

# **COBHAM VILLAGE HALL AGM**

## **Meeting Minutes**

12th November 2018 at 7.30pm

### **Present**

Mary Taylor – Chairman, Roger Jones – Treasurer, Kate Hylands – Finance Manager, Paul Jones, Mehboob Dharamsi, Lillian Banfield, Des Magill, David Jordan, Brian Hulme, Andrew Mair, Deborah Rich, Leela Sivaloganathan-Jones, Andrew Jones, Margaret Pick, Sharron Eklo.

In attendance - Jenny Burgess

### **Opening and welcome by the Chairman**

Mary Taylor welcomed everyone and opened the meeting. She introduced Kate Hylands as the new Finance Manager and Jenny Burgess as the new secretary.

### **Apologies for Absence**

Apologies for absence had been received from Julia Weltman

### **Minutes of the previous AGM**

The minutes of the previous meeting were unanimously approved as distributed.

### **Chairman's Report**

'It has been an interesting year for CVH as we continue to successfully pursue our objective of providing service to the people in our community and protect that service through sound financial management and planning and maintaining a building for the future.

You will hear the detail of our financial performance from the Treasurer, but it has been another solid year for Cobham Village Hall delivering a well-managed financial performance, which allowed us to carry out a variety of works at the hall but more on that later.

I am going to update Firstly the Village Hall Team and Management, maintenance projects and governance.

Last year, as you may remember, at the AGM we had a temporary Secretary, whilst Sharron was on leave. Sharron shortly into the new financial year decided that she would not return to her old role, which was of great sadness to the committee and our users.

Sharron had achieved a very great deal in her time as Secretary, she oversaw a period of turmoil and change as we completed the building of the Taylor Hall and saw our way back into a sure financial footing. She was a popular member of the team who managed the complexities of the hall with consummate ease and was an exemplary ambassador for the hall. Most notable was the incredible work she did as fund raiser. Organising successful Summer fetes and Christmas fairs that raised substantial amounts of money. I am pleased to have this opportunity to thank her publicly.

In February we were pleased to welcome Jenny Burgess to the CVH team as the new Secretary. A life long resident of Cobham she not only brings the skills to do the role excellently but also a sympathy and understanding of the role the Village Hall plays in the community of Cobham. She has settled in well and I hope she will have a long and happy career with us.

As announced at the last AGM we also reviewed the day to day management of the hall. As the hall is now quite a financial going concern we also felt it was time to employ someone to run the finances for us and take a formal day to day management role across the activities of the hall, which a committee of volunteers simply cannot manage. We were very fortunate that Kate Hylands, one time Secretary of the Hall, was interested in getting involved again and she was recruited as Financial Manager in the Spring/Summer.

It has not been easy having the changing Secretary role, with many handovers required over the period, which did interrupt the smooth running occasionally. I am glad to report that we have settled into a new routine which is working well. I was very grateful to our hirers for their flexibility and tolerance during this tricky time and for their continued support to make a very busy hall run smoothly. It is not always easy juggling the multiple requirements of busy space such as ours and our hirers make it so much easier.

I am also enormously grateful for the amazing support of our team here at the hall. We are enormously lucky to have Joel and Anita, who ensure the hall is welcoming and well cared for. Thank you both for everything that you do.

Process.

At this AGM last year I also said that we were looking to improve some of our processes. I am very grateful for the work of two of our committee, who have undertaken major projects in this area. David Jordan became the committee's Health and Safety lead, leading a complete review of our Health and Safety policy and procedures. We now have an updated policy and are in the process of implementing our new procedures, which are in line with the recommended Best Practice, way ahead of what is required by law. The review also led to a number of works being undertaken. Alongside this Paul Banks has

built to work with the H&S a Maintenance schedule. The two are obviously intertwined and Paul has incorporated a maintenance review process to complement the H&S. My thanks to David and Paul who together with a massive input from Kate drove these pieces of work and it has put us in a very strong place.

So onto the works we have completed this year and it has been a very busy year!

The big news is obviously our new kitchen. The old kitchen was doing well considering it was about 20 years old. It was certainly out of step with modern H&S recommendations. Thanks to a grant from Elmbridge, the Community Infrastructure Levy, we were grateful to receive £37k towards the total refurbishment of our kitchen, including new electrics, appliances, floors walls and ceiling and electric shutters which was largely completed in this financial year. I hope you have had time to admire it. The kitchen has already won praise particularly from professionals in the catering trade who have used the kitchen and it should be easier to use.

The AV equipment, especially sound was renewed and new mics bought. The stage electrics had a full safety check and have been made secure and easier to use. An advantage for a lot of our users especially our local groups using presentation facilities.

The last fire doors due for replacement have now been replaced. A new boiler for the committee room and toilets hot water was installed, bringing hot water again to the main loos. Luxury!

We also replaced the water heater in the kitchen which had run its course and did not limp on till the main refurb.

New key pad for the kitchen door in the Taylor Hall, necessitated a path and the moving of the memorial stone which is now laid in grass. This was done to allow access out of hours and not requiring the handing out of keys.

A host of smaller jobs to electrics, plumbing, hooks, repairing the railings, Taylor Hall roof maintenance and asbestos removal, mending of the stage curtains etc etc.

It is not just a feat that we managed to pay for all this out this year's income but also that we found the organisational power to make it all happen. My thanks to all the team who variously supported getting these projects done and for the many suppliers who offer us such great support.

Governance.

You may remember we are looking at forming ourselves under a CIO constitution. The recommended framework by the Charities Commission for charities such as ours. The Village Hall's constitution is our lease for the land from the council. Not untypical for buildings such as ours. As such to proceed with moving to a CIO, we have to have the permission and support of the council as our landlord. As it stands at the moment we do not have that support and therefore cannot proceed. Karen Holdsworth from SCC, was leading on this for us and others in a similar position. However after a period of prolonged sick leave she has recently left the council. However her team are still willing to support us and the committee will be reviewing again in the new year with Surrey County Council's support.

As a committee we have had an excellent year achieving much together, following the outline of best practice as set out by ACRE and as mentioned have achieved making great strides in this area. I think it safe to say we are a happy functioning committee which I am proud to be Chair of. On that subject I have previously talked of stepping down as I was concerned about becoming the chair no one could shift, I will now hand over to Paul who is in charge of our committee recruitment and structure to explain why I am still here.

For the coming year we aim to continue the work set up this year. Complete the work on Best Practice and continue to serve the community of Cobham.

So it only remains for me to thank my committee for all their support and wise counsel over the past year. CVH is lucky to have a group of volunteers who are willing to support all its activities.

As you are all aware the plan was that I would stand down at this AGM, I am now going to hand over to Paul Banks who leads the committee recruitment process.

### **Proposed Chairman for CVH**

Paul gave an overview to the AGM on the Chairmanship of the hall. Due to the large amount of change at CVH over the year, new Secretary and new Treasurer, the committee unanimously decided to ask Mary Taylor to continue as Chairman. He will continue to look at appropriate candidates that may arise for the role.

### **Thanks to Roger Jones**

There is one person who as deserves extra special thanks, but this year even more so as he is standing down. After 8 years on committee and 7 of those as Treasurer, Roger Jones, feels it is time to step down and gain some of his life back.

Roger has been a massive support. Running a charitable trust as a volunteer has its 'interesting' moments and the Village Hall in our has had more than few. Roger has always been there with sound advice and well thought out ideas. Without him we would not be where we are today, we would be far behind and it would not have been so much fun getting here.

Mary continued: 'Roger I thank you for everything you have achieved and done not just on behalf of the committee, but on behalf of the entire community of Cobham who have so much to be grateful for and a very special thank you from me, Village Hall and I have enjoyed every moment of it and will miss you hugely. Thank you. '

There was a presentation of gifts.

### **Treasurer's Report**

Roger Jones referred everyone to the Annual Accounts. Copies of which were circulated at the meeting. Overall the Hall had a good year resulting in a surplus of £3,161 after spending a considerable amount on repairs and improvements.

Letting income for the year decreased by 6.37% (£5.8k) whilst hire rates were unchanged. Party lettings were up by 8.3% (£4.488). Main Hall income was down by 23.4% (£8.224), Small Hall up by 5.2% (£667), Taylor Hall down 7.6% (£2,384), and the Committee Room down 5.9% (£359). Cobham Players performed one of their productions in the Taylor Hall rather than the Main Hall and both of these halls are the normal venues for parties.

Miscellaneous income has increased by 12.69% (£1.1k) . £7k (69.65%) of the total came from Parking Permits for non-hirers and £609 was a double payment by an overseas hirer in October 2016.

Fund raising and Donations comprise and Elmbridge BC CIL grant of £37,000 plus some brick sales.

Other significant increases in expenditure are Electricity £418, Gas £1,189, Wages £6,200, Postage Printing and Stationery £700 and miscellaneous £1,100. The increase in Wages was mainly due to overlap cover resulting from a change in Secretary and the appointment of Kate Hylands to assist in Administration and Finance from April 2018.

The largest items of Repairs and Renewals expenditure (£68,631 total) were the Main Hall kitchen refurbishment £39,360 (although £37,000 of this was covered by the CIL Grant, 50% of which had not been claimed at the year end and the income was accrued.), Fire Doors £5,665, Cleaning cupboard boiler £2430, Audio Visual system and electrics £9,818, automatic door entry £1,364 and Main Kitchen water heater £1,059.

There was a significant reduction in Water rates (£1,623) due to the resolution of charging by two suppliers.

There was a call to adopt the accounts for 2017/18 as correct. This was proposed by Margaret Pick and seconded by Paul Banks.

### **Election of Trustees / Committee**

As Roger Jones is standing down from the Committee as well as Treasurer Andrew Mair was voted on to the committee as a Trustee along with Mary Taylor (Chairman), Mehboob Dharamsi , Paul Banks who will be the new Treasurer. This was proposed by Brian Hulme and seconded by Roger Jones.

David Jordan (SWRC) , Deborah Rich (Flipside), Lillian Banfield(Garden Club). Des Magill (CDRA), Margaret Pick (Save the Children), Brian Hulme (Cobham Players), Andrew Jones (Little Angels Nursery) were all voted on as user representatives. Proposed by Paul Banks and seconded by Roger Jones.

### **Election of Auditor for the Coming Financial Year**

Roger Jones reported that Lorraine Mears is standing down as independent examiner of the accounts. The new Committee will appoint a new Auditor .

Mary again thanked Roger Jones for all his hard work as Treasurer and presented him with a gift from the Committee.

### **Any Other Business**

There being no other business the meeting was closed at 8pm

Everyone was invited to stay for wine and refreshments.