

**GRAYSHOTT VILLAGE HALL MANAGEMENT COMMITTEE**



**NOTICE OF MEETING**

The Annual General Meeting of the Grayshott & Hindhead Institute & Village Hall will be held on Tuesday 7<sup>th</sup> July 2009 at 8.00pm in the Small Hall

Agenda

1. Apologies for Absence
2. Minutes of the Last Annual General Meeting
3. Chairman's Annual Report
4. Accounts
5. Appointment of Elected Members
6. Any Other Business

P W Budd  
Hon. Minute Secretary  
Grayshott Village Hall

**GRAYSHOTT VILLAGE HALL MANAGEMENT COMMITTEE**

**Minutes of the Annual General Meeting held at the Grayshott & Hindhead Institute & Village Hall held in the Small Hall, Grayshott Village Hall on 8<sup>th</sup> July 2008**

**PRESENT** : Trustees: Mr. S. P. Penny (Chairman), Ms B. McSean (Treasurer), Mr. G. Pullen (Secretary), Mr. P. W. Budd (Minute Secretary).

Also in attendance: David Barrett, Pat Barrett, Phil Bates, Diana Blanchard, Jo Edser, John Edser, Gordon Gale, Steve Georgii, Pam Gilbert, Stan Herrett, Tony Legat, June Mills, Dennis Moss, Joy Mullins, Betty Penny, Sybil Saunders, Ann Seal, Brian Spencer, Peter Thompson

**MINUTE No:**

**ACTION**

**1.00**

**APOLOGIES FOR ABSENCE:** Sue Avens, Eileen Bond, Sheila Dorsett, Jan Gale, Vanessa Thompson

**2.00**

**MINUTES OF THE LAST ANNUAL GENERAL MEETING** had been circulated in advance to all those present and were therefore taken as read and acceptance of the minutes was proposed by Tony Legat, seconded by David Barrett and unanimously agreed by the meeting. The minutes were signed by the Chairman as a correct record. □

**3.00**

3.01

**CHAIRMAN'S ANNUAL REPORT:**

Good evening ladies and gentleman and welcome to the 106<sup>th</sup> Annual General Meeting of the Grayshott and Hindhead Institute and Village Hall and my first as chairman.

The inhabitants of Grayshott and the surrounding area are fortunate to have access to one of the largest Village Halls in Hampshire. The foresight of the original trustees who constructed such a spacious building at a time when the population of Grayshott was probably little more than 500 can only be marveled at.

The legal preamble to the original 1902 trust document states that the trustees 'send greetings' to the local inhabitants. I hope that the original trustees would be pleased that, after more than 100 years, the hall that they founded is still fulfilling its original purpose and that their 'greetings' still benefit the inhabitants of Grayshott on a daily basis.

This year has been an eventful one in many respects.

At last year's AGM David Barrett announced that he would not be seeking re-election after many years of service, firstly as treasurer and then as chairman. Consequently this has been a year of change for the committee.

I, personally, was very grateful when David volunteered to continue to oversee the upgrade to the fire-alarm system while I was still finding my feet as chairman. I suspect that the task (which I know occupied much of David's time until March of

this year) turned out to be somewhat more time consuming than he had at first envisaged, so our grateful thanks are due to David.

Last year David reported that a number of major projects were in the pipeline and I am pleased to be able to report significant progress in a number of areas.

Those of you who have visited the Common Room in the last couple of weeks will have noticed that the long awaited redecoration is now virtually complete. It is a long time since this room has had a through overhaul and it was interesting to note that in 106 years there were only 3 layers of paint on the walls! In addition to basic re-painting the floor has been repaired, stripped and re-varnished, the walls in the bay window have been re-plastered and the utility 'sink room' has been upgraded with the provision of hot water and the open rafters have been boarded-in. New curtains are currently being chosen to complete the effect. I would like to put on record our thanks to our painting contractor Terry Gulliver for the thoroughness of his work. The ceiling proved a particular problem with layers of flaking distemper that had to be scraped back to the bare plaster – a task that took several days. I would also like to thank our users for their patience while the work was being carried out.

The next imminent project is the re-fitting of the kitchen. Our thanks are due to Graham Pullen's tenacious powers of persuasion in finally managing to extract written quotations from three of the contractors that we had approached. Works are due to start on 9<sup>th</sup> August and will involve the complete re-fitting and redecoration of the kitchen. While some remedial work was carried-out about 15 years ago the sinks, cupboards and serving counters all date from the early 1970's when the room was first converted to a kitchen – so I hope that the Treasurer feels that we have had good value for money from them! The works should be completed by the start of September and we are proposing to hold an event in early October to celebrate the opening of the new kitchen.

The other major project that David reported on last year was the proposed furniture store. The management committee has concluded that the original plan to build in the gap between the main hall and library is too costly and consequently has decided that the reconfiguration of the existing toilet block will prove a more cost-effective solution. Provisional plans have been drawn-up by John Campbell-Clause and we will return to the project when time and funding permit.

On the subject of funding thanks are due, as ever, to Pat Barrett and her team for organising the very successful 'Pamper and Pims' evening last autumn which contributed nearly £1,000 to our funds. While letting charges provide our bread and butter income fund raising activities provide the icing on the cake and allow us to do that little bit extra.

Our thanks are also due to Steve Georgii who has continued to be our resident expert in maintaining the Village Hall's sound system. I know that he has plans for further improvements over the coming year.

It was in early December last year that our caretaker, Jo Edser, informed me that she would be handing in her notice as caretaker sometime in the new-year. I am very grateful to Jo and John for being so open with me regarding their plans and the extended notice period (possibly rather longer than they had expected) has enabled the executive to plan thoroughly for their replacement; so far the process seems to have gone to plan. Jo will officially leave the Village Hall at the end of next week and her replacement, James Hardy, should take-up his duties on 11<sup>th</sup> August. Jo has kindly agreed to provide cover in the interim, albeit that she will not be resident in the Cottage.

We have arranged a special farewell 'party' John and Jo on 25<sup>th</sup> July to which friends and users of the Hall have been invited. So at the present time it only remains for me to thank Jo and John for their dedication and good humour over the last eleven years and to wish them well in their new home in Grayshott – they will be a hard act to follow.

I would also like to take this opportunity to thank my fellow officers, Graham Pullen, Barbie McSean and Peter Budd for their support, enthusiasm, good humour and willingness to do whatever is necessary. The word 'No' does not appear to be in their vocabulary and without their dedication this institution would not continue to function. During the year the following incidents stuck in my mind and I think illustrate what I mean:-

Firstly Peter – when Jo confirmed her leaving date I was keen that we should advertise as soon as possible to avoid a long period without a caretaker in place. We had agreed some time before that Peter would place the adverts in the press at the appropriate time. Sadly, Peter's mother had died just a few days before and while undoubtedly he had many more important things on his mind his response was 'don't worry I'll get all the adverts placed this week' – and he did.

Next Graham – I think it was on a Thursday afternoon that I telephoned Graham to let him know that I had confirmed the start date for the redecoration of the Common Room and that it would be necessary to relocate the users for two weeks. 'No problem' said Graham – 'when's he starting' – 'next Wednesday' I said. There was a slight pause then 'No problem – I'll start ring people now' – and he did.

Finally Barbie – I hope that Barbie will forgive me if I tell you that I discovered her in the Gent's toilets one Sunday morning. A number of floor tiles had been lifting for some time and we were reluctant to have the whole floor re-tiled as it will be replaced again when the furniture store project finally comes to fruition. The location could not have been worse – just under the urinals – but this did not appear to worry Barbie who was hard at work on her hands and knees with a pot of tile adhesive.

Finally I would like to thank the users and friends of the hall and to all of you for taking the time to attend the AGM this evening.

**4.00**

**ACCOUNTS:**

4.01

The Hon. Treasurer presented the meeting with the financial statements for the year to 31 March 2008. As last year the accounts were examined by Rick Peet of AVN Picktree in Farnham.

The surplus for the year stood at £11,266.41, which is an increase on the previous year. However, the majority of this money has been ring-fenced for the refurbishment of the kitchen, a project that was originally budgeted to take place during the financial year to 31 March 2008. Gross income had decreased to j£34,680.77, although there was an overall increase in the monies received from lettings during the year.

The Chairman has already reported on the fund raising efforts of Mrs. P Barrett and her team. I would like to add my thanks as well.

Expenses had decreased to £23,265.50. A breakdown of the Charity's income and expenditure for the year is available on pages 7 & 8 of the accounts.

Funds in the Dedicated Re-Decoration Account (or as it is also know, the Friends' Account) currently stands at £3,315.81. The Treasurer thanked for the continued support of the Friends of the Hall.

The Balance Sheet for the 12 months to 31 March 2008 showed an increase in total funds from £31,051 to £47,540. The Treasurer believed the Hall's finances were in good shape, although the Committee would continue to work on new ways of raising finance for major projects that will benefit all users.

During the year, the Charity received a donation from Grayshott Golf Society of £1,000. This money was used to purchase a new hot water heater for the kitchen. This has also made it possible to provide hot water to the sink room next to the common room. On behalf of the Committee the Treasurer would like to again thank Grayshott Golf Society for their donation.

I would like to thank Liz Pennick and Leah Coney, the clerks of the Parish Council, as well as Mr. Clive Slaughter, the Chairman of the Parish Council. Without their help, patience and support, the work of the Management Committee would be much harder.

The Treasurer recommended the 2007/08 Financial Statements to the meeting.

Acceptance of the statements for 2006/07 was proposed by Peter Thompson and seconded by Dennis Moss; the Meeting accepted the financial statements.

**6.00**      **APPOINTMENT OF ELECTED MEMBERS:**

6.01      Stephen Penny, Barbie McSean, Graham Pullen and Peter Budd had agreed to stand for election. There being no other candidates they were declared elected.

**7.00**      **ANY OTHER BUSINESS:**

7.01      Sybil Saunders, on behalf of Arthritis Care, asked if something could be done about the problem of parking mobility scooters. The Chairman responded that he was aware of the problem and the matter would be discussed at the next Committee Meeting.

The Meeting closed at 8.25pm.

**Signed:**

**Date:**