

# Sunningdale Village Hall

## AGM

### Minutes from meeting on Tuesday 30<sup>th</sup> August 2016 at 7.00pm

Present: Robin Booth (Chairman and Trustee))  
Rosemarie Nash (Trustee)  
Stephen Hall (Trustee)  
Anthony Hatch Trustee)  
Aileen Boaler (Chair of Operations)  
Carol Elsasser (Marketing Manager)  
Christine Gadd  
Adrian Keal  
Rebecca Graves (Secretary)  
Alexis Wolfe (Bookings Manager)  
Jane O'Kill  
Peter O'Kill

Apologies: Sharon Thompson (pre-School)  
Claire Grosvenor (Treasurer)  
Graham Dandy  
Maggie Purr  
Gayl Long  
Peter Harris  
Karen Harris

#### **1 & 2. Welcome and Apologies**

The Chairman welcomed everybody to the Annual General Meeting and thanked them for attending. Apologies for absence were noted.

#### **3. Approval of the minutes of Annual General Meeting held on the 5<sup>th</sup> May 2015 and the Re-convened Annual General Meeting held on 22<sup>nd</sup> July 2015**

No points raised and these minutes were approved and signed by the Chairman as a true record.

#### **4. Reports on Activities**

No reports were submitted

#### **4.1 Amendments to Sunningdale Village Hall Charity Commission Scheme (our constitution)**

The Chairman reported that the Trustees had duly completed their review of the constitution. Copies of both the old and proposed amended constitutions were available and a copy of the latter is attached to these minutes at Appendix 1.

The changes proposed were not as extensive as at first thought. They had been approved by the Community Buildings Adviser at the Community Council for Berkshire and both the Parish Council and the Parochial Parish Council:

- References to the CMI had been removed.
- Clause 8(2) now makes it absolutely clear that Nominated Trustees have to retire from office at each and every AGM
- the office of the Chairman no longer automatically alternates between the Parish Council and the Parochial Parish Council.
- a Secretary to the charity would replace the Secretary to the Operations Team.
- The minimum composition of the Operations Team would be:
  1. Chairman of Operations Team
  2. Treasurer
  3. Booking Manager
  4. One Trustee
- The Operations Team would no longer include representatives from the CMI and the Users. The Secretary would not be a member and it would no longer be necessary for two Trustees to attend its meetings.

The draft amended constitution would now need to be formally adopted by the Trustees and filed with the Charity Commission before taking effect when accepted by the Charity Commission.

#### **4.2 Amendments to Sunningdale Village Hall Aims and Objectives**

The Trustees reported that the Hall's Vision Statement (attached at appendix 2) had been renamed 'Aims & Objectives' and updated accordingly. Copies were circulated and noted.

#### **4.3 Report by Chair of Operations – Aileen Boaler**

Aileen Boaler thanked the Operations Team for Sunningdale Village Hall and Villages Venues: Carol Elsasser, Marketing Manager, Claire Grosvenor, the Treasurer and Alexis Wolfe the Bookings Manager; without their hard work the Village Hall really wouldn't be able to offer such a lovely facility and service to the community.

Aileen also gave a big thank you to Clare Warren, who was the Booking Manager for 3 years and left in October last year. She then introduced Alexis Wolfe who had taken over the role.

Aileen reported that the Operations Team had moved offices in April 2015 from Holy Trinity Church to The Pavilion at Broomhall Park.

She reported that the hall had had a few changes of classes over the year, those that had been successful had built up their classes through their own marketing in addition to that in the VV magazine, website and Facebook.

The hall remained busy in 2015 with regular and one-off hirers. New classes that had started during the year were Kumon Maths and Ballet for Adults, both of which have continued to grow and added extra classes.

The following policies were drawn up and agreed by the Trustees in 2015: Complaints, Conflict of Interest, Vulnerable Persons and Investment. All policies are reviewed regularly and can be found on our website.

A successful musical evening was held in May with The Hope Trust presenting The Mockado and raising over £3000 for Sunningdale Village Hall. A tremendous effort much appreciated by the Trustees.

External Decoration works and new parking lines including a disabled bay were completed in 2015.

Aileen took the opportunity to thank Jane O'Kill who has been involved in the Village Hall for a number of years and who takes the time to plant up the pots at the front at the hall. Jane O'Kill also lets the team know if there are any other issues.

In 2016, work in the kitchen included a new hob and lighting which was completed before the summer holidays.

In addition, PAT testing, Health & Safety and Fire Safety Inspections and a 5 year electrical inspection had all been completed in the last few months.

The standard hire rates were increased in January 2016 for one-off hirers and in the Spring term for all regular hirers. Aileen said this was a difficult decision for the Trustees but necessary to ensure that the running and maintenance costs for the hall are covered. The rates still remain competitive in the area.

Some new classes started in 2016 including Yoga for Children and Yoga for Men. There are however a few afternoon slots available for the 2016 Autumn term, which she hoped would be filled soon.

#### **4.4 Report of the Treasurer**

In the absence of the Treasurer Aileen Boaler presented the report and accounts for the year ended 31 December 2015, which had been approved by the Trustees on 1<sup>st</sup> August and subsequently by the Independent Examiner. Copies were available at the meeting.

Key features were: Hire Income was over £3,000 up from the previous year and after costs including outside redecoration, parking lines and setting up the new office were taken into account, the Charity made a small surplus of £314, which was transferred to the Capital Account, which stood at £24,807 at the financial year-end, well ahead of the £5,000 minimum reserves currently deemed necessary for the upkeep of the Hall. The Chairman advised that this would be reviewed as it was probably too low.

Future spending in the current financial year was likely to be on upgrading the electrics to the Village Hall Building and re-varnishing the floor and stage in the main hall. The latter would be aided by the money so generously raised by The Hope Trust.

There were no questions and on a proposal by Christine Gadd, seconded by Jane O'Kill, the report and accounts for the year ended 31 December 2015 (attached at appendix 3) were duly received.

#### **4.5 Report by Sunningdale Pre-school**

In the absence of Sharon Thompson Aileen Boaler thanked Pre-School for alerting the Operations Team of any issues. Sharon had asked her to report that the Pre-School is doing well.

#### **4.6 Future Plans**

Rosemarie Nash reported that Roman's Estate Agency were discussing repainting the kitchen as part of their voluntary work and that Savills had produced an offer to go in the Village Venues leaflet – they were promising people selling their property through their Sunningdale office that they would donate £1,000 from their fee to Sunningdale Village Hall.

The Chairman advised that the refurbishment of the main hall and stage floors would take place later in the year and that might be a suitable project for the Hope Trust funds to which reference had been made earlier. He wanted to place on record the very grateful thanks of the Trustees for this tremendous support for the Sunningdale community

Another project was the upgrading of the electricity supply to increase capacity and safety. Quotes were being obtained.

#### **5. Nomination of the Trustees to serve from the conclusion of the AGM**

The Chairman reported that the following Trustees had been nominated by the Nominating Organisations to serve from the conclusion of the Annual General Meeting until the end of the next Annual General Meeting:

Sunningdale Parochial Parish Council – Anthony Hatch, Stephen Hall

Sunningdale Parish Council – Rosemarie Nash, Robin Booth

and that they had kindly indicated that at the next meeting of the Trustees they would re-appoint him Chairman. He would be delighted to continue to serve, if so appointed.

#### **6. Any Other Business**

There being no other business the Chairman declared the meeting closed at 7.25pm.