



**Minutes of Village Hall Management Committee: Annual General Meeting (held on Zoom)**

**Wednesday 17 March 2021 at 7.30pm**

**Present:** Mike Baker (MB),(Chair), John Barrett (JB); Yvonne Braby (YB) Jack Calder (JC), Phil Davies (PD), Bernard Novell (BN), Linda Palmer (LP), Steve Smith (SS), Sally Wicks (SW), Roger Wood (RW), Bryan Urbick (BU)

12 members of the public were also present.

Item		Action
1. Welcome	MB welcomed everyone to the meeting.	
2. Apologies	Bill Jackson, Bill Norman	
3. Minutes of last AGM 2020	The minutes were approved and passed for publication on the GVH website.	BN
4. Matters arising from last AGM	None. All actions have been completed.	
5. Chairman's Report for year ending 31.12.20	<p>MB reported that 2020 was dominated by the Covid-19 pandemic. Lockdowns closed the Hall for all but 16 weeks of the year and those weeks were all subject to government restrictions.</p> <p>Making the Hall Covid-19 secure was a major project, started in June and completed by the end of July. It involved:</p> <p><i>Physical</i></p> <ul style="list-style-type: none"><li>• Installation of 5 sanitizers</li><li>• Installation of paper towel holders, turning off hot air hand dryers</li><li>• Waste bins for collection of paper towels</li><li>• Fabric covered chairs cordoned off</li><li>• Kitchen locked</li><li>• One way system and signage</li></ul> <p><i>Guidelines</i></p> <ul style="list-style-type: none"><li>• Production of risk assessment GVH Covid-19 guidelines</li><li>• Registration and installation of QR codes</li></ul> <p><i>Cleaning</i></p> <ul style="list-style-type: none"><li>• PPE for caretaker and additional appropriate cleaning materials</li></ul>	

- Modified booking procedure – checking for permitted activities
- Publicity of hall guidelines and modified booking procedures.

The Hall Covid-19 Plan restricted use to the Main Hall, with a maximum capacity of 30 to allow for social distancing. A one way system was set up, and access to the stage and kitchen barred. The Belleme Room was used for toilet access and the Garden Room as an isolation room.

Most users suspended activity, even when restrictions were relaxed. Organisations that did use the Hall included the NHS blood transfusion service, children’s groups providing wrap around child care, arts shows, a running club that used the Hall as a feeding station, Goring Unplugged and the yoga class.

All improvements and enhancements were suspended unless they reduced costs. One such improvement was an upgrade of the Hall’s broadband by negotiation of a lower cost/higher bandwidth contract.

Repairs in 2020 were limited to fixing a water leak in kitchen, but more significant repairs were required after the year end. In January 2021 there was a major failure in the Main Hall heating, but thanks to Bryan Urbick, Maggie Filipova Rivers and Kevin Bulmer, emergency council funds were obtained to cover most of the repair cost. A ceiling light fitting was replaced in February 2021. In March 2021 the Belleme Cockerel had to be taken down because it had become unsafe. No funds are currently available to restore it, so it is being held in store at the Hall.

The Hall successfully applied to SODC for a Covid-19 Business Interruption Grant.

The Hall is embarking on an Environmental Footprint Project. The trustees are reviewing the energy used by the Hall, with a view to reducing consumption if possible as well as becoming as sustainable as possible. The option of changing electricity and gas supplies to renewable energy has been investigated, and it will be possible to change in Feb 2022 at the end of the current supply contract. In parallel we are investigating a change from gas convection heating to infra-red heating which would use renewable electricity and also potentially free up floor space in the Main Hall.

MB concluded by giving thanks to:

- The trustees for all their hard work and devotion, especially SW and YB who are stepping down;
- JC for his excellent minutes;
- Bill Norman and Paul Carter for their help and flexibility

	<p>during this difficult year;</p> <ul style="list-style-type: none"> <li>• Alan Matthews for auditing the accounts;</li> <li>• Our local councillors for their support;</li> <li>• All our users for their understanding and support through the pandemic;</li> <li>• The friends of GVH;</li> <li>• Our suppliers Colin Sylvester, Harry Denison and David Bridges.</li> </ul>	
<p>6. Treasurer's report for year ending 31.12.20</p>	<p>The accounts are available as a separate document. SS reported that:</p> <p><i>Income</i></p> <ul style="list-style-type: none"> <li>• Income was significantly lower at £30,332 in 2020 compared to £76,591 in 2019.</li> <li>• Bookings were only £12,731 in 2020 compared to £40,221 in 2019. In addition, we hold £3,859 in advance bookings.</li> <li>• We received £15,000 in grants: £5,000 for the Stage Project from SODC and £10,000 from SODC as a Business Interruption Grant.</li> </ul> <p><i>Expenditure</i></p> <ul style="list-style-type: none"> <li>• We kept operational and maintenance expenses to the minimum though we did have increased expenditure on cleaning materials and caretaker costs to carry out cleaning to meet Covid-19 regulations when we opened briefly over the summer months.</li> <li>• Operational spend was £23,832 in 2020 compared to £42,662 in 2019.</li> <li>• Maintenance was kept to essential items and was only £5,589 compared to £26,551 in 2019.</li> <li>• Capital expenditure was only £2,810 which was mainly the remainder of costs from the Stage Project completed in 2019.</li> </ul> <p><i>Bank Balances</i></p> <ul style="list-style-type: none"> <li>• Despite this difficult year we managed to carry forward a cash surplus of £6,500 and increased cash in the bank from £29,720 at the end of 2019 to £33,411 at the end of 2020.</li> </ul> <p>SW proposed and LP seconded the formal adoption of the 2020 accounts for submission to the Charity Commission.</p>	
<p>7. Election of Management Committee officers and members for the coming year</p>	<p>MB listed the trustees in 2020 and their main areas of responsibility.</p> <ul style="list-style-type: none"> <li>• Mike Baker – Chair</li> <li>• Steve Smith – Treasurer</li> <li>• John Barrett – Social media and projects</li> <li>• Yvonne Braby – Research</li> <li>• Phil Davies – Projects</li> <li>• Bill Jackson – Licensing</li> <li>• Bernard Novell – Projects and web-site</li> <li>• Linda Palmer – Caretaking</li> <li>• Bryan Urbick – Finance and grants</li> </ul>	

	<ul style="list-style-type: none"> <li>• Sally Wicks – Events &amp; grants</li> <li>• Roger Wood – Project management.</li> </ul> <p>For 2021 SW and YB were stepping down. MB thanked them for all their help, hard work and devotion. All other trustees were willing to continue. We welcomed PD who was co-opted in October 2020. We advertised widely for new trustees. One person who came forward was Mark Kibble, and was welcomed as a trustee as of this meeting. We still have one vacancy and continue to look for someone to fill it.</p>	
<p>. Any other business</p>	<p>Mark Kibble asked what the Hall’s plans were for returning to normal taking account of the government roadmap. MB explained that the Hall would have to follow government guidelines. These were usually not issued until a week after the date of any announced change, and the roadmap dates might themselves be put back. Bookings were being considered on a case by case basis and hirers advised of possible delays to planned activities.</p> <p>Ron Bridle said that provisional plans were being made for the 2022 Goring Gap Festival. A marquee would be used for the largest events but it was hoped to hold others in the Hall and the Morrell Room. Would it be possible to provisionally book the Hall now for dates in June 2022? MB said the Hall’s normal policy was not to accept bookings more than a year in advance but in this case the trustees would be willing to consider them, and Ron should submit them.</p> <p>BN wished to add his personal thanks to SW and YB for all their help and support during his period as chairman.</p> <p>SW and YB thanked MB and BN for their kind words, said that it had been a pleasure and privilege to serve on the Hall committee, and wished it all the best for the future.</p> <p>Laura Howells-Green thanked the trustees for their excellent communication and assistance with use of the Hall during the pandemic.</p> <p>Sue Hookway seconded Laura’s comment, and was grateful for the service provided to regular users such as U3A, mentioning Paul Carter in particular. U3A looked forward to returning to the Hall, hopefully by the end of August.</p>	