

LITTLE KINGSHILL VILLAGE HALL
MINUTES OF ANNUAL GENERAL MEETING
HELD THURSDAY 21st NOVEMBER 2024

Present: Diana Honey (Chair), Lucy Johnstone (Bookings Secretary), Martin Quigley (School Liaison), Jolyon Austin (Treasurer), Sarah Barton (Trustee), Tony Enevoldsen (Trustee), Laura Murrin (Committee), Gemma Smith (taking over as Secretary), Wendy James (Secretary), Jane Doyle (Caretaker) and David Fox (Resident)

Apologies: These were received from Les Giles (Trustee) and Philip Chatwin (Trustee)

Diana Honey opened the meeting by welcoming those present.

Minutes of Previous AGM:The Minutes of the previous Annual General Meeting held 16th November 2023 were reviewed and signed as a true record of the meeting.

Secretary's Report: Wendy James gave her report which appears as an attachment to these minutes. She made particular reference to upgrades to the hall this year, including the defibrillator, Bluetooth speaker, the portrait of HM King Charles III and the 5year electrical testing. Following her report, Wendy was thanked for her work over nine years as secretary as she was standing down at this meeting.

Treasurer's Report: Jolyon Austin gave his report which appears as an attachment to these minutes. He commented on the good shape of the accounts and detailed a surplus for the year of £3,366.37. The hall has current assets of £70,545.13 and £48,896.02 is now held in long-term investments which could be used as a fighting fund in the future. Jolyon gave particular thanks to Rachel Brown who had once again inspected the accounts this year. She had suggested some amendments to bring us completely into line with the Charity Commission requirements. It was proposed by Diana Honey and seconded by Martin Quigley that the accounts be adopted. All agreed. Jolyon was thanked for all his work with the accounts during the year.

Bookings Secretary's Report: Lucy Johnstone gave her report which appears as an attachment to these minutes. She explained that the hall is used for regular bookings almost every night of the week, although the hall is not now well used at the weekends. We are receiving lots of enquiries for hire from people who are living outside of the required catchment area. Lucy was thanked for all she had done, especially taking over from Carolyn Ormesher mid-year.

Maintenance Report: Tony Enevoldsen gave his report which appears as an attachment to these minutes. He said that the year had been relatively quiet on the maintenance front, but he was pleased that the major crack in the committee room had now been investigated and was found to not be a serious issue. Tony is new to the role and is hoping to work closer with the school regarding maintenance issues. He thanked Jane and Adrian Doyle for all they do to keep the hall in good order. Tony was thanked for taking over the maintenance following the resignation of David Till-Hosier.

School Maintenance Report: Martin Quigley gave his report which appears as an attachment to these minutes. On behalf of the school, he thanked the hall for their support and said that the hall had proved an indispensable resource for the school. Martin detailed the school's activity within the hall throughout the year. He was thanked for continuing to maintain an excellent working relationship with the school.

Trustees' Report: In Philip's absence, Tony Enevoldsen gave the report which had been written by Philip. This appears as an attachment to these minutes. During the year, the trustees had been focused on replacing two trustees – required following the sad passing of Colin Ware earlier in the year, and then the resignation of David Till-Hosier in August. Both of these people were thanked for their hard work over many years – Colin had been involved with the Village Hall for much of his life, and David had been involved with the committee for around 15 years having initially looked after school liaison as a School Governor, and then hall maintenance before taking over as a trustee. The trustees will miss these people very much but have been delighted to welcome Tony Enevoldsen and Sarah Barton to the team. All of the trustees were thanked for their work during the year.

Election of Officers: With members prepared to stand for re-election and Gemma Smith replacing Wendy James as Secretary, it was unanimously decided that the committee for 2024/25 will be:

Chair – Diana Honey
Secretary – Gemma Smith
Treasurer – Jolyon Austin
Bookings Secretary – Lucy Johnstone
General Committee Member – Laura Murrin

Other Committee members are nominated by the organisations they represent, so as such did not need to be re-elected. They are:

Bucks CC – Vacant
Women's Friendship Group (formerly WI) – Vacant
School Liaison – Martin Quigley
The Village Society is not currently active so has no representation

The Women's' Institute remains suspended and former members are now meeting informally as a 'Friendship Group'. Their suspension can remain in place for three years.

The four trustees are not elected annually. They are:

Philip Chatwin
Les Giles
Tony Enevoldsen
Sarah Barton

Appointment of Auditor: Rachel Brown was thanked for inspecting the accounts this year. It was proposed by Jolyon Austin and seconded by Lucy Johnstone that she be asked to undertake this work again in 2025.

Any Other Business: There was no other business for discussion.

Date of next AGM: This will take place during November 2025. An exact date will be set nearer to the time once we are aware of regular hirings at the time.

The meeting closed with Diana Honey thanking everyone for attending. She thanked the committee and trustees for all their help and support.

The meeting closed at 8.35pm. Officers reports are attached.

Secretary's Report

I am very pleased to report that Little Kingshill Village Hall has once again enjoyed a successful and prosperous year and continues to be a vital village amenity for both the primary school and private hirers alike. It has been pleasing to see the hall used regularly across a variety of different groups and organisations and it's good to see that hiring income has remained on an ever upward trajectory since the difficulties of Covid and the capacity restrictions which brought the inevitable decrease in use as well as our income. More on our finances and lettings from Jolyon and Lucy later.

Under leadership of our Chair, Diana, the committee has continued to work hard and remains committed to providing villagers and hirers with excellent, well maintained and safe facilities. During the course of this year, the 5yr electrical test has been undertaken as part of the school, a Bluetooth speaker has been installed meaning that with our new wi-fi, streaming of music is now possible for hirers, a new portrait of HM the King is now in position and we are indebted to Sweet Charity of Prestwood for providing the new defibrillator which is positioned at the front of the hall.

As always, we are indebted to those people who look after the day to day running of the hall. Carolyn Ormesher continued to hold the fort as Bookings Secretary until earlier this year and we have been delighted to welcome Lucy to our team to take over. Lucy has continued the excellent working relationship with both our regular and ad-hoc hirers, and she liaises closely Jane Doyle, our caretaker, who works tirelessly to ensure the hall remains immaculate for our hirers, aided by her husband Adrian who takes care of the grounds. Jolyon Austin ably takes care of our finances, and Laura Murrin has joined our committee, hoping to develop a community role. Martin Quigley has continued in his role of School Liaison, maintaining a close working relationship with the school - I thank these people who are very much 'the face' of our village hall within our community. We were sad to say goodbye to Terresa Clark this year who stood down from her position as liaison member for the Friendship Group (formerly WI) and we wish her well in her retirement from the committee having also been a Bookings Secretary for many years.

The committee has continued to work closely with the Trustees this year. We were very sad to lose Colin Ware who passed away at the beginning of this year having been a long-standing trustee. We, of course, send our condolences to Jenny and all of Colin's family. We also said a fond farewell to David Till-Hosier who stood down as a Trustee and from this committee after looking after our maintenance for a number of years. We are indebted to them both for their many years of service to the Village Hall. In recent months, we have been delighted to welcome Tony Enevoldsen and more recently, Sarah Barton to our Trustee team and Philip and Les, as well as the rest of the committee, look forward to working with them in due course.

In closing, I thank everyone who has done anything, however small, for the village hall over the past year. I myself will be standing down as secretary and I'm very pleased to hear that Gemma Smith has agreed to take over. Gemma, welcome to the committee – I can honestly say they are a lovely bunch! It has been a pleasure to work alongside the committee over the past nine years, and I wish the committee and the hall well as you continue to provide a vital service to our villagers and hirers.

Wendy James – November '24

Treasurer's Report

Summary

- Hire income similar to prior year
- Maintenance and upkeep of Bucks County Council owned building borne by them
- Annual surplus of £3,366
- Net Assets of £70,545

Investments

- In line with charitable objects, £47,500 moved into long term investments

Expenses

- Bluetooth speaker purchased for hall users
- Free WiFi implemented for hall users

Little Kingshill Village Hall

Income & Expenditure for the year ended 30th September 2024

	2023 / 24	2022 / 23
Income		
Hall Lettings	4,249.60	4,181.00
Bank Interest - deposit account	1,287.44	1,648.23
BCC Reimbursement	<u>10,264.32</u>	<u>12,762.24</u>
Total	15,801.36	18,591.47
Expenditure		
Rent	44.00	44.00
Insurance	501.25	454.86
Music / Media	611.65	169.19
Caretaking	10,349.37	9,991.06
Pension	337.25	2,277.84
Hall maintenance	407.96	504.81
Grounds maintenance	1,350.00	2,010.00
Small repairs & equipment replacement	234.13	141.29
Administration	374.40	387.30
Other	121.00	288.60
Adjustments		-1,591.66
Total	14,331.01	14,677.29
Investments		
Net gains (losses) from investments	1,896.02	0.00
Surplus/deficit for the year	<u>3,366.37</u>	<u>3,914.18</u>

Little Kingshill Village Hall

Balance sheet as at 30th September 2024

	2023 / 24	2022 / 23
Fixed Assets		
Investments ¹	48,896.02	0.00
	<u>48,896.02</u>	<u>0.00</u>
Current Assets		
Debtors - Bucks CC		3,139.83
Cambridge & Counties Bank ¹	10,765.81	55,978.37
Bank current account	11,434.30	8,575.56
	<u>22,200.11</u>	<u>67,693.76</u>
Current Liabilities		
Deposits held ²	225.00	189.00
Rolling deposits ³	326.00	326.00
	<u>551.00</u>	<u>515.00</u>
Net Assets	<u>70,545.13</u>	<u>67,178.76</u>
Accumulated Funds		
Brought forward	67,178.76	63,264.58
Surplus/deficit	3,366.37	3,914.18
	<u>70,545.13</u>	<u>67,178.76</u>

Jolyon Austin - November '24

Booking Secretary's Report

The hall is well used Monday to Thursday with one or two bookings each day. Friday has a monthly evening booking and weekends have been rarely booked since I started as bookings secretary in June. There are currently two different weekly evening Pilates groups, Yoga and Zumba classes, table tennis and a music group. There is a before school kickboxing class for kids and monthly meetings for pottery enthusiasts and the Friends group (which used to be the WI).

Lucy Johnstone - November '24

Maintenance Report 2023

A relatively quiet year apart from a major crack needing to be repaired in the committee room and a few signage changes following the last risk assessment.

As ever, we extend our gratitude to Jane and Adrian Doyle for their day-to-day caretaking duties as well as the hedge cutting, flowerbed tidying and (with their newly acquired pressure washer) clearing the paths of (slippery) moss especially on the side and at the back of the hall.

Finally, thank you to the other members of the management committee for their efforts during the year to keep the village hall running safely for the benefit of the village.

Tony Enevoldsen - November '24

School Liaison Report

On behalf of the school's staff, governors, pupils, parents and FOLKS, I would like to express our recognition of the village hall's indispensable role in the day-to-day life of the school.

During the course of this year, as always, the hall has been used for a range of activities, from parent attended class assemblies and Christmas productions – including all of their associated rehearsals – to indoor P.E. classes, music lessons, concert rehearsals, educational events and even dance classes.

The hall grounds provide vital, additional parking for school staff.

Martin Quigley - November '24

Trustees' Report

The focus of the last year has been to replace two trustees.

The first trustee to be replaced was Colin Ware, who sadly died in January aged 92. Colin had been involved with the Village Hall for much of his life and had been a trustee for a considerable time. His knowledge of the history of the Hall was invaluable and will be missed.

The second trustee to be replaced was David Till-Hosier who resigned in August 2024. David had been involved with the Village Hall for about 15 years in a range of capacities. Initially in his capacity as the School Liaison, as a parent governor at the school and then more recently as a trustee. During his time on the management committee and as a trustee, David took responsibility for the maintenance of the Village Hall.

We thank them both for all they have done to support the Hall.

We are extremely fortunate to have recently recruited two new trustees, being:

- Tony Enevoldsen
- Sarah Barton

Both have lived in Little Kingshill for many years and have their considerable knowledge and experience will be of great benefit to the running of the Hall.

The trustees fully support the work of the management committee, and the decision made to manage the Hall's funds.

Philip Chatwin – November '24