

Alderholt Village Hall: Annual General Meeting 2023

Tuesday 24 October 2023, 7.30pm

Attendees:

Graeme Thorley (Chair)
Naomi White (Secretary)
Chris Walker (Vice Chair)
Tina Huntley (Treasurer)
Faye Pottle
Lin Lyons
Norman Jones (President)
Jean Mortimer (Trustee)
Jason Routley (Trustee)
Kate Mason (Trustee)
Wendy Hood
Karen Dawe
Cllr Gina Logan

<p>1. Apologies</p> <ul style="list-style-type: none">• Kim Emberson (Bookings)• Ginny Whiting (Art Club)• Frank Sims (Drama Club)	
<p>2. Matters arising from minutes of the 2022 AGM (not on the agenda)</p> <ul style="list-style-type: none">• All agreed the 2022 minutes were accurate and therefore approved.• No other matters arising.	
<p>3. Chair's Report (GT)</p> <ul style="list-style-type: none">• Please see below for GT's annual report.	
<p>4. Treasurer's Report (TH)</p> <ul style="list-style-type: none">• Please see below for TH's annual report.	
<p>5. Booking Officer's Report (KE) and Market Report (LL)</p> <ul style="list-style-type: none">• Due to KE's absence, GT read the bookings report (copied below).• Please see below for LL's market report.	
<p>6. Election of Officers for 2023/24</p> <ul style="list-style-type: none">• KM proposed, JR seconded with all in favour of the following people in role as officers for the coming year: <p>Chair – Graeme Thorley Vice Chair – Chris Walker Treasurer – Tina Huntley Secretary – Karen Dawe Bookings Officer – Kim Emberson Committee members – Lin Lyons, Faye Pottle, Wendy Hood</p>	

<p>7. Election of User Group Representatives</p> <ul style="list-style-type: none"> The assumption is that all current user group representatives will remain into the following year. No communication has been received otherwise. 	
<p>8. Appointment of Trustees</p> <ul style="list-style-type: none"> Thanks was given to JM, KM and JR for their input as trustees over the past year. GT confirmed that Adrian Hibberd will be stepping into the role of trustee following Jason Routley's departure. 	
<p>9. Appointment of Auditor</p> <ul style="list-style-type: none"> TH confirmed that Julie Ives will be auditing the hall's accounts ready for submission to The Charity Commission in November. 	
<p>10. Constitution Update</p> <ul style="list-style-type: none"> GT advised that looking at the constitution will form part of 2024's discussions. 	
<p>11. President's Closing Address</p> <ul style="list-style-type: none"> In summary, thanks was expressed to the committee for all their hard work; absolute thanks to Jason Routley as he ends his tenure as trustee as well as numerous other influential roles held over the years; thank you to Naomi White for her work as secretary over the last five years. 	
<p>12. AOB</p> <ul style="list-style-type: none"> Nothing raised. 	
<p>13. Date for the 2024 AGM</p> <ul style="list-style-type: none"> Provisional date is Tuesday 22 October 2024. 	

1. Chair's Report

It is said that change is the only constant but looking at my opening paragraph from last year's report I could just as easily have written it this year: the challenges of geopolitics and socio-economic pressures, and with that little thing called Covid hovering in the wings.

Nonetheless we **have** seen change, a good deal of change, and producing this annual report provides a useful opportunity to look back at just how much. Last year I focussed on the role of the hall in the community and how your committee cemented that role by nurturing the body and the soul. This year I want to focus on the committee, the personnel, the conduit for achieving our goals and keeping the hall at the heart of our community.

Before I do that, permit me to guide you on a quick canter through the past year's achievements.

Whilst we were unable to progress the ladies' toilets refurbishment - full disclosure - we did deliver everything else on our plan, and more besides. At the start of the year we established an online booking calendar and in April we redrafted the booking terms & conditions and invoice formats and rebranded all our standard documents. We completed the planned partial redecoration of the hall interior, replaced defective guttering just before an unseasonably wet spring and installed a Hive thermostat to help manage the heating. We also transferred our mobile phone contract from Sky to EE. We made huge strides in developing our online document storage - including a new asset register - and have moved committee members onto new Gmail addresses. We have enhanced the amount and quality of information on our web site about regular activities and are working on further improvements. We have significantly streamlined the administration of the rebranded Monthly Village Market & Café and expanded the offer with new stalls and a record attendance in October.

We completed our *Live in 2022* programme with three events: a late October performance of the Oscar Wilde inspired *The Selfish Giant*, organised through Artsreach, which, after a very late surge in ticket sales attracted an audience of 78; the Chris Walker inspired Hark the Herald Angels Swing in collaboration with Verwood Voices which was much enjoyed by an enthusiastic attendance of 51; and the return of Bumblefly Theatre with their simply inspired *Brrr! It's the Snow Queen* which proved a near sell out, again after a very late flurry of ticket sales. The cast even featured live on Radio Solent when interviewed by a roving reporter while setting up at the hall. All events turned a small profit.

For 2023 we stepped back on the live events front but are concluding the year with a flourish, as our very own Chris Walker stars with his Pedigree Jazz Band this coming Saturday; we have a co-promotion of An Evening with Sally Barker on 11 November; and Bumblefly's offering of The Merry Adventures of Robin Hood is booked for 16 December.

This is a fantastic achievement which has been realised by a small group of dedicated, hard working volunteers, a group that itself has changed significantly over the past 12 months, with one departure and three recruits, and is about to change further this evening.

In the summer we said goodbye, with our thanks and best wishes, to bookings officer and market manager Selina Reidy. After a good deal of searching we were fortunate in July to recruit Kim Emberson who has already firmly established herself as our new bookings officer.

Naomi White stands down this evening and I thank her for five outstanding years as our secretary. I am delighted she will remain on the committee to continue managing our Facebook presence which she does so well. In May we welcomed Karen Dawe as Naomi's replacement and Wendy Hood as an additional member of the support team. Both are already battle hardened.

But it is not just about the comings and the goings. Thankfully Tina Huntley remains in post to keep us and the finances firmly in line as our effective and efficient treasurer. Faye Pottle continues to provide valuable support and fresh ideas and Chris maintains his drive to 'keep music live' with two more events already lined up for 2024 which should add to our bottom line as well as keep the troops entertained. And Lin Lyons, in addition to her support duties, has done an excellent job as the acting market manager. Our lengthy search for a new permanent market manager continues but I am reassured that everything will be in a fit state to hand over, and after a couple of false dawns we might just - just - have a glimmer of hope on that front too.

Outside the committee, Jason Routley stands down at this AGM as one of our three trustees, drawing a line under many years of selfless service to the village and the hall. Our president, Norman Jones, who has known him a lot longer than me, will have more to say later. I am pleased that current parish council chairman Adrian Hibberd has been persuaded to replace Jason. I am grateful to Norman for his support and ongoing work to maintain the hall grounds. And we will be sad to say adieu to Pat Jerrard and Sarah Freeman who have each provided years of splendid service running the market café for which we thank them.

An organisation of whatever size is only as good as the people who run it. I thank every one - on the committee or off the committee - who has individually and collectively contributed so much over the past 12 months. Looking ahead to the *next* twelve months I am confident that as now constituted this committee has the skill, drive and determination to build on what has gone before, to improve and enhance the hall for the villagers of Alderholt and to keep us at the heart of our community. I look forward to working with you all for another year.

Graeme Thorley
Chairman Alderholt Village Hall

2. Treasurer's Report

End of Year Report – 1st Sept 2022 to 31st August 2023

Please find attached the End of Year Accounts for Alderholt Village Hall.

The total balance of available funds as of 31st August 2023 was £26,534.86
a loss in income to expenditure this year of £1577.70

Income - £ 24222.83 Expenditure - £ 25800.53

This is a list of Lettings and Events for the past 6 years for your information:

2018 – Lettings/Events - £22,425.77

2019 – Lettings/Events - £20,997.89

2020 – Lettings/Events - £15,890.29

2021 – Lettings/Events - £12,383.30

2022 – Lettings/Events - £19,470.86

2023 – Lettings/Events - £23,286.30

Lettings/Events have gone up again this year and next year we should see another rise in income.

For your interest we have used some of the funds as per the list below:

- October 2022 – T Shirts for helpers at events - £116.40
- November 2022 – Repairs to the Gents Toilets - £196.08
- November 2022 – Fire Equipment yearly Inspection - £177.00
- January 2023 – Market Signs - £216.00
- February 2023 – Painting Hall - £888.00
- February 2023 – Hive fitted - £330.00
- March 2023 – Guttering Repairs - £350.26
- March 2023 – Boiler Service - £190.00
- April – Extension for Television - £179.30
- May 2023 – Yearly Hosting Website - £192.50
- May 2023 – Window Repairs - £75.00
- July 2023 – PAT Testing - £157.50
- Utility Bills for the year - £5074.79
- Insurances - £1376.92
- Maintenance including Caretaker - £9181.28

The Annual Return for the Charity Commission will be submitted during November and the Accounts will be checked soon after, this will be put in the Minutes when completed. If anyone has any questions, please do not hesitate to email, thank you.

Tina Huntley
Treasurer

Alderholt Village Hall																				
Accounts for the period 1st September 2022 to 31st August 2023																				
Opening Balance 1st Sept 2023 - £																				
Date	Expenses	Income	BANK BALANCE	Lettings	Events	Bar	Grants	Donation	Bank Interest	Bank	Deposit Return	Maintenance	Admin	Band Hire	Assets	Utilities	Insurance	Bar Stock	PRS	Transfer
29.09.22	1592.75	188.34	6498.38	173.00		12.38			2.96	-5.00	-150.00	-655.38	-88.32	-68.47		-422.50	-130.50	-72.58		
31.10.22	1230.77	906.46	6174.07	610.00	246.77	49.69				-5.00		-450.00	-168.34			-476.93	-130.50			
30.11.22	2312.08	811.21	4673.20	299.00	296.00	16.21		200.00		-5.00	-50.00	-1139.41	-310.00	-144.07		-355.50	-130.50	-177.60		
30.12.22	1832.68	3865.59	6706.11	2666.00	1128.70	68.10			2.79	-5.00	-50.00	-568.15	-227.22			-355.50		-40.25	-586.56	
27.01.23	1905.75	3017.00	7817.36	3017.00						-5.00	-50.00	-510.00	-257.94	-600.00		-476.26		-6.55		
27.02.23	2479.29	500.05	5838.12	481.00		19.05				-5.00	-200.00	-1728.00	44.44			-355.50	-140.86	-5.49		
29.03.23	1523.86	2326.24	6740.50	2279.25		43.61			3.38	-5.00	-50.00	-920.26	-52.34			-355.50	-140.76			
25.04.23	1731.74	5576.97	10585.73	4943.00	606.28	27.69				-5.00	-50.00	-765.31	-55.00			-715.67	-140.76			
30.05.23	1517.20	3130.40	12198.93	3046.50		83.90				-5.00	-150.00	-622.00	-234.44			-365.00	-140.76			
29.06.23	6696.10	840.11	6342.94	826.30		8.84			4.97	-5.00	-590.00	-538.40	-16.28			-405.66	-140.76			5000.00
31.07.23	1476.12	1671.46	6538.28	1562.00		109.46				-5.00	-150.00	-704.50	-20.00			-455.86	-140.76			
29.08.23	1502.19	1389.00	6425.09	1105.50		128.50		155.00		-5.00	-293.06	-579.87	-30.01			-334.91	-140.76	-118.58		
	25800.53	24222.83		21008.55	2277.75	567.43		355.00	14.10	-60.00	-1783.06	-9181.28	-1504.33	-812.54	0.00	-5074.79	-1376.92	-421.05	-586.56	-5000.00
Petty Cash - £42.94																				
Hall Float - £130.00																				
CAF Gold Account to August 2023 - £20109.77																				
CAF Cash Account to August 2023 - £6425.09																				
Total Balance of all Accounts to August 2023 - £26707.8																				

3. Bookings Report

Overall the last year the village hall has seen a good level of bookings with new processes and a new booking officer put in place.

The hall continues to see regular bookings on both a weekly and monthly basis, including short mat bowls, scouts, keep fit, bingo, badminton, and messy church. In addition to regular bookings

the hall continues to see ad-hoc bookings for events such as children's parties, birth parties and more recently a number of developers have booked the hall to exhibit development plans for the village.

Through this year, on average, we have had 3 ad-hoc bookings a month though this is up to 7 bookings in some months towards the end of the year.

As we are continuing to promote the use of the hall to support village activities, all age groups and local youth clubs we have recently agreed to take on bookings outside of our usual three daily slots as agreed on an individual basis. Our rates remain inline with other local village halls. Regular and ad hoc bookings are continuing to come in for 2024.

As a management team for the hall, we have this year put in place standard protocols for the management of both regular and ad hoc bookings and connected processes between the bookings officer and a treasurer to address the feedback that we were receiving earlier in the year. Into next year we will be continuing to work on increasing the profile of the hall through word of mouth and requesting feedback from our hirers to keep up with the requirements of the village.

I look forward to continuing to step into the role of booking officer between this AGM and next.

Kim Emberson
Bookings Officer

4. Market Report

My thanks go to Selina Reidy who managed the craft market, under difficult personal circumstances, until she retired from the post due to those circumstances in the summer.

The committee took over the management and I became the acting market manager until the end of 2023.

The immediate plan was to streamline the market management process and make it a role that can be handed over clearly to a new market manager. This has now been achieved.

My thanks to Naomi for her continuous advertising on social media and setting up the new dedicated FB account.

We have created a 'sign in' process and with table layout plans to enable the stall holders to set up smoothly as they arrive, to their pre-allocated pitch.

Forward booking of stalls is now possible on a spreadsheet book (in Drive) so the manager and assistant can see exactly how many vacancies there are and so stall holders can secure places for the dates in the year they require.

Some further aspects were discussed at the committee meetings and agreements were made to advertise for a larger variety of stall holders. The committee also agreed to retain stall holders' first hot drink, creating a welcome atmosphere.

There has been a surge in stallholder numbers requesting tables and increased chatter on Facebook encouraging visitors etc. Thanks, in part, to Jen Wiseman of Tropic.

The October market had more tables than spaces which is a stressful but nice issue to face. It did, however, cause some management issues on the day leading us to consider reducing the table number down to a maximum of 24. Going forward we understand the requirements for a stall is

greater in the winter months and the planning November and December are going to be equally as popular as the October one was. We have a waiting list for both months.

The committee has tried advertising for a new market manager and despite having two people interested we have failed to recruit for this post, due in part to peer pressure from other stall holders. We have also failed to recruit new market café staff. NB - Encouraging news from the October market is there is a possibility of a couple of other interested people as well. Also a lady who is interested in helping at the café or any other things the committee requires.

The market finances have been managed by the chairman. Please note that the market is the second highest single income earner for the hall.

Going forward into 2024 we require a market manager as without it the market cannot survive. I have been clear that I am unable to continue managing the market beyond December this year.

Lin Lyons
Acting Market Manager