

NORTHALL VILLAGE TRUST

Registered Charity No. 1117673



Draft Minutes of the Annual General Meeting of Northall Village Trust held on Friday 30th June 2017 at Northall Village Hall, commencing 7.30pm

Present: _____ (

Mr A Tipper (Chairman)

Mrs L Cabbage (Bookings Secretary)

Mr T Cox

Mrs S Pratt

Mr K Cabbage (Treasurer)

Dr R C Dorrance (Secretary)

Mr R Harpley

Dr M Scott

Residents of Northall, Hall Users, Guests:

Mrs M Daniels, Mr B Daniels, Mr B Garrard, Mr R Ward, Mrs S Young.

1. **Welcome**

The Chairman opened the Meeting by welcoming Residents of Northall, Hall Users, Guests and Committee Members. He thanked everybody for attending. Complimentary Pimms was offered.

2. **Apologies**

Apologies were received from Mrs J Mathew (retrospectively due to email issues) and Mr M Thomas.

3. **Minutes of the 2015 AGM**

The Minutes were approved and signed by the Chairman.

4. **Trustees Annual Report**

The Chairman presented the Trustees' Annual Report in the form of a PowerPoint presentation. The main points were:

Hiring fees were raised on 1st January 2016, as follows:

- Hiring fees for Regular Users raised from £5.00 to £5.50 per hour,
- Hiring fees for Ad Hoc from £6.50 to £7.00 per hour.

On 1st October 2016 a new booking fee of £12 per hour was introduced for Ad Hoc users living outside the four villages of Edlesborough, Eaton Bray, Dagnall and Northall. So far, this had not adversely affected the high rate of bookings from outside the 4 local villages.

- Hall usage has increased in all categories in 2016. The number of hours booked by Ad Hoc Users increased by 28% and by Regular Users by 2.9%.
- The Library/Book Swap Scheme raised £15.20 in 2016, almost £2 more than in 2015, providing funds for plants/bulbs.
- The grounds continue to be maintained by one professional contractor (grass and hedge cutting), two volunteer gardeners plus NVHMC Members.

- The kitchen extension/renovation project is on-going. Mr Cabbage and Dr Scott had completed two grant applications. The grant application to AVDC Community Chest for £17,192 was approved in September 2016. Unfortunately, the grant application to WREN for £39,000 had been declined for a variety of reasons. The Management Committee had decided to re-apply to WREN for a reduced grant of approx. £36,000, enclosing more evidence of the need for a new kitchen, and better quotations for the work. The sensory garden and a side door to the Hall with wheelchair access have been put on temporary hold. If successful, the likely date for completion of the new kitchen will be September 2018.
- The previous AGM was held on Sunday, 12th June 2016, and was combined with a barbecue/picnic/fun day which proved to be very successful and was well attended by local residents. The event produced a small profit of £188. A barbecue/picnic/fun day had not been organised for the 2017 AGM as it had been anticipated that work on the new kitchen would have commenced.
- The Soft Play Equipment continues to be popular. It has brought in £410 in hiring fees, an increase of 28% over 2015.
- The Chairman concluded his report by describing the Management Committee's vision of making NVH one of *the best for cleanliness, décor, equipment, facilities, safety - and value for money*. The extension and modernisation of the kitchen will contribute to the achievement of the vision, as will the building of a sensory garden in area on the south side of the hall.

5. **Accounts for year ended 31st December 2016**

The Treasurer presented the 2016 Annual Accounts using some PowerPoint slides. Hall Lettings had increased to £9,582 from £7,811. Expenditure had dropped because there had been no major improvement projects in 2016. This resulted in a record surplus for the year of £5,275.

The accumulative surplus had therefore increased from £11,193 to £16,468, helping the Management Committee to replenish the reserves after funding the installation of solar panels in 2015.

A major project in 2015 had been the installation of solar panels. 2016 was the first full year of 'Feed in Tariff' income and £1,235 was earned. The overall annual return on the investment in solar panels is expected to be approximately 9%, considerably better than leaving the money in a bank account where the interest is 0.001%.

The Treasurer concluded his report showing how the annual donation of £1,500 and other financial contributions from Edlesborough Parish Council had been used. He added that Dagnall Village Hall also benefits from a similar annual donation from EPC.

6. **Election of the Management Committee**

The Chairman presented a slide listing the ten current Management Committee Members. He reported that Dr Scott had chosen not to continue and thanked him for all the time he had given to helping maintain and improve the Hall, in particular leading the project to create a disabled toilet, and obtaining grants from AVDC Community Chest for the disabled toilet and the new kitchen. Dr Scott was presented with a gift voucher. The motion to elect the 9 Committee Members named on the slide was proposed by Mrs S Young and seconded by Mr B Daniels. It was carried unanimously.

7. Any other business

Mr Cabbage initiated a discussion on the new kitchen project.

He explained that Mrs Mathew had written to all Ad Hoc Users of the Hall in 2016/7 who had hired the crockery & cutlery and had asked them for a letter supporting the need to improve the kitchen. Eight users had replied. These letters would be submitted to WREN in support of the application for a grant. Mr Cabbage had written to all the Regular Users & Caterers and had obtained 18 letters of support. ~~from most of them.~~ Together with the 246 names & addresses canvassed in 2016, it was hoped that this would help convince WREN of the need to extend and completely refurbish the kitchen.

He asked the Meeting for advice on four issues:

- a. Should the fridge freezer be free-standing or clad so that it resembled a cupboard door? it was agreed that the fridge freezer should be free standing so that hirers could find it easily. Mrs Young suggested an American-style ice maker although she acknowledged that they can go wrong and that this would lead to maintenance costs.
- b. Should there be a warming cupboard or drawer? Following a discussion and some internet research by Mr Cox, it was agreed to delete the warming drawer and to add a large stainless steel warming cupboard, which would have capacity for up to 50-60 plated meals. There were several models on the internet which were 90cm wide and the same height as the work top.
- c. Should there be a Dishwasher? There was a long discussion on this matter reviewing the practical issues of Hirers using the dishwasher correctly, returning the crockery & cutlery to the relevant drawers, keeping the machine clean & maintained etc as well as the capital costs of domestic vs commercial models. Mr Cabbage explained that Mrs J Mathew was very keen for one to be included in the plans because of her own experience of using one in her daughter's Village Hall. However, the Meeting thought that a dishwasher should only be bought if it would generate more income. There was concern about the length of the washing cycle and the need to run the dishwasher for several cycles to wash all the place settings from an average booking. It was also pointed out that commercial dish washers require plates etc to be sluiced before being stacked in the washer and our new kitchen would not be big enough for this. It was decided to make provision for a possible dishwasher in the future by having a single, standard 600 mm wide cupboard unit which could be easily taken out, along with plumbing and electric points being installed when the kitchen is extended.
- d. Finally, Mr Cabbage asked for suggestions for builders. He explained that WREN required 3 comparable quotes based on the same plan and bill of quantities. In 2016, the Management Committee had struggled to find enough builders willing to quote. Mr Cabbage asked the meeting to let him know details of any builders they would recommend.

There being no further business, the Chairman closed the Meeting at approximately 9.00 pm.