

# Victory Hall, Dalston Annual General Meeting Tuesday 10<sup>th</sup> November 2020

Via Zoom

## AGENDA

1. Chairman's Welcome
2. Minutes of AGM 2019
3. Chairman's report
4. Secretary's report
5. Treasurer's report
6. Fabric Report
7. Adoption of reports
8. Election of Trustees
9. AOB

## Minutes of the Last AGM 25<sup>th</sup> March 2019

Chair	Mick Ryan (MR)
Note taker	Jane Clark (JAC)
Attendees	Committee: John Atkinson (JA) Alfred Brown (AB) Jim Callow (JC) Geoff Graham (GG) Carolyn Hodgson (CH) Stewart Hudson (SH) Dougal Kyle (DK) Pauline Occleston (PO) Dougal Kyle (DK) Chris Scales (CS) Aileen West (AW) Members of the public: Sue Nichol, Terry Nichol, Kath Eubank, Helen Banks, Judy Rickerby
Apologies	Lucy Morrison (LM) Jenny Hudson (JH)
<b>1 Chairman's Welcome</b>	
MR introduced himself welcomed everyone to the meeting	
<b>2 Minutes of AGM 29/3/18</b>	
Proposed as correct by CH seconded by JA	
<b>3 Chairman's report</b>	
MR noted that the building work is on schedule He thanked the hall users for their support and acknowledged that building work will make things difficult for users for a short while	
<b>4 Secretary's Report</b>	
Contained in separate document	
<b>5 Treasurer's report</b>	
Contained in separate document GG thanked Aileen who is taking on the role of booking clerk and Trevor Smith who has done much of the work with the accounts	
<b>5 Fabric Report</b>	
MR noted that the building work is underway and should be completed in July He mentioned that: Keeping the disabled toilet open was a problem initially because the builders had to re-route the drains and gas supply. The disabled toilet is now available again with extra portaloos The windows along the front of the hall will have to be refurbished as the planners will not allow replacements or double glazed units The side windows will be replaced but will need a new planning application There will be a fire alarm installed as part of the refurbishment Chairs etc will be replaced and the hall will be redecorated and lighting updated PO asked if blackout curtains / blinds could be installed in the main hall to use for presentations etc. MR confirmed that new curtaining will be part of the refurbishment	
<b>6 Adoption of reports</b>	
It was proposed AB, seconded by PO and agreed unanimously that the above reports be accepted	
<b>7 Election of trustees</b>	
Lucy Morrison will step down from the committee as she has a new baby It was proposed by SH seconded by GG that the other trustees be elected again MR noted that there are 2-3 vacancies on the committee if anyone would like to join.	
<b>8 AOB</b>	
Judy Rickerby asked about the sale of the Glave Hill car park. She felt that it was a sensible idea to sell to the Parish Council. MR noted that there would be a public meeting of the Parish Council the following evening where the car park was on the agenda Judy Rickerby asked whether there would be a small meeting room as part of the refurbishment perhaps for use as a library. MR confirmed that the present reading room would remain and small room at the right of the foyer will be available for general use as the chairs will move to the store room. However, this would not be suitable as a library. Helen Banks asked about what equipment would be in the new kitchen – MR confirmed that there would be a dishwasher, fridges freezers etc. Helen Banks asked about the finances to pay for the refurbishment. MR agreed that the finances were tight. He confirmed that we would be registering for VAT to reduce the cost. The VAT on lettings would be absorbed by the committee but there would be an increase in fees as they have not been raised since 2006. There would be a full review of the pricing structures in the coming months.	

## **Reports 2019- 2020**

### **Chairman's Report**

I thought 2018 was a busy year for the hall but this last year has been in a league of its own with all the building work that has been going on.

However, since the last AGM the hall has been transformed with the successful completion of the refurbishment project providing a new kitchen, new toilets, new accessible toilet and shower facilities, a new store room, new lighting and total redecoration of all the existing rooms.

None of this would have been possible without the hard work, dedication, time and support the trustees have given and I would like to take this opportunity to personally thank all of them for a job well done.

I also want to thank all the hall users for their understanding and patience during the building work. I know there were a few problems but hopefully these were resolved without too much inconvenience.

The result has been very well received by everyone and I am encouraged by the increasing demand we are seeing for the hall with many new users and events appealing to a broader spectrum of the community.

I am confident the hall will flourish as a very valuable asset and the whole community will benefit from the new facilities for many years to come.

*Michael Ryan*

### **Secretary's report**

The year began with 13 members of the committee. Sadly, Pauline Ocelstone resigned in August 19. The committee has met 7 times with an average attendance of 88% of the membership.

Much of the discussion at the meetings revolved around the refurbishment. This was completed on time and on budget in August. A successful 'open house' was hosted in Festival Week and the changes were well received by the village.

There was also much discussion regarding the funding of the project. The Glave Hill car park was eventually sold to the Parish Council in August 2019.

A review of the letting fees was made and the new fee structure was phased in. We hope that there will be more bookings for special events now that the hall is in good shape and the administrative process for making these bookings has been sharpened up.

As part of our commitment to making the hall safe for users, new fire risk assessments have been carried out and our policies have been reviewed. The terms and conditions for hire have also been reviewed.

There have been ongoing problems with parking outside the hall and much debate was had about how to tackle this.

## **Victory Hall, Dalston Annual General Meeting Tuesday 10<sup>th</sup> November 2020**

*Via Zoom*

The committee ran a very successful Ceilidh in November 2019 and plans to run other community events in the future.

The committee has functioned well over the past year. The refurbishment subcommittee is to be congratulated on bringing the work to a close. Other small subcommittees have worked well on a 'task and finish' basis and this seems a good working model for the future

The free booking in 2019/20 was awarded to the Flower Club

*Jane Clark*

### **Treasurer's Report**

Looking at the year's results, receipts of £11,435.46 were at previous year levels in spite of disruption caused by the refurbishment project. If VAT of £1,214.04 had not been absorbed, receipts would have been ahead of the past 3 years, representing some progress in increasing the use of the hall and its facilities.

Payments of £10,681.84 were approx. £2k over 2017 & 2016 levels, but less than 2018 (which included £3.5k one off building repairs). Looking at individual expense headings, there has been a significant increase in electricity costs, particularly over the Aug-Dec. period (likely as a result of electric heating in the new extension). On an annual basis, this could drive electricity costs well over £2k and a review of the current tariff and usage is underway.

Overall net receipts from lettings of £753.62 was probably as good as could be expected under the circumstances.

For 2020, it is hoped that continued promotion of the new facilities together with the new pricing policy will have a positive effect on the net receipts from lettings. It is suggested that the Trustees consider setting a minimum budget of £5k for their net receipts from lettings in 2020 with the objective of increasing this to £10k for the following year.

The current a/c balance of £36,873.95 is more than sufficient to pay the outstanding commitments and the purchase of £20k additional units in the HSBC fund was completed in January, leaving an adequate working balance.

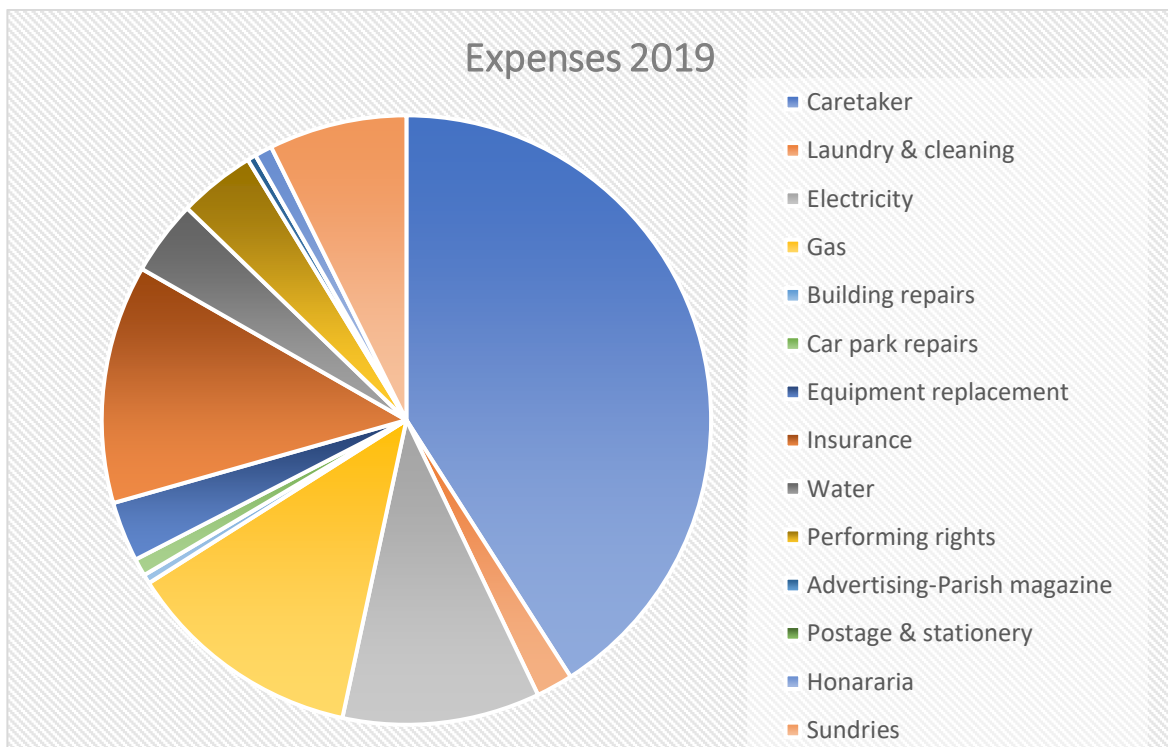
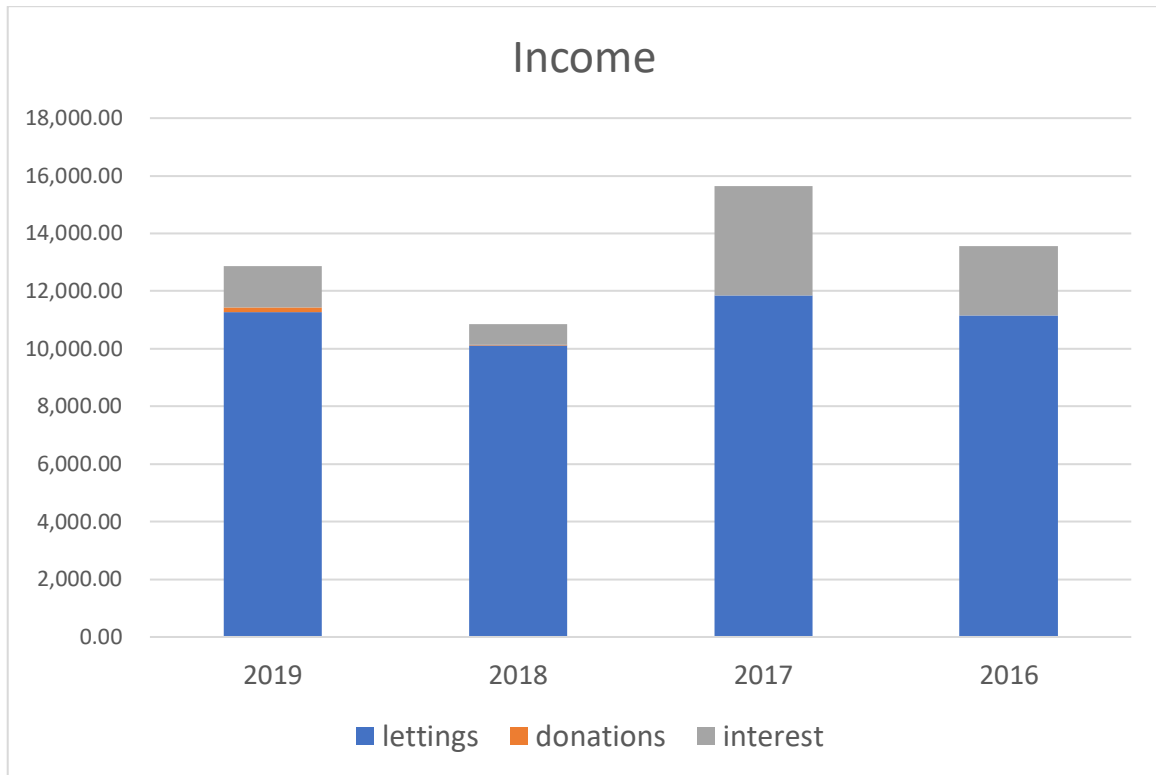
Invoices for lettings have been issued promptly at each month end and progress is being made in collecting overdue debts. Of the total debtors, £840 relates to December invoices (not due) and £105 to overdue accounts.

*Geoff Graham*

The full accounts are available if required but the attached charts show a breakdown of the figures in an easier format.

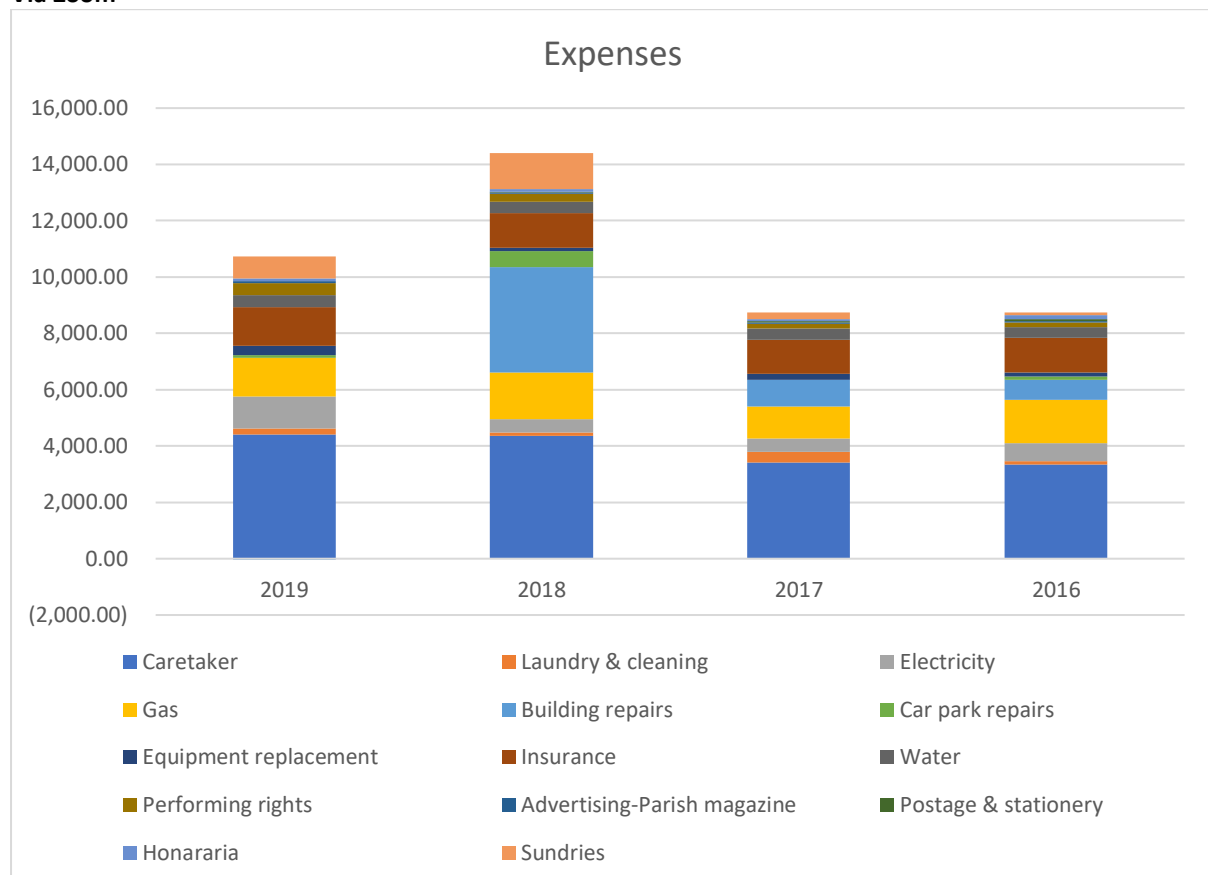
# Victory Hall, Dalston Annual General Meeting Tuesday 10<sup>th</sup> November 2020

Via Zoom



# Victory Hall, Dalston Annual General Meeting Tuesday 10<sup>th</sup> November 2020

Via Zoom



## Fabric / Refurbishment Report

As has been said already the refurbishment project has been successfully completed on time and on budget.

I want to thank the architect Tim Brown, the builders Mcknight's and especially the contract manager Gary Bell for the professionalism, cooperation and resourcefulness shown throughout the project which ensured smooth progress from start to finish, we are very pleased with the outcome.

Although the refurbishment is technically completed other improvements to the hall continue and we are currently beginning the rebuilding of the perimeter wall which will incorporate a water barrier to hopefully preserve the hall in the event of any future flooding which seems to be becoming part of everyday life at the moment. Also, the stage curtains are to be replaced and cushions fitted to the benches along the side wall of the main hall.

As we now have a proper store room the old cloakroom is now available for hire as a small meeting room.

We still have issues around inconsiderate parking at the front of the building which blocks emergency exits and restricts pavement access. As the new kitchen is further forward than the old building there is insufficient space for cars to be parked at 90 degrees to the road, this space is for temporary loading / unloading only and we would request all users respect this and not to park there.

*Michael Ryan*