

East & Botolph Claydon Village Hall AGM 2017

03/05/2017

East & Botolph Claydon Village Hall Committee 2017

AGM

- ▶ Appoint Committee for 2017
- ▶ Chairman's Report & Financial Summary
 - ▶ Financial Summary
 - ▶ Income: Events Appraisal
 - ▶ Plans: Hall Renovation
 - ▶ Plans: Hall Bookings
- ▶ AOB / Close

East & Botolph Claydon Village Hall Committee 2017

AGM

- ▶ Committee elected at for Fiscal year 2016
 - ▶ Chair: Paul Lupton
 - ▶ Treasurer: Graham Wylie
 - ▶ Bookings Mgt: **Natalie Kite**
 - ▶ Committee: Jane Currie, Mary Lupton,
Jenny Tilden-Walker, **Caroline Cable,**
Kate Edgar

East & Botolph Claydon Village Hall Committee 2017

AGM

- ▶ Committee proposed for fiscal year 2017
 - ▶ Chair: Paul Lupton
 - ▶ Treasurer: Graham Wylie
 - ▶ Bookings Mgt: **Gary Baldwin**
 - ▶ Committee: Jane Currie, **Sally Long**,
Mary Lupton, Jenny Tilden-Walker,
Lynda Reid

Financial Report



- ▶ Income Down
 - ▶ Hires are down as predicted last year.
- ▶ Expenses Increased
 - ▶ Oil heating cost reduced but consumption increased
 - ▶ Maintenance costs increased through the period as we took the opportunity to solve the big problems; leaky roof, flakey windows.
- ▶ Savings on operating costs.
 - ▶ Graham reduced insurance and electricity costs through shopping around.

	As at	Year to
	31.03.17	31.03.16
	£	£
Income		
Hall hiring	3806	6030
Mushroom Club rent	6000	6000
Profit on events:-		
Quiz night	657	892
Halloween	0	0
Theatre Night - Fossil Lady	0	(15)
Theatre Night - Victor & Albert	0	189
Theatre Night - Bronte	(6)	0
Xmas Bazaar	459	259
2016 Summer BBQ	471	690
Winslow Rotary Club - Xmas float collect	240	0
Race Night	0	(50)
Total Income	11628	13995
Expenditure		
Cleaning	1990	2093
Oil, Water & power	3952	4516
Maintenance & hedge cutting	2346	1524
Insurance	1231	1369
Wine purchased for events	234	619
Claydons Newsletter advertising	10	0
Web site	18	0
Go Pak tables		515
Ovens & Hob		747
External repainting	1860	0
Other expenses	504	476
Hall repainting		1595
Total Expenditure	12145	13454
Excess of expenditure over income	(517)	541
Bank accounts b/f	7521	6980
Village Hall Funds	7004	7521



Income: Events Appraisal

- ▶ Christmas Bazaar (managed by Jane Currie)
 - ▶ 2016 - the most successful yet. Next event: Sunday 3rd December 2017.
- ▶ Quiz night continues to be the biggest payday
- ▶ General outlook is fewer events in 2017/8 financial period.
 - ▶ Summer BBQ not being organised by VHC in 2017.
 - ▶ East Claydon C of E School and the Church are running the event this summer. 24th June 2017. 15:00 to 18:00. Please support it.
 - ▶ Theatre in the villages
 - ▶ Too expensive now AVDC have withdrawn their funding.
- ▶ More events ?
 - ▶ School fundraising events take a priority
 - ▶ Welcome ideas from the parish for VHC events

**GET
INVOLVED!**

Outgoings Maintenance - Achievements

- ▶ External Lighting upgraded and failed units replaced.



- ▶ Heating system serviced.



- ▶ Electric consumer units replaced & more reliable.



- ▶ Source of Leak in the flat roof identified



- ▶ Window frames painted.



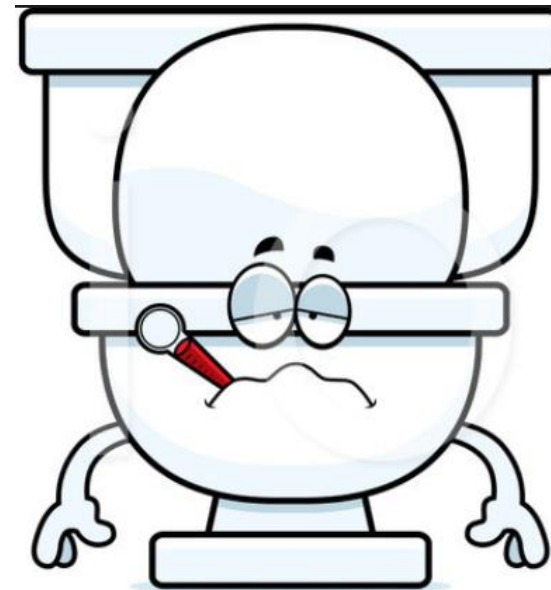
Plans - Hall Maintenance - 2017/18

- ▶ Ceiling leak / ceiling damage repairs
 - ▶ Upstairs / Ceiling in mushroom bar
- ▶ Rising Damp in Mushroom Bar
 - ▶ Quote for grant application requested
 - ▶ External Works and remedial decoration
- ▶ Glass replacement in damaged internal door
- ▶ New Fire Door - Snooker Room



Plans - Hall Renovation Update

- ▶ Phase 1: Improve facilities. Toilets
 - ▶ Missed the funding window for community chest due to lack of quotes.
 - ▶ “General” tradesmen invited to quote the entire refurbishment. 7 “no shows”. 8 visited & measured up. Only 1 quote for labour only received.
 - ▶ A general waste of time that has resulted in a change of approach.
 - ▶ Contacting separate tradesmen for smaller quotes
 - ▶ Carpenter secured for replacement of doors.
 - ▶ Plumber recommended by Debbie Kitchen.
- ▶ Phase 1: Assessment of funding sources
 - ▶ Treasurer attended funding workshop.
 - ▶ Other options being investigated.



Plans - Hall Renovation Update

► Phase 1:

- Improve facilities within current footprint.
- Increase income from hall
- Generate business case for phase 2 expansion



► Phase 2:

- Plan an extension to the hall to increase capacity and facilities available for events



Plans: Hall Bookings

- ▶ Create and Execute New contract of hire.
 - ▶ Ensure that government guidelines and obligations are covered. Eg. Fire safety & evacuation organisation of guests is a responsibility of the hirer.
- ▶ Bring methods for payment and deposit into the millennium.
- ▶ Implement post hire condition checks.
- ▶ Review hire rates against competition.
- ▶ Set competitive new rates.
- ▶ Confirm rates and contracts with loyal customers
- ▶ Market the Hall in local papers / magazines to increase uptake

Thankyou

- ▶ To our committee members
 - ▶ Organising events, managing hall bookings, managing and doing the maintenance and to Graham for so effectively managing the money.
- ▶ To everyone who supports our events.

East & Botolph Claydon Village Hall Committee 2017

AGM

- ▶ Appoint Committee for 2017
- ▶ Chairman's Report & Financial Summary
 - ▶ Financial Summary
 - ▶ Income: Events Appraisal
 - ▶ Plans: Hall Renovation
 - ▶ Plans: Hall Bookings
- ▶ AOB / Close

Meeting Minutes

1. Committee proposed by Paul and seconded by Graham. Committee for 2017 fiscal year is:
 - ▶ Chair: Paul Lupton
 - ▶ Treasurer: Graham Wylie
 - ▶ Bookings Mgt: Gary Baldwin
 - ▶ Committee: Jane Currie, Sally Long, Mary Lupton, Lynda Reid, Jenny Tilden-Walker
- ▶ In attendance: Clive Preston, Peter Wright, Debbie Kitchen, Kate Edgar
1. Committee agreed to the idea of investing in energy saving apparatus for heating management. Paul will work on specification and quotes for review.
2. Jenny agreed to investigate film nights, and obtain costs from Haddenham/Cuddington. Debbie Kichen volunteered her husband, Colin, could help with a film night. Vintage movie night was a suggestion.
3. An additional quiz night / other events in 2017 to be discussed at next VH committee meeting.
4. Paul will continue with obtaining quotes from tradesmen for refurbishments and with Graham will investigate funding options. Door and window replacements will be funded by VH bank and will be outside of refurbishment budget preparation for grant application. £5k confirmed available from Parish Council precept budget for refurbishment and further £2.5k reserves are gained over the next tax year ending March 2018.
5. Rising damp assessment will be organised and quotation requested for approval of VHC / Parish Council. Associated funding applications for grants will be pursued and are pending quotes. Clive has information about prior rising damp and suggestion is to talk with other involved party (Meredith?).
6. Fire safety assessment is a priority for the VHC to assess. Paul and Gary will work the details and refer back to committee.
7. Investigation into rates, rate increases and update to contract of hire to be worked by a subcommittee to draft proposal for committee approval. (Paul, Gary)
8. Mushroom Club chairman, Debbie, thanked VH for efforts on solving the leak and making good.
9. It was noted by Graham and agreed by all attending that the Mushroom Bar re-branding was an excellent improvement and that we would like to review a design by Rachel Seago for a new sign for the Village Hall.
10. A joint meeting between between MVB and village hall for joined up thinking and saving money (joint insurance, etc) and looking at a roadmap for unification was proposed by Debbie Kitchen (chair MVB) and agreed by the Village Hall Committee.