



Sunningdale Village Hall Annual General Meeting Minutes

**Monday 18th July 2022, 7.00 pm
Small Hall, Sunningdale Village Hall**

Present:

Martin Penney - *Sunningdale Parish Council SVH Committee Member (Chair)*
Robin Booth - *Sunningdale Parish Council SVH Committee Member*
Lilly Evans - *Sunningdale Parish Council SVH Committee Member*
Peter Grover - *Sunningdale Parish Council SVH Committee Member*
Anne-Catherine Buxton – *Sunningdale Parish Council Chair*
Ruth Davies – *SVH Charity Manager*
Carol Elsasser – *SVH Marketing and Communications/Acting Secretary*

1. Welcome

MP welcomed all to the meeting.

He thanked all the team for working through another year that had been impacted by Covid. He expressed thanks to all the hirers and his fellow Committee members for their support.

2. Apologies for Absence

Apologies had been received from Gemma Smith (SVH Operations Manager) and Sharon Thompson (Sunningdale Pre-School Manager).

3. Minutes of the previous AGM held on 22nd November 2021

The minutes of the 2021 AGM had been circulated with the agenda. MP proposed the minutes be accepted as a true and accurate record of that meeting. All agreed.

4. Charity Management Report

RD noted that 2021 was the year coming out of COVID and a strong last quarter had pulled around the finances. 2022 had started strong however 2021 / 22 marked an increase in the rates for the regular hirers and all other ad hoc bookings. (2020-2021 £15 for regular hirers rising to £17.50 in 2022 and 2020-2021 £20 for ad hoc bookings rising to £25.)

The operational team would not be proposing any further uplifts for 2023 as it was beginning to be clear that the appropriate level had been reached for the hall with its current facilities. She noted that other venues offered Wi-Fi, sound systems, sound baffles, newer / better kitchen facilities, round tables, and better chairs for events.

She noted that local halls with similar facilities were charging £15 - £17 per hour and some regular hirers had been lost due to the availability elsewhere at lower prices.

She reported that during the year an environmental survey had been undertaken by CCB (Connecting Communities in Berkshire) which had made the following recommendations to reduce costs:

- Replace all lighting in the hall with LED lights.
- Improve insulation in the building – including accessing the high roof in the main hall.
- Replace doors to reduce drafts/add draft excluders.
- Replace / secondary glaze the windows.
- Solar energy or alternative.
- Better recycling for all hall users.

Looking forward she noted that the lease between the Charity and the Council ends on 23rd November 2024. She noted that from a Council point of view, this lease will be part of the 2024 / 2025 budget year, which would be set no later than January 2024, therefore worked on from October 2023 and any major changes would therefore be reviewed by the Council from April 2023 i.e. in 8 months' time.

From a Pre-School perspective, she noted that they required all applications to be in by 31st May 2023 for the term commencing September 2024, so she would expect them to be asking sooner rather than later as to their contract.

She noted that from a charity standpoint there were several questions to consider:

- Does the Charity continue to operate and if so, what lease terms would it be looking at from the Council and for the Pre-School?
- If the Charity is not continuing, then how will this process be managed? And what are the timelines for handover and close down?
- Does the Charity have any liabilities that will need to be met in relation to the lease prior to the end of the lease?
- What model would work?

She noted that, as with the transfer of the charity management from the nominated trustees to the Council, this would take more time than expected.

Finally, she noted that the team continued to work hard to ensure the hall provided for all its hirers and make amends / adjustments where possible. They have all worked hard over the Covid years and are committed to the community hall.

MP thanked RD for her report and noted that discussions needed to take place to look at the pros and cons of continuing as a charity.

5. Accounts: Year ended 31 December 2021

MP noted that the accounts had been circulated with the agenda. He noted that in the minutes of the last AGM a surplus of £2.8K had been forecasted for 2021. However due to Covid it was understandable that this had not been met and the year had ended with a deficit of £3,578.

RD noted that the 2021 accounts had actually included 5 quarterly management fees rather than 4 as only 3 quarters had been put through in 2020.

LE enquired if the Hall could apply for any CIL funding. It was noted that this could be applied for specific projects that mitigated the effects of development.

MP noted that the Hall only had £35K in reserves, they were required to maintain 6 months of general running costs which amounted to £20K so this only left £15K for repairs etc.

He noted that the 2022 budget was aiming to provide a £6K surplus.

MP asked if those present would formally receive the accounts, all were in agreement.

6. Sunningdale Pre-School

RD read the report provided by Sharon Thompson, Manager of Sunningdale Pre-School:

Pre-School has remained consistent with numbers, and having just sorted the admissions for 2022/23, we are full up to September 2023. We have a growing waiting list of Pre-School children for the academic year of 2023/24.

After a slow start in September 2021 with parents returning to work and the need for afterschool club care, we have gradually got busier and busier; we continue to require the use of the big hall from Monday through to Thursday during term time.

With the increase of our rental of the small and big hall, we were thankful to have been able to hold our annual Quiz Night, in May. It was a fantastic evening, with many of the local community attending. This raised much needed funds for Pre-School and Afterschool Club.

In response to the VH Trustees letter of 24th January, and subsequent zoom meetings, Pre-School committee put together a letter on 24th June requesting that Pre-School has sole use of the small hall during term time, clearing away for the holidays, to enable the hall to be hired out. We have requested this as we believe that packing away weekly would have a significant impact on the running and experience for all that use the Pre-School facility. We recognise that our confirmation of requiring sole use during term time beyond 2022 may mean a consideration of the rent from January 2023, given the potential loss of income. We would be grateful for a response to this letter as soon as possible.

Maintenance:

In past years the Pre-School has always decorated the inside of the small hall during the summer holidays when the small hall is not used, however, at a zoom meeting in February when we were discussing the hire agreement, Ruth said that a VH team would be put together to do the decorating; can you please confirm that this is going ahead during the summer holidays. The hall has not been decorated for the past 3 years and where the new heaters have been installed there is 'making good' needed. I would like to confirm that, going forward, Pre-School would still be happy to decorate the facilities, as we always have done, but would need notice.

The bulb in the cloak area was reported that it was not working on 26th April; it has not been replaced.

The outside security light that lights the car park was constantly on: this was reported. I have turned the power off to the light to save on electricity!

The trees in the garden will need pruning; Pre-School will look into this in the Autumn Term 2022. They have been a welcomed shade during the hot weather!

We had a water leak (broken kitchen tap) in the small hall. During this it came to light that we did not know where the emergency stop cock was to turn off the water supply, and we cannot find it. Our emergency plumber could not find it either, we looked in the big hall also. Can the VH please investigate and let us know where it is, in case of future emergencies! The kitchen tap has now been replaced, which Pre-School has covered the cost of. The dishwasher also broke, which Pre-School has replaced.

RD noted that the light referred to in the cloak area had been decommissioned by the electrician as unsafe and would need replacing. She also noted that the only stop cock was outside on the road.

RD noted that Pre-School had confirmed that they would vacate the Hall on 22nd July and return on 31st August. With such short notice it was unlikely that any income would be able to be generated however the time would be used to redecorate the small hall and take pictures showing it an empty facility that can be used for future marketing purposes. Also any potential holiday time hirers would be invited to come and view the facility.

RD noted that the Committee needed to decide if they would only request use of the Small Hall back from the Pre-School during the summer holidays. MP confirmed that this would be discussed by the Committee.

7. Marketing Report

CE noted that activities at the Hall have returned to a more normal pattern post Covid restrictions, although some hirers were finding that participants were still anxious to resume their previous level of activities.

Many hirers continue to ensure there is increased ventilation during their activities with doors and windows open and are maintaining spacing between participants.

The website is kept updated with details of all the classes that are running and how those interested can contact the organisers. The website calendar clearly shows the slots when the Hall is available for hire and this has helped those making enquiries.

A new feature has been added to the website – an online initial enquiry form which once completed is emailed directly from the website to Gemma, to date approx. 100 booking enquiries have been received in this way.

Three issues of the Sunningdale Village Venues magazine have been produced over the last year and have attracted many advertisers from other venues around the locality (in addition to all those based at the Village Hall) such as the Bowling Club, Ocean Theatre Company, French lessons, Pilates held at the WI hut, Be Military Fit, Matchpoint Tennis and Fieldhouse Coffee.

Local businesses are offered the opportunity to place a loose insert within the magazine enabling them to reach all the homes within Sunningdale as well as local primary schools, preschools and nurseries. This year advertisers have included Savills, Home Instead, Ascot Grange, Natalie Vinson School of Dance and Drama and a local cleaning company. Distribution of the magazine, which goes out with Holy Trinity Church's parish magazine, is co-ordinated via a network of volunteers which we maintain and monitor, this has been greatly assisted this year by help from the Scouts.

Our latest magazine covering activities taking place in the Hall from September through to Christmas has just gone to the printer and will be distributed at the end of August.

MP thanked CE for her report.

8. Hall Facilities

RD read the report provided by Gemma Smith:

We would like to thank all our regular users, the majority of which have been with us for many years. We welcomed Red Academy on a Saturday morning in January. Unfortunately, we have lost a few of our regular hirers, Debbie Shackleton who did adult ballet and adult tap classes ceased her booking at the beginning of May due to the cost of the hall and inflexibility with our cancellation policy. Rosie Deane who does Chair Yoga for Seniors on a Wednesday cancelled due to the cost and lack of attendees. Christine Jackman has reduced her bookings from an all year round hirer to a term time only hirer due to the inflexibility of our cancellation policy. Kate Keeley who did a yoga class just hasn't had enough clients retaking her classes since Covid to make it viable and therefore cancelled at the end of May and Amy Gardiner who does Music with Mummy on a Monday has provided notice to cease her classes in September as she is no longer doing them.

We now have several regular slots available for new hirers which we have advertised in the new magazine and also on our website.

We are still trying to fix the problem with the floor in the hallway outside the toilets. 3 companies came out and confirmed it is dry rot. 2 quotes were received to fix this and I had Preservation Treatments out last week to get a third quote, they have said they do not think it is dry rot but they need to confirm once the floor is lifted, I have organised 3 new companies to quote to lift the floor before the final inspection can be completed. All regular hirers have been contacted to ask if lifting the floor will have any impact on their attendees as there will be a drop down from the main hall to the toilets. I have had no replies indicating it will be an issue for any of the hirers.

Following the new heaters being fitted in the Preschool and the huge increase in energy bills, I have had a new electricity meter fitted to measure the Preschool electricity consumption separately. This meter was installed on 21st April 2022 so it is now easy to see the consumption of each hall individually.

Bookings for One Off events have picked up and we are back to Pre-Covid levels of events.

MP thanked GS for her report.

The Committee requested that the loss in income due to reduction in regular hirers be calculated.

RB noted that he was pleased to see in the accounts the low level of debtors compared to previous years and RD noted that this was due to the new invoicing system which enabled the team to keep on top of the situation much more easily.

9. Looking to the Future

MP noted that urgent steps for the Committee were to discuss the lease, taking into consideration renewal or non-renewal options.

RD noted that there was a clear need for the Village Hall as a community facility in Sunningdale.

10. Any Other Business

No items were raised and there being no further business MP declared the meeting closed at 7.54 pm.