Operations

There were no questions

5. Presentation of the 2018-19 Annual Report and Accounts.

The Report 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

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.

Cheryl Veitch, Muriel Wills and Sarah Monument are not standing as Trustees next year.

Mick Delaney will replace Muriel Wills as the nominee of the village lunch and Chrissie Tyndall will cease to be the nominee of the Bowls Club. There has been no nomination from the East Dean Players, ED and F WI, Dinky Deans or the Bowls club to replace their existing nominated Trustees.

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

Martyn Fletcher, Niki Elliott and Chrissie Tyndall stood for election as Trustees for the year 2019/20

Their election was proposed by Mick Delaney, seconded by Steve Harms and was agreed unanimously.

Thus the list of Trustees as at June 26<sup>th</sup> 2019 is now:

William Hallett (Chairman)	Flower Show
Stephanie Carter	PCC
Steve Harms	Duplicate Bridge
Tony Deadman	Gardening Club
Vivienne Lester (Hon Sec)	Local History Society
Mike Keller	Parish Council

Mick Delaney  
Tony Peltzer

Village Lunch  
Residents Association

Niki Elliott (Community Events)	Elected
Martyn Fletcher (Hon Treasurer)	Elected
Chrissie Tyndall	Elected

#### 7. Any Other Competent Business

It was asked whether there were any plans for a celebration of the 20<sup>th</sup> anniversary of the building of the Hall. It was stated that the actual date is October 7<sup>th</sup> 2020 and celebrations would be planned by the new Board

There being no further business the Chairman thanked everyone for coming and closed the meeting at 8.00pm

#### **APPENDICES**

- Committee reports 2018/2019
- Trustees Annual Report and Accounts 2018/19.



## **EAST DEAN & FRISTON VILLAGE HALL TRUST**

(Registered Charity No. 1077992)

**AGM Wednesday, 26<sup>th</sup> June 2019**

### **TRUSTEE REPORTS 2018/19**

#### **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 the other Trustees, Hall Manager, Hall Team Assistant, contractors and others who have contributed to that success.

As at 26 June 2019, we have ten Trustees. Seven are representative Trustees nominated by various clubs, societies and organisations which use the Hall; three are elected. All Trustees stand down at the AGM. With the exception of the following, however, all have stepped forward for reappointment.

- During the year Cheryl Veitch, nominee for the Players and ED&F WI, stepped down for personal reasons. Cheryl has been a Trustee for 5 years so our thanks to her for the contribution she has made over that time. Her enthusiasm and support will be missed.
- For health reasons Muriel Wills will not be continuing in her role as the Village Lunch Club's nominee. Muriel has been a Trustee for many years and we sincerely thank her for her endeavours and support over those years and wish her well.
- Sarah Monument will not continue in her role as the Dinky Dean Toddler Group nominee as she is likely to move from the village in the foreseeable future. Sarah has been a Trustee for the last 5 years. Sarah has been an active member of the very successful Community Events team and for that we thank her.
- Mick Delaney has been nominated as Village Lunch Club representative. Mick has hitherto been an elected Trustee.
- For the first time the Residents' Association have made a nomination, he is Tony Pelzer

As will be explained in Financial Report later, the 2018/2019 year concluded with a £9k deficit. This was due to the abnormally high maintenance cost *circa* £19k that was incurred during the year. The Trust does, however, have a significant cash balance. Whilst this year we needed to break into that reserve, it is still very healthy. Trustees are

conscious that the Hall and its contents is an ageing facility and pressure will undoubtedly be put upon finances 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.

Administration tasks that are currently in progress include:

- Preparation of a Hall User guide; this to assist in compliance with the terms of the Hire and give guidance to Hirers on the Hall facilities.
- Booking policy; to clarify to hirers what is available to them and assist the Hall Manager in taking bookings.
- A review of the Premises Licence with WDC.
- Review of Risk Assessments; particularly required to align with updated Premises Licence.

Before Niki gives her report on Community Events, I would like to make special mention of the Community Events Team who have achieved some terrific results both financially and for the wider community. They have done this in spite of being under resourced for a significant part of the year.

## **COMMUNITY EVENTS**

**NIKI ELLIOTT**

This year we have worked on developing and hopefully improving the events we began last year, such as the Film Showings and the Quiz. We have also introduced new events in the hope of engaging villagers that have previously not attended a community event whilst offering a greater range of entertainment for our regulars.

Our team consisted of 5 trustees in July when we gratefully welcomed Stephanie to our team. However, this dropped to 4 when Cheryl Veitch left at Christmas. Stephanie has been invaluable in her support and generous with her time. I would like to take this opportunity to thank Cheryl for all her hard work and the enthusiasm and good humour she brought to community events. Sarah is also leaving us and I would like to thank her wholeheartedly for all the time and support she has given so readily. She has been an asset to our team.

During the financial year there were 9 community events which contributed £5,656 to the Trust's finances. The functions were:

Bingo (3)	£2,500
Music Quiz	£888

Wine Tasting Evening	£64
General Knowledge Quiz (2)	£1,732
East Dean and Friston Film Club (2)	£472
Children's Easter Party (cancelled)	
New Years Eve Party	£300 + £75 Gift Aid

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 held our first Wine Tasting in September 2018, when we hired Artisan from the Meads to host the evening. Although only a small profit was made, it was well received by those in attendance, very enjoyable and we hope that it will be the first of many.

Our film matinees and evenings have been well supported, the matinee in particular has attracted a wider range of the community and these will continue in the hope of running three rather than the current two showings a year.

Our children's Easter Party had to be cancelled due to lack of numbers. Unfortunately we were unaware of a church children's Easter Event which was held the day before - this undoubtedly had an impact on the Village Hall numbers, as well as people being away on holiday over the Easter weekend. Consequently, we will liaise with the church to ensure that our events do not conflict in the future and give more consideration to possible holiday clashes.

The quizzes have continued to be very successful and we will continue to hold three of these a year.

As always, the trustees would like to offer many thanks to all who volunteer their time and energy to organising and running the community events. Our team has worked very hard to offer a wide range of events to the community. Karen and Roger Trace and their team have continued to organise the Bingo Evenings and Music Quiz. As always their support of the Village Hall is greatly appreciated, as well as the entertainment they bring to the community. Huge thanks go to Frances Mace for another successful New Year's Eve Party. We would also like to thank the sponsors who provide financial support to the Charity Trust.

Looking forward we have a number of events planned for 2019/2020. However, it is essential we build a larger community events team as the remaining 3 trustees cannot physically run the events we currently run or continue with those we would like to organise in the future. Ideally we need a group of volunteers from the village who would give their time on a rota to help run the events, possibly only needing to attend one or two events a year. This is something we will begin working on as soon as possible as the future of community events depends upon it.

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.

Thank you.

## **FINANCE REPORT -**

**MARTYN FLETCHER**

### **Finance Report for the AGM - June 2019**

The Annual Report and Accounts of the Village Hall Charitable Trust for the year to 31 March 2019 were approved by the Trustees on 1 May and signed-off by the

Independent Examiner, Plummer Parsons on 10 May in accordance with Charity Commission requirements.

These accounts are prepared on the 'Receipts and Payments' basis, reflecting just cash transactions, supported by a summary statement of all its assets and liabilities.

The last financial year saw gross receipts increase by 5.7% (2018 8.6%) to £59,089 (2018: £55,881), an increase of £3,208. However, outgoings increased by £15,711 to £68,853 (2018: £53,142), the increase was primarily driven by planned one-off repairs and maintenance of over £19,000 including replacing and refurbishing hall chairs. Total expenditure, excluding repairs and maintenance is stable at around £45,000 in both years.

As predicted, the year ended with a significant deficit of £9,764 (2018: surplus of £2,739).

The bulk of the Hall's income (over 78% this year) relates to room hire receipts and this remained stable overall at £46,622 (2018: £47,193) despite a reduction in wedding bookings. The increase in total income was attributable to an increase in donations of £1,950 to £2,375 and to the continued success of community events that generated gross receipts of £9,772, over £1,600 more than last year, with the net profit from events stable at £5,158 (2018: £5,392).

It is encouraging that the increase in financial returns generated from a variety of community activities last year has been maintained this year and the Trustees are appreciative of the hard work of volunteers and the support of the local community.

There were four wedding receptions held during the last financial year (2018: five), generating £6,450 of cash receipts and there are currently also 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 similar deficit for the year of £9,290 (2018: deficit of £1,331).

Cash at bank at the year-end amounted to £75,311 (2018: £85,075), the movement being the deficit for the year. Overall the cash balance is very healthy and includes an exceptional donation four years ago of £10,000 held for future maintenance. It is the Trust's policy to hold funds not immediately required, in interest bearing deposit accounts.

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 £25,000, including the

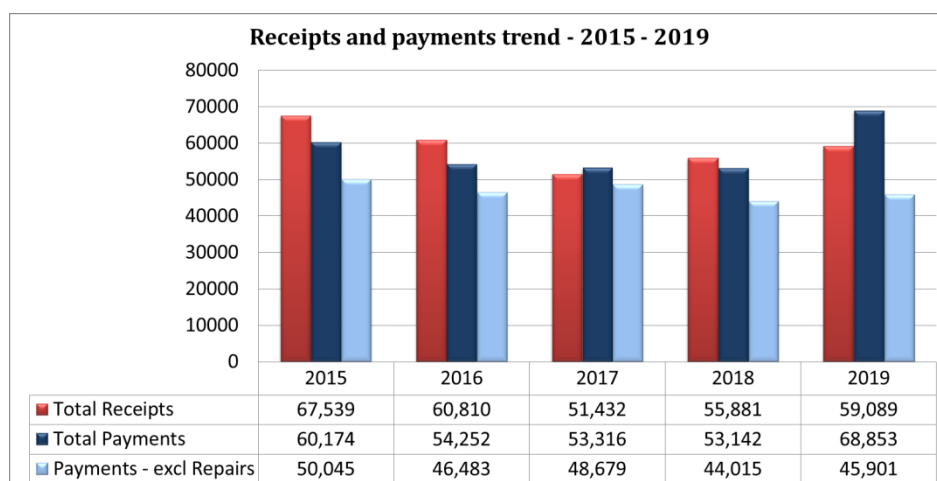
£10,000 mentioned above, despite the deficit this year. The Trust is therefore well positioned to sustain its objectives over the long term.

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.

The need to sustain the fabric of the building will inevitably require regular, but modest increases in hire fees. The pricing structure continues to subsidise local organisations at below cost rates.

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 and they continue to explore innovative ways of providing the required benefits.

The trend graph below for the last five years demonstrates a solid record of annual surplus generation to build a sufficient capital base, helped by a generous donation in 2015. Over the last three years, income has increased, whilst the underlying overhead base has remained stable, before maintenance and repair costs.



## OPERATIONS REPORT

**BILL HALLETT**

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

Key work undertaken during the year included:

- External redecorations



- Buff and seal the hardwood floors in both Halls
- Replacement and refurbishment of the complete stock of 160 chairs
- Significant maintenance and repairs to the roof coverings

I would like to thank Tina, the Hall Manager, John Gillam the Team Hall Assistant 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.