

Bowerhill Village Hall Trust

Registered Charity Number: 297945

Minutes of the Management Committee Annual General Meeting – Tuesday 8th September 2020 7.30pm

Members present

Chris Broom, Mark Harris, Rosemary Bellinger, Christopher Sealy, Susan Sampson, David Pafford, Marilyn Mills, Gavin Owen, via zoom Marie-Anne Amos & Rachel Skates.

This meeting is being held virtually in accordance with Charity Commission and Scout Association guidance. I would like to confirm if there is anyone who has any objection to this, otherwise we will continue as agreed.		
1. Apologies for Absence	Marilyn Williams.	
2. Minutes of last meeting.	The minutes from the previous meeting held on 7 th May 2019 were agreed as a true record. Proposed Susan Sampson, Seconded Christopher Sealy, all agreed.	
3. Matters Arising	None	Action
4. Chair's Report	<p>Welcome to you all. The period from our last AGM up to March 2020 was our most successful ever. Then, because of the Covid-19 pandemic, we were forced to close. Needless to say this has affected us all but, thanks to the efforts of our Executive Officers, it has not been the complete disaster for the hall that it might have been and I refer you to the Treasurer's Report and Bookings Report attached for more information on that.</p> <p>The Committee Officers have been having frequent discussions via Zoom to ensure that systems have been put in place to make the hall Covid-19 compliant.</p> <p>Firstly, thank you to all the committee who give up their time to help the hall be the success it is and thanks to the officers of the committee for their help, support and commitment. They are volunteers who give their time freely and without their tireless work there would be no Hall.</p> <ul style="list-style-type: none">● Pamela Hartley (former Chair)● Chris Broom (Secretary)● Mark Harris (Vice Chair and Bookings Co-ordinator)● Chris Sealy (Treasurer) <p>Our Chair Pam Hartley stood down in June for personal reasons. We thank her for her service and wish her well for the future.</p> <p>A big thank you to Gavin Owen who, although not a committee member, is our Webmaster and IT Administrator. Without his expertise the administration of bookings would be a great deal more difficult and time consuming.</p> <p>The two cleaners were both employed by the BVHT from the 6th April 2020 and this now entitles them to receive holiday pay and other working practice conditions. However Andy Gunton decided to leave the position of cleaner after 5 years in post and there is currently a vacancy, which will be filled once the current situation returns to some normality. In the meantime Seamus Irwin will oversee the day to day cleaning of the premises.</p> <p>During the year we have continued to maintain the hall and tried to make it more practical and comfortable.</p> <ul style="list-style-type: none">● We have a new front door and other external doors will be replaced as funds permit● A new fire alarm system has been installed, which includes a facility for the deaf● Re-decoration of the whole hall has now been completed <p>A decision was made not to hire out the hall on some bank holidays and in particular Christmas Day, Boxing Day and New Year's Day. Booking requests for other bank holidays will be considered and</p>	

	<p>reviewed by the committee as they arise.</p> <p>Money has been ring-fenced for future maintenance and the maintenance diary is up to date.</p> <p>Banking is being done online and we encourage ALL our users to pay by electronic bank transfer. PayPal is also being considered as an additional method of payment in the future.</p> <p>Finally, our beautiful Village Hall is going from strength to strength. We offer lovely facilities for people to meet, learn, worship, have fun, keep healthy, and above all to offer the hand of friendship – no one needs to be lonely here in Bowerhill.</p> <p>For and on behalf of the Chair</p>	
5. Treasurers Report		
	<p>A copy of the final accounts for year ending 31.3.20 was presented.</p> <p>Current Account: £2429.61 Savings Account: £15245.98</p> <p>Report for the Year Ended 31st March 2020. The accounts were audited by A & N Accountancy Services and certified by them as a true record.</p> <p>Almost a routine year as the effects of the Pandemic did not impact the finances of the Hall until after the accounts were closed. Our income was very much the same as that recorded in the last two or three years. There has been steady but gradual increase in rental income. This reflects the steady growth in the use of the hall. We benefitted again from a generous grant from Melksham without Parish Council.</p> <p>We made a loss of £3,301.35 over the year but this should not be a cause for concern. At the end of 2019 we saw that we had a healthy balance in our accounts and decided to make plans to decorate the hall. In addition, we had the fire and security provision in the Hall checked. Finally, the front door had reached the end of its useful life. The CCTV cameras were upgraded at a cost of £2,167.20 and the Fire Alarm System was replaced at a cost of £4,013.92. A replacement front door cost £3,045.49. The hall decoration was held over until the impact of the Pandemic could be properly assessed. The conclusion of that story will be in next year's report.</p> <p>At the close of the financial year and after completing some very necessary maintenance items we still had bank balances totalling £17,675.59. This was an extraordinarily strong position to enter a period of great uncertainty.</p> <p>An administrative item is worthy of comment. After taking professional legal advice, the management committee decided that our cleaner and security staff should be employed under the PAYE scheme and the Treasurer was instructed to register BVHT as an employer with HMRC with effect from the start of the new financial year.</p> <p>I am happy to offer the accounts for adoption by the AGM. Christopher Sealy (Hon. Treasurer)</p>	
6. Adoption of Accounts for Year Ending 31st March 2020	<p>The accounts were adopted: Proposed by David Pafford Seconded by Rosemary Bellinger All agreed</p>	
7. Appointment of Auditor for Accounts for the Year Ending 31st March 2021	<p>A & N Accountancy Proposed by Chris Broom Seconded by Rosemary Bellinger All agreed</p>	

8. Booking secretary Report

Up until the pandemic struck the hall was being very well used. Since the introduction of the online booking system in mid 2015 our bookings have increased as follows:-

2016 - a total of 666 bookings (first full year of online bookings)

2017 - a total of 799 bookings (an increase of 20%)

2018 - a total of 857 bookings (an increase of almost 30%)

2019 - a total of 921 bookings (an increase of almost 40%)

In the first 2 months of 2020 bookings were up 60% over the same period in 2016.

We currently have 22 regular users signed up to use the hall but, for obvious reasons, none of them have been using it until last week.

March 2020 – up until the 23rd we had 35 bookings by regular users plus 6 private.

April 2020 – we had one private booking (a training session for new care-givers).

May-August 2020 – No bookings.

September/October 2020 – 9 regular users have re-started or are about to restart. 6 are not coming back until next year at the earliest and one may not come back at all.

New Booking Requests – I am currently receiving a lot of enquiries and booking requests but the Executive Officers took the decision not to accept any new bookings for the month of September. This was to give us, and our existing regular users, time to get used to the new conditions. From the 1st of October we will consider new bookings depending on the situation at the time. We have some private individual bookings on the system for later in the year which are being kept under review.

Keyholders

Solutions4Health/ShapeUp4Life returned their keys as the NHS cancelled the programme.

Cancellations due to Coronavirus

Obviously since the 23rd of March all existing bookings have been cancelled and only one new booking was accepted (a training session for new care-givers by an established company providing domiciliary care).

Multimedia System

No issues reported.

Payment for Bookings

All users are being asked to pay via online banking and PayPal is being considered as an additional method of payment in the future.

Re-structuring of Hire Charges

As previously reported the Executive Committee's proposals for changes to the charges for ad-hoc users were implemented in January.

Changes to the charges for regular users will need to be approved at this AGM for implementation in January 2021.

New Special Conditions of Hire for Covid-19

A new document has been prepared and is being sent out to users prior to their first session.

List of Regular Users (as of 7th September 2020)

Age UK Wiltshire Fitness and Friendship

Alzheimer's Support

Baby Sensory Bath

Bowerhill Baby & Toddler Group

Bowerhill Beavers

Bowerhill Busy Bees

Bowerhill Cubs

Bowerhill Ladies Group

Bowerhill Primary School

Bowerhill Residents Action Group

Bowerhill Scouts

	<p>Bowerhill Village Hall Trust Coffee on the Way Core Church (Craft, Chat and Coffee) Jon Clifford PHAB Redeemed Christian Church of God Slimming World Tony Forester Willow and Grace Yoga Wilts & Bath Advanced Motorcyclists</p>																									
<p>9. Election of New Committee to Serve for the Year 2020/21</p>	<p>a. <u>Representatives of Village Hall Users:</u> Bowerhill Scout Group – Chris Broom Bowerhill Baby and Toddler Group – Marie-Anne Amos PHAB – Rosemary Bellinger BRAG – Mark Harris Craft Chat & Coffee – Marilyn Williams Parish Council – David Pafford Busy Bees – Marilyn Mills Bowerhill School – Rachel Skates Coffee on the Way- Christopher Sealy Core Church – Susan Sampson</p> <p>b. <u>Election of 6 Members of the Public</u> Gavin Owen – proposed Chris Broom, Seconded Christopher Sealy</p> <p>Five more members of the public can be co-opted onto the Committee throughout the year.</p>																									
<p>10. Adoption of two amendments to the Constitution</p>	<p>6 ii Holding an AGM by electronic means 8 A member of the Management Committee shall cease to hold office. Details of the amendments were read out. 6 ii Proposed Mark Harris, Seconded Christopher Sealy 8 Proposed Mark Harris, Seconded Marilyn Mills All Agreed. Details will be updated on the Charity Commission web site for approval.</p>	<p>Chris Broom</p>																								
<p>11. Opportunity for questions and comments from the floor</p>	<p>None</p>																									
<p>12. AOB</p>	<ul style="list-style-type: none"> Review of Hall charges: Proposed Mark Harris, Seconded David Pafford It was agreed by everyone present that the revised charges would be implemented with effect from 1st January 2021. The web site will be updated accordingly. <table border="1"> <thead> <tr> <th></th> <th>Effective from 01/01/2021</th> <th>01/01/2020</th> </tr> </thead> <tbody> <tr> <td>Main Hall</td> <td>£8.00 per hour</td> <td>£8.00 per hour</td> </tr> <tr> <td>Main Hall + Meeting Room 2</td> <td>£11.00 per hour</td> <td></td> </tr> <tr> <td>Whole Hall</td> <td>£13.50 per hour</td> <td>£13.00 per hour</td> </tr> <tr> <td>Meeting Room 1</td> <td>£6.00 per hour</td> <td>£6.00 per hour</td> </tr> <tr> <td>Meeting Room 2</td> <td>£6.00 per hour</td> <td>£7.50 per hour</td> </tr> <tr> <td>Meeting Rooms 1 & 2</td> <td>£10.00 per hour</td> <td>£10.00 per hour</td> </tr> <tr> <td>Small Office</td> <td>£5.00 per hour</td> <td>£5.00 per hour</td> </tr> </tbody> </table>		Effective from 01/01/2021	01/01/2020	Main Hall	£8.00 per hour	£8.00 per hour	Main Hall + Meeting Room 2	£11.00 per hour		Whole Hall	£13.50 per hour	£13.00 per hour	Meeting Room 1	£6.00 per hour	£6.00 per hour	Meeting Room 2	£6.00 per hour	£7.50 per hour	Meeting Rooms 1 & 2	£10.00 per hour	£10.00 per hour	Small Office	£5.00 per hour	£5.00 per hour	<p>Gavin Owen</p>
	Effective from 01/01/2021	01/01/2020																								
Main Hall	£8.00 per hour	£8.00 per hour																								
Main Hall + Meeting Room 2	£11.00 per hour																									
Whole Hall	£13.50 per hour	£13.00 per hour																								
Meeting Room 1	£6.00 per hour	£6.00 per hour																								
Meeting Room 2	£6.00 per hour	£7.50 per hour																								
Meeting Rooms 1 & 2	£10.00 per hour	£10.00 per hour																								
Small Office	£5.00 per hour	£5.00 per hour																								
<p>Meeting closed at 8.20pm Date of Next AGM Meeting – Tuesday 4th May 2021 7.30pm Bowerhill Village Hall</p>																										