

Swanland Village Hall

Fourth Annual General Meeting

Wednesday 30 July 2008

The Chairman opened the meeting at 7.00 p.m.

Present: Committee members plus 2 members of the public: Geoff Chapman and Graham Latter

Apologies: Brendan Riley

Minutes of AGM 2007: No matters were discussed under this heading. The minutes were accepted as a true record of events and signed by the chairman.

Chairman's Progress Report: The chairman presented copies of his report to the committee and the public.

For the benefit of the public the chairman reviewed the activities of the trustees and employees of the hall, explaining the functions of the various sub-committees.

He pointed out that despite losing one of our larger long-term bookings the general situation was an overall increase in bookings.

Ways of reducing the running costs of the hall, including getting the best long-term deals for energy, are constantly under review.

The variety of events open to the public continues to grow and private parties including wedding receptions and anniversaries have increased.

The hall equipment has been upgraded by the installation of a PA and music sound system in both ground floor halls. This includes an induction loop for the hard of hearing. Another addition has been demountable staging. This allows the hall to attract a bigger range of activities. Funding for these was raised through the 100 Club, various grants and the hall income.

The chairman explained in some detail the ways in which the committee continued to attract a bigger variety of customers including the web-site, SVA 'welcome pack', village publications, etc.

In accordance with the hall lease agreement, redecoration was carried out in June. General maintenance continues throughout the year to keep the hall at a good standard. The hall now has a first class team with caretaker Andrew Short and cleaner Mrs Sam Larter. Working parties of trustees meet a few times each year to perform additional tasks.

The chairman thanked the various trustees for their efforts during the year.

Accounts 1 January – 31 December 2007:

The Report and Accounts for 2007 were presented at the Meeting.

The treasurer handed out a summary sheet (printed below) outlining the salient points of the report.

Page 5 (Statement of Financial Activities)

- 1 Rise in incoming resources from £32k to £41k reflecting higher grants (voluntary income) and higher hall rental income (resources from charitable activities).
- 2 Expenditure (resources expended) also increased mainly due to the internal painting of the hall – see £6767 under repairs
- 3 Overall £9k added to our funds.

Page 6 (Balance Sheet)

- 4 Balance Sheet healthy with over £22k in the bank. Of this £9k is held for capital expenditure and £1500 for deposits and 100 Club prizes. Attention also drawn to the note at the end of the Trustees report (page 3) which states that the policy of the village hall is to hold reserves equivalent to 6 months expenditure or some £12/13k.
- 5 Very little spend on equipment during 2007, big expenditure to come in 2008.
- 6 Designated funds are those monies put aside to cover the painting of the hall inside and out. At 31.12.07 the balance is for external painting only.
- 7 Restricted funds are the grants and 100 Club monies to purchase specific assets. The depreciation on the assets purchased is charged against the restricted funds.

Election of Trustees

In the absence of any other nominees the current trustees were elected en-bloc, proposed by Geoff Chapman and seconded by Graham Latter.

The trustees are as follows:

| | |
|-------------------------------|------------------------------|
| Paul Nicholas Priestley-Leach | Robert Ian Duncan Macfarlane |
| John Wemyss McLeod McKain | Marion Lily Riley |
| John Richard White | Stephen William Webb |
| Henry Thomas Armstrong | |

Yvonne Dumsday continued as a trustee representing the Parish Council as her term of representing them had not yet expired.

The trustees signed an acceptance document confirming their appointment and acknowledging their receipt of the Charity Commission publication CC3 which sets out the duties of a Trustee.

Any other business:

A short discussion took place with Graham Latter, the village hall website manager, about the activities of the website and about the need to keep the website up to date on current activities. It was agreed that members of the committee would do their best to achieve this. Graham Latter reported that the website had received over 600 'hits' since it started.

The chairman closed the meeting at 7.30 p.m.

Paul Priestley-Leach 30/7/08