

Kingston Village Hall (Reg Charity No 274947)

Minutes of 43rd Annual General Meeting

19th September 2019

Present:

COMMITTEE: Ron Leslie (RL) Chairman, Pat Draper, Rachel Hooper (RH), Chris Reid (CR) Treasurer, Peter Stokes (PS), Suzy Stokes (SS), Paul Wright (PW), Sarah Wright (SW) Secretary.

FRIENDS OF THE VILLAGE HALL: Miki Ellar and Jill Coleman

1. **Apologies:** Torrie Smith (TS) PCC representative.
2. **Minutes of last AGM:** The minutes were circulated, approved and signed.
3. **Chairman's Report:** The Chairman's report was presented and is annexed to these minutes
4. **Treasurer's Report:** The Treasurer's report was presented and is annexed to these minutes
5. **Appointment of Committee members:** Chairman Ron Leslie proposed by (SW) and seconded by (SS). (CR) agreed to continue as Treasurer, proposed by (PD) seconded by (PW). (SW) agreed to continue as Secretary, proposed by (PS) and seconded by (RL). We welcome the continuing support of the friends of the Village Hall, Janet Clear, Jill Coleman, Miki Ellar and Heather Ginn.
6. **AOB:**
 - i. (JC) suggested that we continue our drive to recruit younger committee members. POA#1 All committee and friends. (PW) said that it was important to remember that the committee's primary function is to manage the fabric and income of the Village Hall. Since the dissolution of the Neighbours Group we have taken on the organisation of major fundraising events such as the Pub, Quiz and BBQ, but we are not the village social committee. The committee endorsed this and asked (PW) to write a piece for the magazine explaining this and encouraging groups to take advantage of the Village Hall facilities. Good examples being Music Nights and Coffee Mornings. POA#2 PW.
 - ii. The pub night continues to be popular and (CR) has produced a rota of bar staff. We need to liaise with John Easy about obtaining some larger serving plates or wooden platters for pizzas. POA#3 CR.
 - iii. A notice is to be put up in the kitchen to inform people that the first aid kit and accident book are kept on the window sill in the main lobby. POA#4 SW.
 - iv. We decided it would be helpful for the Friends of the Committee to be included in any relevant email communications. POA#5 All.

- v. The Chairman and Committee gave a hearty vote of thanks to (PS) for all the building and maintenance that he does on the Hall.

Meeting closed at 8.39

**Kingston Village Hall Management Committee Chairman's Report to
Annual General Meeting, September 2019**

Membership of the Committee

Ron Leslie (Chair), Sarah Wright (Vice Chair and Secretary), Chris Reid (Treasurer)

Torrie Smith (Rep from the Parochial Church Council), Pat Draper, Rachel Hooper

Peter Stokes, Suzy Stokes, and Paul Wright. We thank Lee Steele, past Parochial Church Council Rep who resigned last year, and welcome Torrie Smith as the new Rep, and welcome Pat Draper back to the committee. We thank Henrietta Burbridge, John Easy and Katherine Reid for their past service, and new Friends of the Village Hall Miki Ellar, Janet Clear, Jill Coleman, and Heather Ginn.

Events

Fund raising events last year included Quiz 'n Chips in January, the village BBQ in July, the Christmas Fair, and a musical evening by the Kingston Blues Band. Pilates, keep-fit, and karate classes are held weekly and contribute to our building maintenance costs. The Harvest Supper was a well-attended event in 2018. Pub Nights are held each month, and the pizzas prepared by the Easy family are a popular feature. Other monthly events include the Coffee Morning, and "Coffee After Church". Our Music Club event, managed by Simon Draper and Peter Holly, continues to be a popular evening out in the village hall.

Village Hall Refurbishment Project

Phase 3 of our hall renewal project involved repairs to the courtyard fence, work on the south garden, and exterior painting of the woodwork. A new tarmac surface was laid in the yard, funded by the Kingston Parish Council. A new hopscotch pitch was added, providing a permanent play area for children, and funded by the South Cambridgeshire District Council.

A new grant application was successful in obtaining funding from the National Lottery Grant Fund to buy and install new sound absorption panels on the hall ceiling. These should lessen the echo in the hall that has proved stressful for villagers with hearing difficulties. The panels have now been purchased and we await their installation which should happen soon.

Phase 3 brought to a conclusion a seven year long effort to refurbish and improve the village hall building. This involved an immense effort on the part of many villagers and the Village Hall Management Committee thanks everyone for all their support as well as all the sponsors who have helped provide the significant funding for this project. Special thanks are due to committee member Peter Stokes who built a new storage cupboard in the new small hall, and continues to perform many maintenance jobs and other small building projects.

New Defibrillator

A new defibrillator for the Village, funded by the Parish Council, was installed on the outside wall of the Village Hall for emergency use in the case of a cardiac arrest (sudden heart failure). Instructions for the use of the defibrillator are available at the site of the facility.

Kingston Village Hall Treasurer' Report

The draft 2018 accounts are shown below. In the year, the main item of expenditure was renovation, completing the significant update of the main hall. Both halls are now modernised and we should see lower maintenance and upkeep costs going forward. As anticipated and due to the renovation works, the net balance for the year was a net loss of £4,647, funded by cash balances retained in previous years from grants and fundraising.

Looking forward to 2019, the net cash balance for the Village Hall is currently standing at £6,100 at the time of the AGM with an operating surplus for the year thanks especially to proceeds from the pub night and from increased hall rental revenues. It is expected that up to £2,700 will be paid out in due course to install the sound reducing boards in the various halls, to paint the outside guttering and fascia and for other miscellaneous tasks but other than this, the majority of the expenditure for renovation is completed. Assuming a reasonable inflow of funds in the last part of the year from scheduled events, the Hall should end the year on a solid financial footing with over £4,000 in the bank. With the renovation heavy duty work completed, we plan to make some further internal furnishing and décor improvements to the hall over the coming year in order to maximise the welcoming atmosphere so if anyone has any suggestions don't hesitate to contact a member of the committee.

KINGSTON VILLAGE HALL MANAGEMENT COMMITTEE					
DRAFT					
Income and Expenditure Account - Year to 31st December 2018					
(2017)	Expenditure	£	Income	£	(2017)
	-916.46	Electricity and Oil	-632.46	Karate Hall Hire	360.00 735.00
	-100.88	Water rate	-104.82	Other Hall Hire	911.00 803.50
	-403.23	Hall maintenance	-634.64	Quiz & Chips	571.10 370.65
	-690.92	Equipment	-241.74	BBQ	0.00 807.31
	-601.63	Insurance	-598.62	Pub evening	2345.45 2122.82
	0.00	Premises/Bar licence fees/charges	-70.00	Other income eg. bank interest	377.01 0.10
	-403.62	Cleaning of Hall	-746.50	Blues evenings (incl. bar profits)	82.84 25.50
	-19337.23	Renovation expenditure	-11808.83	Direct donations	0.00 86.53
	0.00	Village Children's Xmas party	-58.85	Tea Party	0.00 63.47
	-108.50	Sundry expenses eg. stationery, lorry hire	-55.50	ACRE working capital loan	0.00 20000.00
	-1158.35	Pub stock paid direct from treasury account	-1604.76	Licence refund from S. Cams	0.00 70.00
		Interest payable on loan	0.00		
-23720.82	Total expenditure	-16556.72	Total income	4647.40	25084.88
	Excess/(deficit) income over expenditure	-11909.32	2017: excess of expenditure over income		1364.06
-23720.82	Total	-4647.40		4647.40	23720.82
	Balance Sheet 31st December 2018				
	General Fund	£	Net assets	£	
			Balance at Bank:		
	Current a/c at 1st Jan 2018	13041.97	Current a/c at 31st Dec 2018	1408.50	
	Deposit a/c at 1st Jan 2018	2415.00	Deposit a/c at 31st Dec 2018	2448.00	
	Cash in hand at 1st Jan 2018	1505.57	Cash in hand at 31st Dec 2018	1196.72	
	Pub cash float at 1st Jan 2018	0.00	Pub cash float at 31st Dec 2018	0.00	
	Balance at 1st Jan 2018	16962.54			
	Add excess of income over expenditure	-11909.32			
		5053.22	Balance at 31st Dec 2018	5053.22	
			Cash restricted for renovation purposes		
			Opening balance (at 1st Jan 2018)	4901.58	
			Deduct: renovation expenditure	-12051	
			Closing balance (at 31st Dec 2018)	Nil bal.	
Notes					
1	The accounts are prepared on a receipts and payments basis ie they only reflect items that have been received or paid for in the year.				
2	An amount of £155 due from the Parish Council, and £20 due from the Parish Church in respect of hall rental, were paid after the year end and have been included in 2019 accounts.				
3	Renovation expenditure in the year was £12,051 for hall upgrade works.				

