

EDGMOND VILLAGE HALL

Registered Charity No: 810315

MINUTES OF ANNUAL GENERAL MEETING 2013/2014

Held 17th June 2014

PRESENT:

Tim Gibbs	Chairman	rep trustee (St Peters PCC)	Plus members from Edgmond Village (Details taken on separate sheet)
Helen Turner	Vice Chairman	elected trustee	
Matt Partridge	Treasurer	elected trustee	
Paula Doherty	Secretary	elected trustee	
Julian Barratt		rep trustee (Scout Group)	
Bill Barton		elected trustee	
Richard Chesters		rep trustee (Bowling club)	
James Cooper		rep trustee (Snooker Club)	
Sue Jones		elected trustee	
Pete Sterling		elected trustee	
Rachel Storey		Co-opted trustee	

1. WELCOME & APOLOGIES

All present were welcomed to the meeting. Bob Higginson, Lester Davey & Diane Wright passed on his apologies for being unable to attend.

2. MINUTES OF THE 2013 AGM

Copies of the minutes of the 2013 AGM were available for all attending. It was agreed that they were an accurate record. Proposed by Paula; seconded by Matt.

There were no matters arising from previous minutes.

3. PRESENTATION OF ANNUAL ACCOUNTS

Copies of the following documents were available to all at the meeting:

- Balance Sheet for 01 April 2013 to 31 March 2014.
- Profit & Loss Account for 01 April 2013 to 31 March 2014 with previous year for comparison.

The Accounts had already been approved by the Committee prior to the AGM and were presented to the AGM.

At the end of the financial year, total income was £17640.79. Total Expense was £17613.64. This left a profit of £27.15 for the year. There are no outstanding debts.

Expenditure was up by £2364.64 due to insurance and electrical costs.

4. TRUSTEES' ANNUAL REPORT

The Chairman summarised the Trustees' Report which is reproduced in full below:

The Edgmond Village Hall charity was created in 1967 by a Deed of Declaration of Trust. It was specifically created for the use of *the 'inhabitants of Edgmond and the neighbourhood.... for meetings lectures and classes and for other forms of recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants'*. A Supplemental Deed of Trust was accepted by the Charity Commission in 2008.

The freehold land on which the Hall is built covers an area of one acre, one rood and thirteen perches (approximately 1.33 acres or 0.539 hectares). The freehold land was conveyed to the original trustees in 1920. In 1966 the land was transferred to new Holding Trustees, and in early 2009 the title to the land was transferred to the Official Custodian for Charities.

It is believed that the early transfers of title took place at no cost. The final transfer of title to the Official Custodian was at no cost and the current trustees see no purpose in distorting the balance sheet by including a valuation of the land.

As the Village Hall annual income is less than £25,000 there is no requirement by the Charity Commission to have the accounts independently examined. Approximately every six months a sample of bookings is internally verified by a trustee who is neither the Bookings Secretary nor the Treasurer. This internal paper-trail is checked against bank records, and the trustees believe that this process acts as an important cross-check of its financial activities.

Information about the activities of the village hall and its financial history are available online at the Charity Commission.

The charity is run by a Management Committee of charity trustees. The Management Committee consists of up to 8 elected members, up to 3 co-opted members and one representative member for every community group listed in the second schedule of the 1967 Deed of Declaration of Trust (this schedule was updated 08 Jan 2008).

At the AGM all elected or representative members are required to sign a declaration indicating that they are *eligible & willing* to act as charity trustees for Edgmond Village Hall and to act in the trusts of the 1967 Deed and 2008 Supplemental Deed.

Annual Report

The Village Hall continues to provide a home for many of our local groups. We are the base for the Scout Group, the Brownies & Guides, Edgmond Toddler Group, the WI, Mothers Union, the Karate Club, the Snooker Club & the Parish Council.

In addition we host a French Conversation class; the Fighting Fit Combat Sports Club; Tai Chi; a *Zumba Gold* class, and an Aerobics class. A Creative Writing Group ran for a while but was cut short by the untimely death of its leader.

This year we hosted 24 parties, two sleepovers, two presentation events and a Ceilidh. There were 27 similar events in 2012/13. The Beacon Church again used us for two day-long meetings, but we had fewer bookings for dance and band rehearsals.

The committee have held two social events during the year. In October 2013 we hosted a Murder Mystery Night with The Shawbury Players and in November we put on a Quiz Night. The net profit from these two events was £779.

Maintenance of such an old building will always be a drain on resources. This year we had a variety of maintenance tasks to undertake including cleaning out all the downpipes, repairing the gents toilets, repairing the front swing doors, replacing the car park spotlight as well as various small jobs in the kitchen. The trustees are aware that all rooms need redecorating, but there are also more serious maintenance tasks highlighted in the recent building condition survey that need attention. Much needs doing; deciding on priorities for spending will be a challenge for the next financial year.

The hire rates have remained unchanged since 2007, whilst expenses have increased. The annual accounts show an approximate £2000 reduction in income (the result of fewer bookings), coupled with a £2000 increase in expenses (mainly the result of a reassessment of costs for insurance purposes) resulting in a break-even position this year. The trustees decided that an increase in hire rates was unavoidable and consequently agreed an increase at their May 2014 meeting. This, coupled with more competitive insurance premiums starting in August will go some way to ease the financial pressures. However, the trustees believe that whilst the building may have character and charm it is not attracting the bookings that it should be because it is unattractive to potential hirers. The current Committee believe that the building needs replacing, and that it is simply not sustainable or fit for purpose in the 21st century.

Sadly, a series of petty thefts this year has resulted in the loss of three small tables (although one was returned some months later), one large table, the Toddlers' cups, and a broom & mop. The Guides also report that some of their kitchen equipment has disappeared.

The Steering Group produced the report on its community consultation into the future of the village hall in October 2013. The report is available online and paper copies are available on request. Our regular users know the village hall better than anyone. They use it year in year out and their opinions provided the basis for our community consultation in the form of a questionnaire delivered to every household in summer 2012. The key factors that people have asked for are: more space; proper separation of rooms with each room having access to the kitchen and toilets without passing through others' activities (because of this the village hall does not currently comply with the minimum standards expected by the Girl-Guiding movement); a more comfortable building with better heating, thermal and sound insulation, ventilation and more light; a larger car park; disabled access to the Committee Room; a secure garden; a better kitchen and nicer toilets.

Information gained from the consultation guided our discussions with a specialist architect who was engaged to look at the feasibility of various options for the future of the village hall. The trustees believe that doing nothing is not an option as this is likely to result in a loss of bookings because the Hall cannot offer what people want and because the current building severely restricts multiple usage. The trustees also accepted professional advice that refurbishing the building would not be feasible as it would, effectively, have to be pulled down and rebuilt to provide the required standard of facilities, yet would attract extra VAT payments if it wasn't a new-build. It also became apparent quite early on that even if we sold some of the land this was unlikely to generate sufficient capital to fund a new village hall to the standard & size required.

We decided, therefore, to investigate further possible options and contacted the Estates Department of T&W Council to explore ideas of relocating over the road in order to free up the whole village hall site for house building. These talks resulted in an outline offer to relocate to the site of the existing pavilion adjacent to the playing fields. The freehold of sufficient land to build a village hall and pavilion with a garden was offered to the village hall charity at nil consideration. Not only would the provision of an improved pavilion benefit the community and satisfy the charitable objects set out in our Deed of Trust, but the offer of the freehold land at no cost could provide the necessary financial advantage to enable the rebuilding of the village hall.

In April 2014 we presented the results of the consultations, as well as the feasibility study looking at the options for the future of the village hall and the Committee's recommendations at a two day open exhibition in the village hall.

The days of generous grants from the Lottery are long gone and for any of these plans to come to fruition we have known for a long while that some or all of the land would have to be sold to fund a new village hall. Consequently we had already consulted with the charity commission on various matters including how to define exactly the meaning of the word 'neighbourhood' in the context of 'Edgmond and the neighbourhood' being what is known as the 'area of benefit'. [The CC's exact words were: '*How "neighbourhood" is interpreted in the context of the governing document is entirely a matter for the trustees to decide upon*'].

In accordance with our governing document we organised the necessary vote in early May on the principle of selling village hall property to fund a new village hall. Of 519 votes cast, one was spoiled, those in favour were 265; those against were 253. This small positive majority of 12 meant that the trustees would have the confidence to spend some more time and money in developing plans for the future of the Hall. Despite rumours and assertions you may have heard, the result of the vote does not mean that the property will definitely be sold - far from it. There will have to be much more consultation and revising of ideas and plans etc before any firm decisions are made. Crucially the trustees will have to be sure that any final plan is financially viable before making a decision. The current Committee recognise that there is much debate surrounding the potential village hall development and it is in everyone's interest, particularly the end user's, to ensure the final outcome has strong majority support. Therefore, as we have always intended, we recommend holding further discussions with all interested parties, and crucially the end users, to ensure majority support. This is a huge responsibility - our primary concern is to provide a quality building fit for our current users, potential new users and for future generations.

In all their discussions and decision-making, trustees MUST consider the interests of the village hall above all others. Even representative trustees MUST put the interests of the village hall as a whole above their own organisation's interests. The law says that each individual trustee must avoid putting themselves in a position where their duty to act only in the best interests of the charity could conflict with any personal interest they may have. Not to do so would put them in breach of their responsibilities and leave them open to sanctions and investigation by the Charity Commission. To protect trustees from accusations of any conflict of interest or loyalty, and also to bring the village hall charity in line with Charity Commission expectations, the Committee introduced a new *Conflict of Loyalty Policy* during the year. Each year every trustee will be required to sign their acceptance of the policy and declare, in writing, any potential areas of conflict of loyalty.

Trustees are also personally financially liable, both individually and severally, for their actions. No amount of Trustee Indemnity Insurance will protect a trustee from negligence or improper decision-

making. This is an important consideration when deciding whether to stand as a trustee. This year we had thirteen trustees in place for most of the year although one member, Anne Green, resigned in mid March. Thanks go to everyone on the Committee (and their partners/spouses) for giving so much of their time to run the village hall. Many thanks also go to our caretaker and to all other individuals and organisations who have contributed to the running of the Hall. In particular we would like to thank our users. Without them we would have no village hall - they matter, and their opinions about this village hall matter more than any other.

Finally - we hope that during the next year the committee will be able to take the first steps towards providing a new village hall that will provide a focus for community activities for future generations. It will be a year of many challenges. Our thanks go to all members of the wider community both from Edgmond and beyond, who support the village hall by attending or running our classes and clubs, joining the 200 club, coming to social events or who use the Hall as a venue for their special events.

The Chairman thanked the Secretary for her work during the year.

5. TO CONFIRM THE REPRESENTATIVE TRUSTEES

The Chairman explained that certain 'Community Groups' may nominate a representative to attend meetings. They become trustees if they sign the *Declaration of Eligibility & Willingness to become Trustees*. All representative trustees must stand down at the AGM and new nominations had already been received.

The full list of vacancies and nominations was read out:

Edgmond WI	
Edgmond Parish Council	Bob Higginson
St Peter's Parochial Church Council	Tim Gibbs
St Peter's Mother's Union	
Trustees of Edgmond Methodist Church	
St Peter's School PTA	
Edgmond Guides	
Edgmond Brownies	
Edgmond Snooker Club	
1st Edgmond Scout Group	Julian Barratt
Edgmond Toddler Group	Georgina Edge
Edgmond Bowling Club	Richard Chesters
Edgmond Karate Club	

6.ELECTION OF CHARITY TRUSTEES

The chairman explained the procedure for the next part of the AGM:

All Trustees have to stand down at the AGM. We are allowed 8 elected trustees. Four of the current elected trustees were standing again: Matt Partridge, Bill Barton, Peter Stirling and Rachel Storey.

The chairman asked if there were any nominations. There were 9 new nominations: Jeremy Bowman, Paul Wood, Sarah Wood, Peter Heath, Anne Green, Julie Corfield, Dermot Tobin, Ruth Brunger and Brendan Corfield.

A vote was taken and the following were elected: Jeremy Bowman, Paul Wood, Sarah Wood, Peter Heath, Anne Green, Julie Corfield, Dermot Tobin and Rachel Storey.

Declarations would be signed at the following committee meeting.

8. ANY OTHER BUSINESS

There was no other business. The Chairman thanked people for coming. There would be a follow-on Committee Meeting immediately afterwards.
