



**Sunningdale Village Hall Annual General Meeting
Monday 5 September, 7.15 pm
Small Hall, Sunningdale Village Hall**

Minutes

Present:

Martin Penney - Sunningdale Parish Council SVH Committee Member (Chair)

Peter Grover - Sunningdale Parish Council SVH Committee Member

Valerie Pike – Sunningdale Parish Council SVH Committee Member

Julie Coxon - Sunningdale Parish Council

Matt Newman - Sunningdale Parish Council

Robert Morgan - Sunningdale Parish Council

Ruth Davies – SVH Charity Manager

Sharon Thompson – Manager, Sunningdale Pre-School

Tamryn – Chairman, Sunningdale Pre-School

Anne – Sunningdale Preschool

Margaret Morgan – Member of the Public

1. Welcome

MP welcomed all to the meeting.

2022 being the first of full year back after COVID, the Charity improved the reserves after the decrease due to COVID to continue the maintenance the hall.

MP thanked the Operations team in 2022 and specifically Gemma and Carol who left in August and October for other roles. Thank you to Ruth who is still here.

MP thanked the regular hirers for their continued use of the hall and for new one-off hirers, which increased in the year.

MP expressed thanks to all the fellow Committee members for their support including Robin Booth who was part of the committee in 2022 and who has now left the Council and the Trustees.

2. Apologies for Absence

Apologies had been received from:

Lilly Evans - *Sunningdale Parish Council SVH Committee Member*
Gemma Smith (SVH Operations Manager)
Anne-Catherine Buxton – *Sunningdale Parish Council*
Christine Underhill (Regular Hirer)

3. Minutes of the previous AGM held on 18 July 2022

The minutes of the 2022 AGM had been circulated with the agenda. MP proposed the minutes be accepted as a true and accurate record of that meeting. All agreed.

4. Charity Management Report

RD noted 2022 was our first full year of operation which was not affected in any manner by COVID restrictions and followed on from the strong last quarter from 2021. Increases in hire rates were needed due to external pressures, inflation and not least the cost of utilities for an old hall and the still recommended 'ventilation' for classes. However, as mentioned later by Gemma, price increases and post covid routines of hall users began to have an impact on the regular hirers.

Hire income for the year was a significant uplift YOY (2021 being COVID affected) with one off hires the most significant at 200% of the budgeted figure (Budget £4,250 vs Actual £8,946). This is in part was achieved by adding additional support in the holidays for 2022 to respond to enquiries and bring in bookings which would normally not be possible due to the operations team working term time only.

A hoped-for addition of a Village Hall Caretaker proved impossible to recruit for, so the charity remained with the existing cleaners and put in processes for the augmented office team to carry out more regular checks. In the end, the cost of remaining with the cleaning company netted a small saving (£24,430 cleaners vs budgeted to include caretaker £24,521 - £91).

Continuing the monthly invoicing process for regular hirers and actively monitoring payments once again left a small 'debtors' liability of £383 at year end. Overall, a good year, with many old and new hirers finding or returning to the hall.

Ways to improve

It is often requested that the hall provides better facilities, WIFI, sound systems, sound baffles, newer / better kitchen facilities, round tables for event, better chairs. The key points being internet and sound ... neither of which are small investments.

Looking Forward

With the resignation of Carol from the role she has fulfilled on the marketing side, a new approach to the termly magazine is being considered and website updating has been merged into the booking process from September 2023. However, it will need monitoring to ensure that the Council Team who provide the service has the capacity to provide the uplift in hours (8 per week) to cover the additional responsibilities.

The lease between the Charity and the council ends 23 November 2024 and I will leave this to the Chairman to discuss the steps that are to be taken by the charity and the council in

how the hall management will move forward. RD lastly thanked the team, Carol, Gemma, John and Suzie for the hard work and dedication that they have put in this year.

MP thanked RD for her report.

5. Accounts: Year ended 31 December 2022

MP noted that the accounts had been circulated with the agenda. MP asked if those present would formally receive the accounts, all agreed.

6. Sunningdale Pre-School

Sharon Thompson, Manager of Sunningdale Pre-School:

Pre-school interest and registered children remain high and, once again, we are full for the academic year of 2023/24, and we have several children already registered for the academic year of 2024/25. We have seen a shift in parents wanting their young children in Pre-school for more days, generally wanting them to do full weeks. This has been mainly down to working parents needing childcare and the offering of 30 hours funding from the government. However, this has resulted in us having less children on the register, as they are taking up more days. We were unable to offer to 14 children who were registered with us for the academic year, and we see this is as a general trend going forward, with children on a waiting list should places becoming available.

As detailed in the media, many Pre-schools are unfortunately having to close due to financial difficulties; the funds settings receive from the government do not match their expenses. We have been fortunate to have been able to raise staff wages to meet minimum wage, to pay the recent rise in the hire of the halls, to pay additional charges for hiring the hall outside of our set hours, as well as pay the electricity used by Pre-School. However, this has had a significant impact on Pre-School's finances over the past year, and it has only been down to us being in a position to offer the afterschool club for Holy Trinity school, as well as raise funds through fundraising events, that we have been able to do this.

As I mentioned, going forward I predict that the need for places for the young children in the community, what with the local housing developments in Sunninghill and Ascot, will increase. With the Village Hall lease up for review in November 2024, we welcome some clarity on the plans for the Village Hall, and the effects that the outcome of the renewal may have on Pre-School. We would like to request that we are kept up to date, as and when discussions and plans are had. We understand, from the last minutes, that any major changes would have been reviewed from April 23; we request that Pre-School be updated on this review.

We have seen and felt the benefits of the new heaters and new water heater, and it was good to return after last summer to the newly decorated hall. We had the trees in the garden pruned back in March.

We would like to highlight some health and safety points, as I discussed with Chris Horsfall from Green Tree Safety when he visited to do the H&S check, back in June.

1. The smoke alarms; it was highlighted that there is no system in place to alert each 'hall' that there is a fire. So, for example, if there is a fire in the big hall and we were in the small hall, there is nothing in place to let us know and would rely on the hirers of the big hall to alert us, if this was possible. And the same, if we had a fire in the small hall and vacated out of the garden into the main school (which is our procedure), we would not be in a position to alert any hirers who may be in the big hall. We request that an adequate system is put in place as soon as possible.

2. *The ramp outside of the small hall entrance. This has been an ongoing issue; when it rains a large puddle gathers right outside the door, due to the slabs having sunk and this creates a dip. This is not ideal for our children and parents to walk through to get into Pre-School. I believe the slabs were lifted and re pointed, but this just created another puddle.*

3. *The environmental survey that was carried out suggested to 'replace doors to reduce drafts/add draft excluders', 'Replace / secondary glaze the windows. We would like it noted that the small window in the small toilet is very rotten and needs replacing urgently. There is also a gap when closed, to the set of French doors going out on the to the decking, which needs addressing.*

I would like to finish by letting some of you that don't know about me and the Pre-School. I myself have been at Pre-school for 25 years, after my 2 boys come to the Pre-School and then moved onto Holy Trinity school, and over the years the small hall has been my second home. Myself and all my staff have taken pride in not only successfully obtaining a large grant to update the small hall facilities back in 2009, to gain lottery funding for the decking area, as well as do fundraising events for the garden to be done, but to also have maintained and taken pride in keeping the small hall to a high standard, creating the wonderful environment it is for our little ones. Everyone who comes into the hall to view Pre-school all say what a wonderful feel it has; our high reputation and constant flow of children are testament to this. We have been very proud of the reputation that Sunningdale Pre-school has gained in the 54 years it has been here. It has been quite a change for us to now have to pack everything away and leave a blank canvas; we hope that in doing this, enabling the small hall to be hired out when we are not here, has proven beneficial to the community and that the hall has been enjoyed by many! We would like to work together with the trustees to secure the future of a viable community early years setting and can we suggest monthly meetings to facilitate this over the next 12 months.

7. Marketing Report

MP read the report provided by CE

The marketing has continued to have two main strands – the magazine and the website. Three issues of our magazine Sunningdale Village Venues have been produced over the last year and we continue to attract advertisers for this from other venues around the locality (in addition to those based at the Village Hall) such as the Bowling Club, Ocean Theatre Company, French lessons, Pilates held at the WI hut, Be Military Fit, Match point Tennis, Charters Tennis and Sunningdale Library.

We also offer local businesses the opportunity to place a loose insert within the magazine enabling them to reach our audience of all the homes within Sunningdale as well as local primary schools, preschools, and nurseries. This year advertisers have included Jo Downs Glass, Savills, Home Instead and Natalie Vinson School of Dance and Drama. Distribution of the magazine, which goes out with Holy Trinity Church's parish magazine, is co-ordinated via a network of volunteers and this continues to be greatly assisted by help from the Scouts.

Our latest magazine covering activities taking place in the Hall from September through to Christmas is currently being distributed.

The website is updated as required with details of all classes that our regular hirers are running and provides information on how interested potential participants can contact the organisers and sign up for the activities.

For potential hirers of the hall, we ensure the website calendar clearly shows slots when the Hall is available for their hire, and this has helped those making enquiries.

Many enquiries (over 100 in the last year) continue to be received by interested parties completing the online Booking Enquiry Form on the website – which the team then follow up on. The form has been adapted over the last year to capture additional information such as which hall is required for hire, the numbers of tables and chairs if hiring the Small Hall and whether a bouncy castle will be used – noting for the latter that there is an additional hire charge levied for use of bouncy castles.

MP thanked CE for her report and wished her well in her new role.

8. Hall Facilities

MP read the report provided by Gemma Smith:

Bookings

We would like to thank all our regular users, many of which have been with us for years.

We have welcomed some new regular hirers in 2022

- *Red Academy on a Saturday morning started in January*
- *Active Solutions in January*
- *Matt Shuttle who does a fitness class in Sept*
- *Uyen Vue who does Chair yoga for seniors on a Thursday started September*

Unfortunately, we have also lost some of our regular hirers, predominantly from post covid low return of participants.

- *Debbie Shackleton who did adult ballet and adult tap classes ceased her booking at the beginning of May 22 due to a decrease in participants, the cost of the hall and the desire to cancel her sessions at short notice on an ad hoc basis.*
- *Rosie Deane who does Chairs yoga for Seniors on a Wednesday cancelled due to the cost and lack of attendees*
- *Christine Jackman has reduced her bookings from an 'all year' round hirer to a term time only hirer due to the reduction in her attendees during the holidays*
- *Kate Keeley who did a yoga class just hasn't had enough clients retaking her classes to make it viable and therefore cancelled at the end of May*
- *Amy Gardiner who does Music with Mummy on a Monday ceased her classes in September as she is no longer doing them*
- *Jenny Stow (Red Academy) cancelled her classes in August 22 as they are moving all classes to a school hall which they already use*
- *Victoria Hill cancelled in July 22.*
- *Charlie Broad (tots' tennis) cancelled his Saturday morning slot.*

We have several regular slots available for new hirers which we have advertised in the magazine and on our website, we also advertised on numerous local social media platforms but did not get any response from them, we have also advertised the available regular slots on the Sunningdale Parish Council Facebook page.

Bookings for One Off events have picked up and levels of enquiries continue to rise.

Facilities

- *The issue with the flooring in the hallway and porch has been fixed and a new floor has been installed*
- *There is still the ongoing issue of the floor swelling in the main hall, quotes to fix and replace the floor have been obtained but we have not moved forward with this yet due to the*

vast difference in the price of the quotes and the many unknown variables that could affect the cost when the floor is lifted depending on issues found underneath

- *Hall acoustics continue to be raised as an issue by hirers*

2023 so far....

Unfortunately for us, Carol Elsasser has left to start a new adventure with Ascot Parish Council after many years with the Village Hall. We wish Carol all the best in her new role.

2023 has also seen some new regular hirers and losses.

- *John Elliott started Jan 23 but left only 3 months in as he didn't have enough participants*
- *Jane Robertson started a yoga class in Jan 23 but left in July due to a sudden reduction in her classes*
- *Parkinsons who started in January providing a 2-hour class including exercise then increased the duration of their sessions on July 23*

Facilities

- *New toilet rolls holders have been fitted into the main hall to prevent waste and save on costs.*
 - *The Main Hall lighting has been replaced with LED lights to save on cost*
 - *Small Hall Electricity meter has been fitted to enable us to cross charge their usage*
 - *A new Boiler has also been fitted in the small hall due to it breaking down, cost inefficiency and age*
 - *We will continue to look at an option to replace the current cleaners as to date I have not yet found a better option than Roboclean.*
 - *We will continue to look at options to fix and replace the floor issues in the main hall.*
- MP thanked GS for her report.

9. Looking forward by the Chairman

MP noted that the charity had in the year commencing 1.1.2024 2 significant agreements to consider. The main lease being the Charity lease with the Parish Council and then the subsequent hire agreement with the preschool.

MP confirmed that both lease/hire agreement are concurrent completing on the 23rd of Nov 2024. He confirmed that the Landlord, SPC needs to determine the lease to be offered to the Charity along with the position of Managing Trustee (Interim) of the Charity.

Whatever decision is made by SPC, the objectives and use of the hall do not change, it was gifted to the council to be a hall for the benefit of the community, and this is the covenant set by St John's College on passing over the hall.

The council process will be to determine by no later than October it's wish to continue as Managing Trustee and will ensure that the regular hirers and Preschool are kept up to date on the progress.

10. Any Other Business

No items were raised and there being no further business MP declared the meeting closed at 8 pm.