**Minutes: Lyminge Village Hall Annual General Meeting (AGM)**

**8pm - Tuesday 15 June 2021**

**Zoom call**

Present: Owen Standen (OS) Chair

Jane Michotte (JM) Vice-Chair

Kate Bennett (KB) Treasurer and booking secretary

Sandra Luck (SL) Pre-school rep

Penny Stephens (PS)

Gerry D’cruz (GD)

Paul Jarvis (PJ) Short mat bowls rep

Caroline Burt (CB) Minute secretary – taking minutes

Also in attendance: Peter Barnes (PB) Lyminge Association & editor of Lyminge newsletter

 Nancy Benham (NB) Lyminge Association & Cantores Chair

1. **Apologies** received from: Vicky Haley (VH)

**Welcome** and introductions lead by JM

1. **Chair’s report** (OS)
* Kitchen - brand new and designed to fit the usage of the hall – ie we spent more on a heat proof / bash proof worktop
* Grant for our new large fridge that will support users such as the fantastic Christmas Lunch Club organisers
* We had the electrics completely replaced to ensure safety and modernise the system.
* Fire alarms – we sought expert advice and have installed a brand-new fire alarm system within all areas of the hall.
* We have been supported financially by the government and we are hugely thankful for this support, more on this in treasurer’s report.
* We have some amazing new starters – great new energy in the group and now have a wonderful team to move forward.
* Hope the aims and objectives for the hall as we move forward can really reflect an increasingly community-based outlook as the local population look to move on from covid.
* Fundraising – we have not been able to run fundraising events due to covid. We are looking to start community events again soon.
* Bookings – We decided early on in the pandemic to close the hall to all but the preschool (as they were supporting front line families). As stage 4 has been postponed, we will err on the side of caution with regard to opening the hall up to hirers but need to discuss as a committee before final decisions are made.
1. **Treasurer’s report and presentation of accounts** (KB)

Like the rest of the world, this has been a strange year for us. From a financial perspective we have lost the majority of our income. Our accountant has been unable to support us much and was unable to get completed financial reports to us in time for the AGM. However, in some ways this is a blessing in disguise. It gives us the opportunity to have a fresh start with a new system and ensure continuity as we intend to do much of the financial work ourselves and get our accounts checked by an expert.

For this year, as a result, we have produced a layman’s report with overviews and approximations. We still have all the detailed information but will enter it all into our new system backdated to April 1st 2021.

What we own:

Rebuilding cost: approx. £809,000 (approx. based on current insurance cover). We are due to get our building revalued this coming year.

We hold £13K IN OUR NS&I ACCOUNT; £12.9K IN OUR CURRENT ACCOUNT AND £4.6K IN THE FUNDRAISING ACCOUNT

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| **Lyminge Village Hall Accounts overview 2019-2021** |
| **2019 – 2020 Income** £17,347 **Expenditure** £20,646 **Net** In-year loss of £3,299 |
| **2019 – 2020 Income** | **2019 – 2020 Expenditure** |
| * Preschool generated the bulk of income (approx. £11k)
* Other regular user groups (SMB, Judo and Youth Club) generate approx. £3k
* Ad hoc hirers on weekends brought in approx. £1.5k.
* We raised approx. £1200 from the sale of heating cards which subsidises the electricity costs but this does not fully cover the cost.
* Approx £2.4k was raised from fundraising events such as fireworks and quiz nights.
 | * In 2019-20 expenditure was £20,646.
* Utilities total approx £10.5k, cleaning £4k, maintenance £4.5k, insurance £900.
* £15K was spent on having a new kitchen installed.
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| **2020 – 2021 Income** £26,734 (inc £20,193 grants) £6,541 actual ‘earned’ income **Expenditure** £23,089 **Net** In-year profit of £3645 However, in terms of earned income in-year loss of £20,193 |
| **2020 – 2021 Income** | **2020 – 2021 Expenditure** |
| * Due to the Covid-19 pandemic we received an income of approx. £5.8K from the Preschool which remained partially open.
* No income received from other regular clubs or ad hoc community hirers
* The preschool purchased £600 of heating cards.
* No fundraising events were undertaken
* Grants were received from FHDC to help Hall cope with loss on income and restart. These totaled £20K.
 | * Utilities remained around the same (£10K). Cleaning reduced to about £2.5k due to reduced use of the Hall overall. However, maintenance and repairs increased significantly to £10.5K (installation of a new fire alarm system and essential rewiring in response to building electrical condition report).
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In summary we have been running with an in-year loss for two years. Without the grants received this year we would have had to use our reserves to stay afloat.

We would normally present the profit & loss and balance sheet here, and we do have some of these details that have been generated by our bookkeeper but KB is still unpicking some of the discrepancies that have arisen. In terms of utilities, we switched suppliers from EDF to Bulb (wanted renewable energy) but we need to re-visit the tariffs. Also, some wastage has been discovered (eg underfloor heating in ladies toilet being left on etc).

1. **De-election of officers from 2019 – 2021**

Vicky (VH) is standing down from the committee and not seeking re-election. She has been an amazing, positive and hard-working member of the committee for the last few years – thank you to her for all her efforts.

All other committee members also stand down – OS, JM, KB, SL, PS.

1. **Election of committee members for 2021 – 2022**

OS, JM, KB, SL, PS, GD, PJ, CB all stand for election to committee – all agreed.

Appointments within the committee will be made at the next committee meeting on 13 July 2021

1. **Appointment of new Trustees**

OS, JM, KB, SL and PS are all existing trustees for Lyminge Village Hall

VH to be removed as trustee

GD, PJ and CB all agree to be added as trustees

1. **AOB**

PJ asking when short mat bowls will be able to re-start. OS says this needs to be discussed and decided on as a group. JM confirming that we will follow Govt guidance and also ACRE advice.

PB asks about time frame for more info regarding whether the hall will be able to honour existing bookings eg medieval banquet. OS hopes to have news by the end of this week. Each individual event needs to be risk-assessed on case-by-case basis. Lyminge Association have a meeting on Thursday so would really like some info from us by then if poss. We’ll send ACRE links to PB and NB.

NB acknowledges that Cantores event will have to cancel as it doesn’t fit in with Government guidelines.

1. **Proposed date for next AGM**

Next AGM will be May / June 2022 – exact date to be confirmed nearer the time.