



UGBOROUGH VILLAGE HALL

Chair	Secretary	Bookings Secretary	Treasurer
Mrs Caroline Martin	Stafford Williams	Mrs K Brampton	Ms V Hemming
14 Seldons Close	3, The Square	Hill House	Virginia Lodge
Ugborough	Ugborough	Ugborough	Ugborough
Iybridge	Iybridge	Iybridge	Iybridge
PL21 0NF	PL21 0NT	PL21 0NJ	PL21 0NR

MINUTES OF UGBOROUGH VILLAGE HALL ANNUAL GENERAL MEETING 10th MAY 2022

Present: Mrs C Martin (*Chair*) Mrs K Brampton (*Booking Secretary*), Mr T Slater (*Parish Council*). Ms V Hemming (*Treasurer*), Mrs T Baretto (*Pre-School*), Mrs D Ackrell (*Pre-School*), Ms S Banfield, Mr T Holway (*SHDC*), Mrs S Hughes (*UDS*), Mrs V Holman (*USS*), Mr R Fillingham (*UDS*), Mr S Williams (*Secretary*). **Apologies:** Mr J Maxwell (*Pre-School*), Mrs J Hosking.

ITEM 1. MINUTES OF LAST MEETING

The minutes of the 2021 AGM were approved as a true record.

ITEM 2. MATTERS ARISING

There were no matters arising.

ITEM 3. CHAIR'S REPORT

The Chair presented the review of the year and Annual Report for the Year Ending 31st March 2022.

Legal Status

Ugborough Village Hall is a Registered Charity – Number 301002.

The provision and maintenance of its facilities is managed in accordance with the Governing Conveyance for the Village Hall dated 17th May 1968.

Objects

The Governing Conveyance for the Village Hall states the Hall facilities are “for the use of the inhabitants of Ugborough and the neighbourhood (hereinafter called “the area of benefit”) without distinction of sex or political, religious, or other opinions and in particular for use for meetings, lectures and classes and for other forms of recreation and leisure time occupation with the object of improving the conditions of life of the said inhabitants”.

The charity carries out these objects by;

- a) A commitment to open the Hall every day of the week at affordable rates, with specific subsidised charges where appropriate.
- b) Maintenance of the building's facilities to a proper standard, ensuring compliance with relevant legislation
- c) Proper management of the organisation's finances, with budgeting and detailed analysis and review, thus ensuring long term stability for the Hall's activities
- d) Support and initiatives to help existing and new activities in the Hall.

The Committee is committed to enabling as many people as possible to access the facilities provided by the Hall in line with the above Village Hall Governing Conveyance, the Charities Act and the Charity Commission's guidance on public benefit.

Additional Information

The Committee/Trustees meets the cost of insuring the Village Hall and its contents and of providing Trustee Indemnity cover.

Management Committee and Trustees

The following Trustees have held office during the year ending 31st March 2022:

- Caroline Martin – Chairperson*
- Stafford Williams – Secretary*
- Kate Brampton – Treasurer*/Temporary Booking Secretary*
- Vici Hemming – Treasurer Designate (from 12th October 2021) #
- Charlott Fletcher (Ugborough & Bittaford Preschool Representative (resigned 7th October 2021)
- Tania B (Ugborough & Bittaford Preschool Representative (from 12th October 2021 to 9th November 2021)
- James Maxwell (Ugborough & Bittaford Preschool Representative (from 9th November 2021)
- Joy Hosking* (non-assigned)
- Tim Slater (Parish Council Representative)

The members of the management committee are either appointed by the organisation nominating them, elected annually by the community, or co-opted. Elected members are indicated by an asterisk (*) and co-optees by a hash (#).

Bankers

Lloyds Bank Plc
13, Fore Street
Ivybridge
Devon PL21 9AD

Independent Examiner

Tom Holway F.C.M.A (Honorary)
Sou' West
Ugborough
Devon PL21 0NR

Annual Review for the Year Ending 31st March 2022

The Trustees present their Annual Report and Accounts for the year ended 31st March 2022.

The Village Hall continues to operate under the control of the Committee of Trustees with the support of the Caretaker/Cleaner.

The Committee meet monthly to which all user groups are welcome. As well as the formal monthly meetings which oversee the operation and activities of the Village Hall, establish resource budgets, exercise financial control and plan for its future (in relation to both Hall envelope, fabric, systems and equipment and activities), these meetings provide a useful opportunity to share concerns, information and consult with users about the running of the Hall.

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There have been eleven virtual meetings via Zoom this year plus the Annual General Meeting held in May and the May committee meeting in the Village Hall with all COVID-19 compliance requirements in place.

Although the Coronavirus disease (COVID-19) and government restrictions have affected part of this financial year, the Village Hall has gradually been building up its usage. We have had a wide range of users in the Hall in this last financial year, both groups and individuals, including Preschool, Toddlers, Breakfast Club, After School Club, Preschool Meetings, Yoga, Sustainable Saturdays markets for local suppliers including the Café, Tuesday Lunch Club lunch and coffee morning, Children's parties, Police Commissioner Election, Parish Council meetings & Annual meeting, Defibrillator Training, non-denominational Christian meetings, Greener Ugborough Parish meeting, Ivybridge Young Farmers, Village Hall AGM, Amateur Dramatic Group meetings and Performance and the Ukraine Big Breakfast.

Although hires have gradually increased, there have been numerous cancellations due to Covid infections which the Government/South Hams District Council Covid Grants have financially supported the Village Hall through.

All hires have been COVID-19 restriction compliant.

It is still the policy that organisations and individuals should obtain their own Temporary Event Notice when wishing to sell alcohol at events in the Hall.

The Village Hall insurers have been kept informed of the Village Hall closures/openings this year which have been in accordance with government restrictions. Virus control measures have been in place and the cleaner/caretaker services continue within the Village Hall including additional cleans and 'fogging' as required.

This year has seen significant repairs and replacements including the replacement of the combination boiler for the heating and hot water, first floor meeting room carpet, smoke detector system replacements and kitchen sinks waste pipework replacement.

Minor repairs and replacements have taken place this year including new paper towel dispensers, perspex hatch screen, replacement radiator valves and thermostat, hirer key safe, male toilet leak repair, kitchen and toilet waste bins, replacement door locks and associated numerous keys and first aid kit replacements.

Planned annual legislative maintenance works have taken place as required during the year.

An annual asset and equipment audit was completed during this financial year and no increases or replacements were required.

The Hall continues to use the "Ugborough.com" website which includes the Hall calendar, online booking facility, hire rates and terms and conditions, and other information relating to the facilities offered. This has once again been particularly important during this last financial year as changes in relation to Covid-19 were able to be agreed and uploaded to the website immediately.

The Committee have carried out an annual review of potential future hire fees from September 2022 and these proposals are set out in the May 2022 AGM agenda.

The Village Hall enters the next financial year with COVID-19 still around – this will have some consequences for the Village Hall, and it will also mean the monthly meetings may carry on being virtual for the time being.

The Parish Council defibrillator continues to be housed externally on the front of the Village Hall and all appropriate weekly and monthly checks are completed and reported to the Parish Council and South-Western Ambulance Service Accreditation Scheme.

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I would like to pass on my thanks to all those, who for the last 12 months have been part of the Committee. The Committee wish to express their appreciation to all those who have provided support in various ways for the Village Hall, to the groups and individuals who have hired the Hall and also those Bodies and Groups who have provided grant funding and/or made donations to the Hall.

Thanks also to our cleaner/caretaker Helaena Pilcher who left in October 2021 and Annie Douglas our new cleaner/caretaker and their support teams for keeping the Hall looking good and providing the additional support required due to Covid-19 requirements for Hall Users. Window cleaning and carpet/vinyl floor deep cleans have been carried out by external contractors.

Thank You

Caroline Martin
Chairperson

ITEM 4. TREASURER'S REPORT

The Treasurer presented the audited accounts and report for the past year. The Income and Expenditure Account for the Year Ended 31 March 2022 is included in Annex A.

Financial Performance for Year Ending 31st March 2022

The Village Hall accounts for the year ending 31st March 2022 show the Hall to be in a healthy position financially.

The accounts show a surplus for this financial year of £7,215.74.

The accounts reflect the two generous small Covid-19 business support grants applied for and provided by the government via South Hams District Council, totalling £10,667, some use of the Village Hall and the continued day to day ad hoc support provided by volunteers giving their time at no cost.

The Village Hall thankfully ends this financial year with money in the bank despite limited hiring opportunities due to COVID-19 and some government restrictions, but hires are gradually increasing despite some COVID-19 related cancellations.

Running costs associated with the Village Hall have been as anticipated – they have been in the main covered by hires within the financial year 2021/22. Cleaning and associated supplies costs have been higher than usual due to hygienic fogging required due to the hygiene and cleaning requirements associated with COVID-19.

Repairs and replacements have been more extensive this year than anticipated due to their urgent nature in this financial year and have included the replacement combination boiler for the heating and hot water, first floor meeting room carpet, smoke detector system replacements and kitchen sinks waste pipework replacement.

Other minor repairs and replacements have taken place.

Longer term contracts over several years are negotiated at renewals for insurance, energy and internet as this offers best value and also assists with ongoing budgeting particularly in the case of our energy contracts which are in place until January 2024.

Following a recent financial review, for the 2022/23 financial year, this Hall needs an income in the region of at least £10,500 to avoid using its reserves to cover the annual running costs and

some minor replacements, repairs and/or upgrades. This will require a review of the hire rates for use from September 2022.

The Village Hall enters the next financial year with hire income gradually increasing. The Village Hall has general reserves which can be used to cover Village Hall expenditure if required including payment of bills, invoices, charges, and meeting liabilities as they fall due.

Our thanks go to Tom Holway who has once again examined our accounts independently for the financial year 2021/22.

Finally, I want to thank all those who have volunteered to support the Hall, hired for use, paid promptly for Hall hire, used the utilities economically, left the Hall clean for other users, and the Government, Bodies, Groups and Individuals who have provided grant funding and/or made donations to the Hall – without this support these Accounts for 2021/22 would not be as healthy as they are - thank you.

Kate Brampton
Treasurer

ITEM 5. REVIEW OF HIRE CHARGES

No proposals for changes to Hire Charges were submitted by Committee. No further changes were required, and the following charges were therefore in force as at this AGM.

Table 1. Hire Charges

	Hire Charges
Main Hall and Kitchen	£10.00 per hour*
Committee Room	£5.00 per hour
Official bodies (e.g. elections)	£40.00 per session**
On-The-Day Hirings	£5.00 per hour#
School	£10.00 per hour
Pre-School	£4.50 per hour
	£1.50 per hour for Committee Room
Deposit (when required)	Up to £200.00 per hire

* Subject to a minimum payment of £30 for all pre-booked hiring.

** Session is defined as one of the following: AM, PM and Evening.

#Late hiring still require bookings and forms to be lodged with a committee member on the day.

ITEM 6. HIRE CONTRACTS AND INFORMATION PACK

Changes had been made due to COVID during the year, but none were suggested for the Welcome Information Pack or Hire Conditions Contract.

No changes were suggested to the existing Caretaker/Cleaner contract.

There was discussion about the request to hire the Hall for UDS during term times and the impact that implied for Pre-School. It was agreed to resolve the issue in committee at the June meeting.

ITEM 7. MANAGEMENT COMMITTEE

The Treasurer for the past 30 year, Mrs Kate Brampton had relinquished her post at the end of the financial year. The auditor thanked Mrs Brampton for her excellent service to the village during this time.

Explanatory note from the Secretary: According to the governing constitution of the Hall, the current officers of the Committee were asked to stand down prior to election of a new Committee
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for the coming year. The task thereafter was to nominate a Chair and seek volunteers to serve on the Committee.

The existing officers of the 2021-22 Committee were happy to stand again and no other nominations were received. The Treasurer post had been transferred from Mrs Brampton to Ms Hemming and she was confirmed in the role. The Booking Secretary post had been held by Mrs Brampton on an initial temporary basis and she was willing to remain in the role subject to the committee finding a replacement. It was agreed to make no other changes to the Officers of the Committee (Chair, Treasurer, Secretary) or non-assigned Trustees. User Group representative members were invited to remain on the committee. **Action: Chair to seek new Booking Secretary.**

ITEM 8. ANY OTHER BUSINESS

Mrs Holman noted that she was the keeper of the COVID quilt produced in the village during the pandemic. The quilt needed a home and would be suitable for hanging on a Hall wall. There was an opportunity to replace an existing board and it was agreed to mount the quilt. **Action: Ms Hemming to arrange for mounting of the quilt on a wall in the main hall.**

Annex A: The Income and Expenditure Account for the Year Ended 31 March 2022.



Stafford Williams, Secretary

Annex A: The Income and Expenditure Account for the Year Ended 31 March 2022.

<u>UGBOROUGH VILLAGE HALL COMMITTEE</u>			
<u>Income & Expenditure Account for the Year Ended 31 March, 2022</u>			
Income	£	Expenditure	£
Hirings	9,837.25	Heat, Light, Water & Waste	3,739.49
Donations - General	10.00	Cleaning, supplies etc.	2,287.13
Grants - Covid Support	10,667.00	Repair, Renewal & Servicing	5,798.62
		Fees	227.11
		Insurance	781.36
		Internet Charges	364.80
		Donation to Newsletter	100.00
		Surplus for 2021/22	<u>7,215.74</u>
	<u>20,514.25</u>		<u>20,514.25</u>
 <u>Statement of Assets & Liabilities as at 31 March, 2022</u>			
	£		£
Opening Balance as at 1 April, 2021			34,378.19
Add: Surplus for 2021/2022			<u>7,215.74</u>
Closing Balance as at 31 March, 2022			<u>41,593.93</u>
 Represented by:			
Balance Current A/c Statement 31 March, 2022		41,693.93	
Less: Unpresented Cheques		100.00	
Add: Unpresented Receipts		0.00	
Current Account Balance per Books			41,593.93
 Closing Balance as at 31 March, 2022			 <u>41,593.93</u>
 The Books and papers of the Ugborough Village Hall Committee have been inspected and the above accounts prepared from them. It is confirmed that these accounts give a true picture of the finances of the Committee for the Year ended 31 March, 2022.			
 K J Brampton		Kate Brampton (Treasurer)	
_____		Hill House, Ugborough, Devon, PL21 0NJ	
 T Holway		Tom Holway, F.C.M.A. (Independent Examiner)	
_____		Sou' West, Ugborough, Devon, PL21 0NR	
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