

# COMPTON VILLAGE HALL

## Minutes of the Annual General Meeting of the Council of Management held on 5 June 2023

### 1 ATTENDANCE and APOLOGIES

Present:

Mr R Paxton (Chairman & Trustee)

Mrs R Wilkie (Hon Treasurer & Trustee)

Mrs J Ayshford (Secretary, Bookings & Trustee)

Mrs J Turner (Deputy Chairman, Minutes Secretary & Trustee)

Mrs C Eade (Trustee)

Mr C Sharples (Trustee)

2 members of the public

Apologies were received from Mr I Timberlake

### 2 MINUTES

The Minutes of the Annual General Meeting held on 6 June 2022, having been circulated in advance, were agreed and signed as a true record.

### 3 CHAIRMAN'S REPORT

Chairman, Mr R Paxton, reported that the Hall had a good year with occupancy high due, in particular, to 2½ days per week of Peekaboo Play Café, as well as other long standing regular hirers.

Refurbishment of the wooden Hall floor was a worthwhile project and had improved the look of the Hall, as well as being easier to keep clean. Following a five-year electrical safety inspection, several improvements were carried out to comply with current electrical regulations.

Hire charges were raised by 10% from 1st April 2023 which have been accepted by regular hirers. The four-year fixed price Gas/Electric contract will end in January 2024 after which there will be a sharp increase in charges. All gas space heaters have been fitted with timers. These switch off the heat after a preselected time so the risk of heaters being left on is minimised.

During the year, the Guide for Hirers and Hall Booking Conditions were extensively revised. A new booking form is now in use. The Hall general risk assessments and fire risk assessments were rewritten.

The Chairman thanked Mrs Ayshford, Secretary, Mrs Wilkie, Treasurer and Mrs Turner, Minutes Secretary, for their invaluable support throughout the year, and also the Trustees for their support and involvement.

### 4 TREASURER'S REPORT

Mrs R Wilkie, Treasurer, reported that once again this had been a financially successful year due to some high earning regular hirers.

The accounts consist of the balance sheet, notes to the balance sheet and analysis of hiring income. These were made available to the Trustees and signed copies are filed with the Minutes.

During the year 13 Regular Hirers (10 in 2021/22) provided 87% (74%) of the Hall's income. Hall lettings earned £16,030 (£9,486). Peek-a-boo played a substantial part in the regular income for this financial year, contributing income of £6,605. Unfortunately they are unable to continue in the next financial year which may cause a drop in income if new hirers are not found. There has

been a fall in one off hirers with only £2,165 raised (£3,278), a 34% decrease. This may be attributed to regular hirers taking up a larger portion of time available for hire.

The regular cost of running and maintaining the Hall returned to the higher levels experienced before Covid due to the Hall being used to capacity most days and the effect of a full year without Covid. General running costs therefore increased to £14,292 (£7,089) and cleaning costs increased to £5,126 (£2,950). Higher utility costs of £2,128 (£1,415) also contributed to this increase.

Some overheads showed slight increases or decreases, i.e. insurance, gas servicing and rates. The Music License fee increased to £258 (£133), charged retrospectively - the first year following closure for Covid.

There were a few large one-off building costs: A new heater in the committee room £1,252; A five year electrical inspection and repair £2,930; Floor restoration £3,944. Building repairs totalled £8,434 versus the previous year of only £511.

The surplus for the year is £1,778 (£6,501). Total funds held are £70,886 (£69,108). A further £10,000 was transferred into the high interest account with the Shawbrook Bank, which now has a balance of £50,324. Interest for the current year will be paid in May 2023 which will be reflected in next year's account.

The Management Committee aims to adhere to all current legislation regarding Health & Safety, Safeguarding and General Data Protection Regulations and carries out an annual Risk Assessment.

The Hall is a member of the Surrey Community Action Group and benefits from their advice on a wide range of subjects in relation to the running of the Hall.

## **5 ADOPTION OF ACCOUNTS AND APPOINTMENT OF INDEPENDENT EXAMINER**

The adoption of the Accounts for the year ended 31<sup>st</sup> March 2023 was proposed by Mrs Ayshford and seconded by Mrs Eade. All present were in agreement. The accounts, signed by the Chairman, are filed with the minutes in the Signed Minute book.

The need for an independent review of the accounts is unnecessary as neither the income nor the expenditure of the Hall exceeds £25,000. However, the accounts are scrutinised by an Independent Examiner, Mrs Carol Stevens.

## **6 SECRETARY'S REPORT**

The Secretary, Mrs J Ayshford, reported that all regular hirers had resumed during the year but Peek-a-Boo Play Café have now ceased trading. One-off hirers continue to come in but are occurring with short notice and appear to be fewer at the moment. It was difficult to know whether the increased hire charges were the cause.

There had been a slight problem with mice under the stage but this has been resolved.

Cath Services continue to provide a satisfactory cleaning service.

Sorting the Hall filing cabinet was almost complete in order to comply with Data Protection laws.

## **7 REPORT ON HEALTH AND SAFETY**

Compton Little Theatre had an incident where the back door was caught by the wind and slammed on a young girl's hand, resulting in a broken finger. The Accident Book was completed and no further action was necessary. As a result, Mr Paxton had fitted an Oil & Dapshott hinge to prevent this happening again.

## **8 SAFEGUARDING**

There were no Safeguarding issues to report.

**9 RESIGNATION OF TRUSTEES**

All the current Trustees resigned:

Mrs Jo Ayshford  
Mrs Bridget Bagnall  
Mrs Charlotte Eade  
Mr Richard Paxton  
Mr Chris Sharples  
Mr Ian Timberlake  
Mrs Jane Turner  
Mrs Rhona Wilkie

**10 ELECTION OF FOUR TRUSTEES REPRESENTING VILLAGE ORGANISATIONS**

Mrs Wilkie reported that she had received confirmation from the four appointing bodies of their chosen representatives for the forthcoming year. They are:

Mrs Jo Ayshford (Compton Little Theatre)  
Mrs Charlotte Eade (Parochial Church Council)  
Mr Chris Sharples (Parish Council)  
Mrs Jane Turner (Compton Village Association)

These were proposed by Mrs Timberlake and seconded by Mrs Bagnall.

**11 ELECTION OF ADDITIONAL TRUSTEES**

Mrs Eade proposed and Mr Bagnall seconded the election of the following Trustees:

Mrs Bridget Bagnall  
Mr Richard Paxton  
Mr Ian Timberlake  
Mrs Rhona Wilkie

**12 OTHER BUSINESS**

It was suggested that in future greater publicity should be given to the Village Hall AGM and a notice posted in the notice board outside the Hall, explaining the whereabouts of the Committee Room if this is where the meeting was to be held.

jwt  
7.6.23