

LITTLE KINGSHILL VILLAGE HALL

MINUTES OF ANNUAL GENERAL MEETING

HELD THURSDAY 16TH NOVEMBER 2023

Present: Diana Honey (Chair), Les Giles (Trustee), Wendy James (Secretary), Philip Chatwin (Trustee), Martin Quigley (School Liaison), Terresa Clark (Friendship Group), Jolyon Austin (Treasurer), Roger Fuggle (Resident) and Rev Martin Hatfield (Baptist Minister and Resident).

Apologies: These were received from Carolyn Ormesher (Bookings Secretary), David Till-Hosier (Trustee), Colin Ware (Trustee), Adrienne and Roger Hill (Residents), Janet Ward (Resident), Anne MacDowell (Resident) and Ela Packer (Resident).

Diana Honey opened the meeting by welcoming those present.

Minutes of Previous AGM:The Minutes of the previous Annual General Meeting held 24th November 2022 were reviewed. It was proposed by Martin Quigley and seconded by Philip Chatwin that these be adopted as a true record of the meeting.

Secretary's Report: Wendy James gave her report which appears as an attachment to these minutes. She made particular mention of the hall now being back to full operation and full capacity following the Covid pandemic, and also of the village celebrations for the Coronation of King Charles III. Wendy was thanked for her work throughout the year.

Treasurer's Report: Jolyon Austin gave his report which appears as an attachment to the minutes. He commented on the good shape of the hall accounts with an annual surplus of £3,914.18. Hall hire income had increased in the region of 7.5% and we were now receiving increased bank interest. The accounts were currently with the inspector (Rachel Brown) for final sign-off so could not be formally adopted, but it was unanimously agreed by those present that this could go ahead if Rachel was not suggesting major amendments. Jolyon was thanked for all he had done as treasurer this year.

Bookings Secretary's Report: Carolyn Ormesher gave her report which appears as an attachment to these minutes. Hall lettings were now at a much higher level which was creating more income. The hall is now well used with regular hirings across most evenings of the week. Carolyn was standing down as Bookings Secretary and she was thanked in her absence for the years of hard work she had dedicated to the role. She would be very much missed. We will be seeking a replacement as soon as possible and Carolyn had agreed to stay in post until another bookings secretary could be found.

Maintenance Report: David Till-Hosier gave his report which appears as an attachment to these minutes. A Fire Risk Assessment had been carried out and the 5yr electrical inspection was due imminently. David thanked Jane and Adrian Doyle for their work in keeping the hall and its surroundings in tip-top condition. David was thanked in his absence for his work in liaising with Buckinghamshire Council to keep the hall functioning well.

School Maintenance Report: Martin Quigley gave his report which appears as an attachment to these minutes. On behalf of the school, he thanked the hall for their support. The hall had proved an indispensable resource and Martin detailed the school's activity within the hall throughout the year. Martin was thanked for continuing to maintain an excellent working relationship with the school.

Trustees' Report: Philip Chatwin gave the report, which appears as an attachment to these minutes, on behalf of the Trustees. He explained that all funds were now fully under one umbrella. The trustees had accepted a recommendation by the sub-committee of Diana Honey, Martin Quigley and Jolyon Austin to move £47k into specialist charity investments. It was generally understood that the funds would in no way be sufficient for replacement of the hall in 2056 and that it would revert to Buckinghamshire Council. Martin Hatfield asked if there was a projection of funds available in 2056, but it was explained that we do not have this. The scenario going forward beyond 2056 is very much unknown. Philip expressed thanks to Carolyn Ormesher on behalf of the Trustees for her work as Bookings Secretary.

Philip Chatwin, along with all the Trustees, were thanked for their work.

Election of Officers: With some members of the committee available for re-election. It was unanimously decided that the committee for 2023 will be:

Chair – Diana Honey
Secretary – Wendy James
Treasurer – Jolyon Austin
Bookings Secretary – Vacant, although Carolyn Ormesher will stand in until a replacement can be sought

Other Committee members are nominated by the organisations they represent, so as such did not need to be re-elected. They are:

Bucks CC –Vacant
Women's Friendship Group (formerly WI) – Terresa Clark
School Liaison – Martin Quigley
The Village Society is not currently active so has no representation

The Women's' Institute remains suspended and former members are now meeting informally as a 'Friendship Group'. Their suspension can remain in place for three years.

The four trustees remain as before as they are not elected annually. They are:

Colin Ware
Les Giles
David Till-Hosier
Philip Chatwin

Appointment of Auditor: Rachel Brown was thanked for inspecting the accounts this year. It was proposed by Jolyon Austin and seconded by Martin Quigley that she be asked to undertake this work again in 2024.

Any Other Business: There was no other business for discussion.

Date of next AGM: This will take place during November 2024. An exact date will be set nearer to the time once we are aware of regular hirings at the time. The equivalent date next year would be Thursday 23rd November. Wendy James expressed a wish to stand down at the next AGM.

The meeting closed with Diana Honey thanking everyone for attending. She thanked the committee and trustees for all their help and support.

The meeting closed at 9.10pm. Officers reports are attached.

SECRETARY'S REPORT

I am pleased to report that Little Kingshill Village Hall has enjoyed another prosperous and successful year and continues to be a vital village amenity for both the primary school and private hirers alike. As we are finally accepting Covid as a way of life, it has been pleasing to see the Village Hall return to regular use across lots of organisations. This time last year, capacity restrictions within the hall were returned to pre-Covid levels, and it has been good to see the hall back in full operation. This has, in turn, generated more hire income for the hall which has been most welcome – more on this from Jolyon later.

Under leadership of our Chair, Diana, the committee has continued to work hard and remains committed to providing villagers and hirers with excellent, well maintained, and safe facilities. Our new website is now fully up and running, and it's been good to see hall availability at the touch of a button. The recent installation of Wi-Fi means that hall users now have unlimited internet access, and the recent purchase of a TV licence gives hirers access to streaming services whilst in the hall.

A highlight of the year was the recent 'Coronation Event' on the Common which was ably organised by members of the Village Hall Committee alongside a willing team of villagers. A fantastic afternoon was held on the common, with a picnic, a crown of tins for the One Can Trust, competitions, dressing up, models from the Scouts, children's flag and craft activities, and so much more. There was a major clearing of the area known as the 'Coronation Tree' further along Windsor Lane, and it was wonderful to see it in all its glory for the Coronation Weekend. The committee is hugely thankful to all who came forward to help mark this wonderful occasion.

As always, we are indebted to those people who look after the day to day running of the hall. Carolyn Ormesher, who sadly wishes to stand down as Bookings Secretary, has maintained an excellent working relationship with both our regular and ad-hoc hirers alike over the past six years, and we will miss her expertise greatly. Carolyn, thank you for all you have done on behalf of all of us. Our Caretaker, Jane Doyle continues to work hard to ensure the hall remains immaculate for our hirers, aided by her husband Adrian who takes care of the grounds. Jolyon Austin ably takes care of our finances, and I thank these people who are very much 'the face' of our village hall within our community. We have worked closely with our trustees who continue to consider Charity Commission regulations and prospective ways of taking the village hall finances forward since bringing the Trust and Village Hall monies under one umbrella. Thank you to David Till-Hosier, who aside from his role as a trustee, liaises with Buckinghamshire Council with any maintenance issues to keep our building in order, and thank you to Martin Quigley who helps us to maintain an excellent working relationship with the primary school. Again, more from these people throughout the evening.

In closing, I thank everyone who has done anything, however small, for the village hall over the past year. It has been a pleasure to work alongside the committee and I look forward to another year of close partnership with the committee, school, trustees, hall users and villagers.

Wendy James – November '23

Treasurer's Report - 1st October 2022 – 30th September 2023

Little Kingshill Village Hall

Little Kingshill Village Hall

Income & Expenditure for the year ended 30th September 2023

Balance sheet as at 30th September 2023

	2022 / 23	2021 / 22
Income		
Hall Lettings	4,181.00	3,888.50
Bank Interest - deposit account	1,648.23	141.69
BCC Reimbursement ¹	<u>12,762.24</u>	<u>10,793.84</u>
Total	18,591.47	14,824.03
Expenditure		
Rent	44.00	44.00
Insurance	454.86	405.31
Music / Media	169.19	202.00
Caretaking	9,991.06	9,652.52
Pension	2,277.84	256.62
Hall maintenance	504.81	20.16
Grounds maintenance	2,010.00	1,020.00
Small repairs & equipment replacement	141.29	55.68
Committee members expenses	0.00	0.00
Administration	387.30	623.18
Other	288.60	120.00
Adjustments ²	-1,591.66	-338.00
Total	14,677.29	12,061.47
Surplus/deficit for the year	<u>3,914.18</u>	<u>2,762.56</u>

	2022 / 23	2021 / 22
Current Assets		
Bank Current account	8,575.56	51,349.64
Cambridge & Counties Bank	55,978.37	11,330.14
Cash in hand		
Debtors - Bucks CC	3,139.83	2,707.46
	<u>67,693.76</u>	<u>65,387.24</u>
Current Liabilities		
Deposits held ³	189.00	255.00
Rolling deposits ⁴	326.00	276.00
Accruals		
Pension provision ²		1,591.66
	<u>515.00</u>	<u>2,122.66</u>
Net Assets	<u>67,178.76</u>	<u>63,264.58</u>
Accumulated Funds		
Brought forward	63,264.58	60,502.02
Surplus/deficit	3,914.18	2,762.56
	<u>67,178.76</u>	<u>63,264.58</u>

Jolyon Austin – November '23

Booking Secretary's Report 2023

Bookings have been very good this year and we have built back up to pre-Covid levels. We have classes most week-nights and events most weekends. We have been hosting regular classes in quilting, pilates, yoga, music, kickboxing and meditation. We have also hosted regular parties and private functions.

Hirers have continued to be very complimentary about the hall and the facilities with the only issue being an occasional lack of parking space and a recent issue with the hall heating.

Carolyn Ormesher – Bookings Secretary – November 2023

Maintenance Report 2023

Firstly, apologies for not being able to attend this year's AGM.

There is not a great deal to report on the maintenance front this year, with the hall being kept in general good order through the efforts of the whole village hall team - special thanks to Philip and Wendy for their work in ensuring that fire and electrical testing is being kept up to date.

As ever, I would like to thank Jane and Adrian Doyle for their much-appreciated efforts - from day-to-day caretaking duties to hedge cutting, flowerbed tidying and generally keeping a watchful eye on the place - that keep the hall and its surroundings in such splendid order for all who use this important village amenity.

Finally, thank you to the other members of the management committee for the time and effort that they have devoted to keeping the village hall running smoothly and safely for another year.

David Till-Hosier - November 2023

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School Liaison Report 2023

As always, on behalf of the school's staff, governors, pupils, parents and FOLKS, I would like to express our recognition of the village hall's indispensable role in the day-to-day life of the school.

During the course of the year, as always, the hall has been used for a range of activities from parent attended class assemblies and Christmas productions – including all of their associated rehearsals – to indoor PE classes, music lessons, concert rehearsals, educational events and even dance classes.

The hall grounds provide vital additional parking for school staff for which the school is very grateful.

Martin Quigley – November 2023

Trustees' Update 2023

The recommendations of the Charity Commissioners have now been implanted in that all LKVH funds have been combined under the control of the Village Hall Management Committee.

Having explored various options of:

- Undertaking a capital infrastructure project to use some of the funds.
- Remain as is in short-term, low-interest investments.
- Place a proportion of the funds into a long-term investment.

A decision has been made, with the full support of the Trustees, to invest a significant percentage of the funds into long-term specialist charity investment funds.

This position supports the existing strategy of:

- Supporting the continuing provision of the community asset that the Hall provides.
- Build the funds so that there is a fighting fund available for when the lease with BCC expires in 2056. The funds would be able to support any negotiation with the council over the extension of the lease.

We believe that this is the most appropriate use of the funds in the current circumstance. The risk remains that by the time the Licence expires, the funds available will be insufficient to offer any significant purchasing power. However, we believe that the approach now being taken provides the best way of mitigating this risk.

We continue to work closely with the Management Committee and thank them all for the very important role they play in the continuing management of the Hall. In particular, as we seek a replacement, we would like to thank Carolyn Ormesher for the important contribution she has made during her time as the Booking Secretary.

Philip Chatwin – November '23