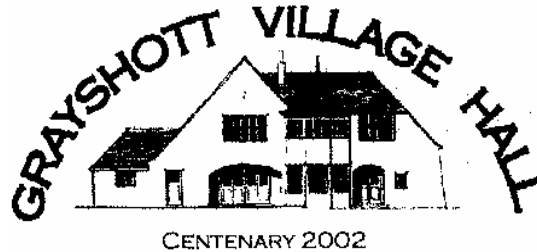


**GRAYSHOTT VILLAGE HALL MANAGEMENT COMMITTEE**



**NOTICE OF MEETING**

The Annual General Meeting of the Grayshott & Hindhead Institute & Village Hall will be held on Tuesday July 8<sup>th</sup> 2008 at 8.00pm in the Small Hall

Agenda

1. Apologies for Absence
2. Minutes of the Last 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 of the Grayshott & Hindhead Institute & Village Hall held in the Small Hall, Grayshott Village Hall on Tuesday 10<sup>th</sup> July 2007**

**PRESENT** : Trustees: Dr. D. W. A. Barrett (Chairman), Mr. S. P. Penny (Vice Chairman), Ms B. McSean (Treasurer), Mr. G. Pullen (Secretary), Mr. P. W. Budd (Minute Secretary), Pat Barrett (Grayshott Flower Club), Diana Blanchard (W.I.), Brian Labram, (Grayshott Parish Council), Brian Spencer (Grayshott Gardeners), Jim Wilkinson (NADFAS),

Also in attendance were: Eileen Bond, John Edser, Gordon Gale (Friend), Jan Gale, Steve Georgii (Friend), Pam Gilbert, Stanley Herrett, (Grayshott Parish Council), Dorothy Littell (Grayshott Arts Society), Richard Littell (Grayshott Arts Society), Betty Penny, John Wooldridge (Grayshott Gardeners), Sybyl Saunders (Arthritis Care & W.I.), Peter Thompson,

**MINUTE No:**

**ACTION**

**1.00**

**APOLOGIES FOR ABSENCE:** Sue Avens (Visual Assets), Sheila Dorsett (Arthritis Care), Jo Edser (Caretaker), Dennis Moss, Olive Robinson, Dick Smith (BIG)

**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 Peter Thompson seconded by John Wooldridge and unanimously agreed by the meeting. The minutes were signed by the Chairman as a correct record. □

**3.00**

**CHAIRMAN'S ANNUAL REPORT:**

3.01

Dr David W A Barrett presented his fifth and final report as Chairman of the Hall and the Hall's Management Committee since he did not intend to stand for re-election to the Committee.

He began by again re-iterating the purpose of the Village Hall Charity Trust.

“The purpose of the Trust is to ensure that the property is available to the inhabitants of Grayshott and Hindhead and the immediate neighbourhood for use as a Village Hall. There should be no discrimination in respect of sex, religion, politics or other opinion connected with the operation of the Hall. It should be used for meetings, lectures, classes, and various forms of recreation and leisure activities with the purpose of improving the quality of life for the inhabitants.

I firmly believe that the Hall's Management Committee has fulfilled these aims while at the same time maximising income and controlling costs so that the property and the accompanying services are well maintained and have been improved as and when necessary, practical and possible. Business has been good this year and our Treasurer, Ms. Barbie McSean will add financial detail to this brief overall summary.

I am pleased to be able to report that the Hall has been granted a licence to sell alcohol under 'The Licensing Act 2003', and that Graham Pullen is a personal license holder and the 'designated premises supervisor' for the Grayshott & Hindhead Institute & Village Hall.

This licence to sell alcohol has given the Hall an important and necessary competitive edge. May I thank Graham for his hard work securing a personal licence and taking on the personal responsibility of a designated premises supervisor, a role that may not be shared with the Trustees. As such, and to protect the interests of both Graham and the Hall, it has been necessary to revise the Hall's Standard Conditions of Hire and Booking Application Form. All persons making a booking must complete the application form having read and understood all the standard conditions of hire and especially those referring to the permission to sell alcohol. I thank both Graham and Stephen Penny for their hard work in drafting these revised documents,

Running parallel with the revision of the booking application form, Graham helped and advised by our Treasurer has researched, tested and installed a computer based booking and invoicing system suitable for the Hall's needs. May I remind you that the Management Committee voluntarily runs a small business and it has become increasingly evident that without this type of booking and invoicing system it will be impossible to manage and operate this business in a professional manner.

In my report this time last year to the annual general meeting, I said that 'work on the planning of the proposed 'furniture store' has continued. We now have costing for the building and are in the process of putting together grant applications.' I am sorry to report that despite sterling work by our Treasurer, we have been unable to secure grants for this expensive project. Without such grants it would be most unwise to take such a large project forward. Consequently, the management committee is currently considering whether more space can be released by the imaginative re-ordering of the existing toilet block at a considerably reduced cost and complexity. Again I am pleased to be able to report that John Campbell Clause is being a great help in this planning. I hope this re-assures all those who have taking part in fund raising to date and are wondering what stage the project has reached and where it is going.

Having touched on the question of fund raising may I report on five other related issues.

May I begin with the hard work of the Hall's fund raising sub-committee led by Mrs. Pat Barrett? Two events under her guidance took place during the year, a quiz night raising £982 and an aviation evening raising £392. I thank Pat Barrett everyone else concerned. Without these fund raising events it would be difficult to balance the books and add to our reserves.

Secondly, the £1,000 raised by the Pamper and Pimms evening held last year and prompted by Mrs. Vanessa Thompson has materialised in the form of the splendid

new stage curtains hung expertly by Stephen Penny and team.

Thirdly, you may recall the plan to re-furbish the back stage changing rooms to give the Village Archive space for storage and meetings. When set up by the Parish Council and Village Hall to celebrate their respective centenaries in 2002, the Archive was based in the Nancy Littlejohn room. However, the Council now use this room almost continuously and sharing with the Archive has become impractical, hence the move to the back stage rooms.

The Archive raised £4,900 for the refurbishment of the two back stage rooms and accompanying toilets. This work has now been completed and it will benefit not only the Archive but also all other users of the stage. A written agreement has been exchanged between the Archive and the Hall setting out how the rooms will be used by Archive volunteers. This agreement guarantees rent-free use of the rooms for the next ten years. I hope it will be extended long beyond this time. A good collection of records has now been assembled which will progressively be made more accessible to the public, and I hope the Archive will still be here in the Hall in 3002. For those of you who are interested, I will be delighted to give you a tour of the rooms after the meeting.

Fourthly, I must mention the voluntary efforts and advice provided by Grayshott Gardeners in replacing (with the help of our caretaker, Mrs. Jo Edser) the weeds in the ground around the library with very attractive shrubs. What a difference this has made to the appearance of that area around the library and behind the Hall. This has been a splendid effort that deserves all our thanks.

Finally, when discussing fund raising it would be very amiss of me if I did not acknowledge and thank all our Life-Time and current Friends of the Hall for their wonderful support. All being well, next year will see the completion of a programme to decorate the entire Hall, both inside and out. This work began about twelve years ago and without the funds from our Friends we would be far from completing it. Thank you, each and every one of you. But having said this it is sobering to reflect that this programme once completed must immediately begin again if we are to keep the Hall in pristine decorative condition.

Not surprisingly, maintenance has taken up a great deal of our time and effort. Peter Thompson managed these affairs up until November 2006. I wish to thank him for all the hard work he put in during his tenure in the job. So we need a volunteer Maintenance Officer. If you feel you can do the job do please get in touch with the Management Committee. Our efforts have ranged from decorating the Small Hall, replacing the sky light windows in this Hall, replacing our caretaker's domestic boiler, replacing the rotten window in her bath room, replacing the rusted intake cowl to the Hall boilers, management of the re-furbishment of the back stage rooms and securing quotes for future works that are needed.

However during the year we have had to pay particular to the need for the trustees to conduct a 'fire risk assessment' at the Hall. We are in the final stages of pulling

together all the information into one report, but I am sure you will be re-assured by the comment of Fire Officer Elkins from Hampshire Fire and Rescue following a tour of the Hall he made in June 2007. He reported, 'Generally the premises appear to be well maintained and good safety provisions are available.' Nevertheless he gave good advice on a number of issues that we will undoubtedly implement as soon as practical. Fire risk assessment is a continuous on going exercise.

Finally, may I pay tribute to the members of the Hall's management committee who have supported me during my term as chairman? But in particular, I wish to thank Barbie McSean, Stephen Penny, Peter Budd and Graham Pullen who have grappled with operational matters not only in Committee but also at meetings under my chairmanship every other month of the year.

May I also thank our hard working caretaker and her tremendously supportive husband? Mrs. Jo Edser, our in-house caretaker really does give this Hall a competitive and, dare I say it an attractive edge.

I hope I leave the Hall in good order, in good heart and financially better placed than when I first joined the management committee in 1992.

This splendid, very large Hall is a wonderful, valuable community asset and I am glad to have been of some service in its up keep and development.

I was heartened last week when a visitor from distant, darkest Woking on walking through the Main Hall commented quite spontaneously, "What a marvellous hall you have here. It's splendid!"

I rest my case and my final report".

Acceptance of the Chairman's report was proposed by Brian Spencer, seconded by Pam Gilbert and unanimously agreed by the Meeting.

#### **4.00**

#### **ACCOUNTS:**

#### **4.01**

The Hon. Treasurer presented the meeting with the financial statements for the year to 31 March 2007. She reported that it was David Barrett who had introduced her to the delights of the village hall's accounts, schooling her in all its idiosyncrasies. She thanked him personally for his support over the past 5 years.

This year the accounts were examined by Rick Peet of AVN Picktree in Farnham.

The surplus for the year stood at £5,222.76, an increase on the previous year. Gross income increased to £37,874.57; the increase in income was due in the main to increased lettings over the year. Expenses had increased slightly this year to £32,722.51.

The Chairman has already reported on the fund raising efforts of Mrs. P Barrett and her team. The treasurer thanked Mrs. Barrett and her team for all their hard work.

Funds in the Dedicated Re-Decoration Account (or as it is also know, the Friends' Account) decreased this year to £8,383 from £11,486. This was due to the expenditure on the redecoration of the small hall that could be seen by those attending the AGM. The Treasurer repeated the Chairman's thanks for the continued support of the Friends of the Hall.

The Balance Sheet for the 12 months to 31 March 200 showed an increase in total funds from £31,051 to £36,274. 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 donations from Grayshott Women's Institute of £250 and Amery Veterinary Clinic of £20. On the behalf of the Committee the Treasurer would like to again thank both organisations.

I would like to thank Mrs. Karen Cavanna and Mrs. Liz Pennick, 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 2006/07 Financial Statements to the meeting.

Acceptance of the statements for 2006/07 was proposed by Jan Gale and seconded by Peter Thompson; 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 John Wooldridge informed the Meeting that Hidden Gardens of Grayshott had realized a profit of £5,000 over the period of the 2007 event. These would be distributed to local organizations upon request.

7.02 Representing Grayshott Gardeners, John Wooldridge reported that there were insufficient tables for use at their Plant Shows. The new Committee would look into the matter

7.03 Stephen Penny, as Vice Chairman said a few words on the occasion of David's retirement from the Village Hall Management Committee.

"David joined the Committee in 1992 and the consequence for the Village Hall has been immense. Looking back at Committee minutes from the late seventies and eighties one theme was constant – financial crisis. There was no real financial planning the result being that only essential repairs and maintenance were carried out and improvements were almost unheard of.

"The approach to budgeting adopted by David in the 1990's laid firm foundations

for the present day and into the future. I am sure that you will all agree that while it may have taken many years to overcome the back-log of unglamorous essential works we are now reaping the benefits of a sound financial base and the Village Hall has never looked in better shape.

“David’s desire to actually improve the Hall, rather than just maintain it lead to a new system of hiring rates with a transparent system of tiered discounts based on the level of usage and a fair and realistic scale of charges.

“Since taking over the mantle of chairman five years ago David’s enthusiasm has remained undimmed. Under his guidance as chairman we have undertaken:-

Upgrading of the Caretaker’s accommodation

Redecoration of the Main Hall

Redecoration of the Small Hall

Obtaining a permanent alcohol license

Replacement of the Main Hall Curtains

Refurbishment of the Dressing Rooms

and the following projects are firmly in the pipeline:-

Improved disabled toilet facilities and storage

Redecoration of the Committee Room and Common Room

Refurbishment of the Kitchen

“Finally I think that we can safely say that David leaves the Village Hall in a very much better state than he found it.

“I would now like to ask you all to show your appreciation in the usual way as I ask Barbie to present David with a small token of our gratitude.”

Barbie McSean, on behalf of the outgoing Committee, then presented David Barrett with gift book tokens.

The Meeting closed at 8.35pm.

**Signed:**

**Date:**