



**SEDLSCOMBE VILLAGE HALL**

Church Hill, Sedlescombe, East Sussex TN33 0QP Registered Charity No. 305306

**AGM 2016**  
**Sedlescombe Village Hall**  
**Management Committee**  
**MINUTES**

**Thursday 19 March 2015. CR2, the Village Hall at 7.30p.m.**

**Present:**

Sub-Committee - Mike Davies, Isabel Fisher, Stella Brabants, Alan Smytherman, Sarah Heard, Janet Farmer(Flower), John Parsons(Garden), Shirley Davies(Bad&Bowls), Sheila Betts(Thursday), Jenny Eldridge(Playgroup), Wendy Smytherman(Players), John Williams, Dave Brabants(Hall Manager).

**Apologies for absence:** Mark Fisher, Simon Lawrence, Lindsay Fraser(PC).

**Minutes of last AGM:** Accepted as a true record. Proposed Alan Smytherman, seconded by Shirley Davies

**Matters arising:** (not covered later in the agenda) None.

**Chairman's Report for 2015 for the AGM** Another good year for Sedlescombe Village Hall

The first half of the year saw us install a new kitchen which is the envy of all other village halls!

We also had our leaflet printed and the website has really established itself as a great source of information and provides easy access to all to see when the hall is being used and who is using it. Minutes are now available on the website. This provides a record for all to see what is involved in running a hall but also embraces our wish to be transparent and accessible to all.

The Sub-committee continues to manage the day-to-day running of the hall and have done so much over the year to update and improve the hall. This is an ongoing process and we will continue to review all aspects. A full record is available in the minutes.

I would like to thank all the sub-committee for their unstinting support and pro-active attitude. We are very much aided by Dave Brabants, the hall manager who provides much insight in to the running of the hall on a day to day basis and together with Stella Brabants our booking secretary manages to diplomatically and efficiently manage all who use the hall.

Our finances are in a healthy state and we are grateful to Simon for keeping everything in order.

Hall bookings are very good and thanks go to Stella for identifying new possibilities for time slots to hire out and accommodating new requests to use the hall.

Isabel keeps all the records in order and Alan will always know a man who can or where to find the thing we need. Thanks to Sarah for her help in the grounds and although she is stepping down as a committee member she still wants to come to the workdays and help when she can, so, thank you.

The maintenance of the Hall is a vital part of its smooth running and we owe a big thanks to all members of the sub committee for their work and a special thanks to Mike for his responsibility on fire safety, the alarm and sourcing lighting consumables.

An unexpected failure of the main hall lighting meant that in the autumn we had to swing into action and with very generous help from the lighting contractor who had done the kitchen electrics we were able to install new LED strip lighting and enable the hall to function fully without disrupting hall users.

I would like to thank all the Trustees for their support during the last year and really encourage all of you bring your ideas to us and to get involved in the work days. Helping to run a village hall like Sedlescombe is a fantastic opportunity to help a vast number of people across age and interests. There are very few things that a volunteer can do even with a small amount of time that will beneficially reach so many in our community.

I hope to see more of you all over the coming year.

Thanks once again to all the members of the sub-committee we all owe them a very big thank you for ensuring the smooth running of the Village Hall during the past year.

### Treasurer's Report for 2015

I have submitted last year's accounts to Mark Law in Battle for inspection and will distribute and file them with the Charity's Commission once received.

It has been a year where the Hall has begun to show its age with some major repairs and decorating being carried out. We replaced the main hall light fittings and these should now be much more efficient with the LED tubes. The boiler should now be good with the new pump. We have invested in a mower to make life easier.

As a result, there was a small deficit of £1667.77

This is my proposed budget with last year's set figure, actual spend and proposed for 2016

I have reduced the cleaning which should be sufficient.

EXPENDITURE	2015		ACTUAL 2015		Proposed
Grounds	£ 800.00		£ 550.00		£ 600.00
Hall Manager	£ 1,560.00		£ 1,560.00		£ 1,560.00
Cleaning	£ 9,670.00		£ 5,876.05		£ 7,000.00
Gas	£ 2,500.00		£ 2,334.86		£ 2,500.00
Electricity	£ 2,500.00		£ 2,973.33		£ 3,000.00
Rates	£ 788.80		£ 786.80		£ 800.00
Water	£ 700.00		£ 810.99		£ 850.00
Insurance	£ 1,500.00		£ 1,596.28		£ 1,600.00
Phone/WiFi	£ 370.00		£ 424.69		£ 450.00
Admin Expenses	£ 120.00		£ 224.52		£ 250.00
Maintenance	£ 2,000.00		£ 7,694.00		£ 2,500.00
Other	£ 100.00		£ 439.30		£ 200.00
	£22,608.80		£ 25,270.82		£21,310.00

At the end of the year the balance at the bank was £2885.86 and there is £8377.70 in the Deposit Account and £16572.82 in the Investment Fund.

Isabel commented that these funds represent the Reserves (see below) and money available to improve the facilities at the hall in line with the Object of the Charity (see below) but it was agreed that when financing new projects we should be looking for outside funding to match ours so that the most possible can be achieved.

Mike wanted to point out that the kitchen project had been a fantastic achievement for the budget (10k) and this had only been possible because of the voluntary work put in by the Sub-Committee in planning, managing and actually carrying out the work and the very generous electrical and tiling contractors used.

He also observed that the new lighting made the use of the uplighter less needed although Jenny still felt that they were needed when playgroup were in session.

### Reserves Policy:

I have to put forward a Reserves Policy. This is a pot of money that we have to cover unforeseen and known expenses that would affect the availability of the hall to the community if we could not act quickly due to lack of money. Things like a new boiler or work that would be covered by insurance but we may need to get done before the insurance money was available.

It was previously set at £12k. In view of the maintenance expenditure over the last 12 months I would like to think that we shouldn't have too many unforeseen events in the next twelve!

I believe that this figure remains adequate and propose that it is kept at this level.

Isabel proposed that the Reserves Policy be accepted, this was agreed by all present.

## Bookings Report for 2015

Another busy year with nearly 50 outside bookings. These were mostly parties but included functions as diverse as weddings, musical evenings and dance shows to a quilting exhibition and even a sushi making course! I will include a list in the Minutes for anyone who is interested.

In addition to this our Regular Users continue to use the hall every day of the week. The new session times seem to be popular with several weekday slots being taken up in CR2 for French lessons for children, family therapy and cold clay workshops. The Library Service have just confirmed that they will be continuing their weekly service. Sunday afternoons are often used for parties and the dowsing group has booked it once a month.

As agreed at the last quarterly meeting, Friday night sessions will now be offered at a reduced rate of £50 to outside groups to encourage a better uptake of this slot. the Celebration Rate over the week-end for weddings now includes the Sunday morning and Dog Club is happy to be flexible for this to happen.

Parties (32)	Presentation evenings (2)
Dance show (1)	Vintage fair
Conservative Party meeting	Musical evening
Sushi making course	Barn dance (2)
Dowsing workshop	Tabletop sale
Quilting show	Quiz night
Weddings (2)	

### **The Trustee Body - Management Committee: Election of the Sub-Committee:(8)**

Chairman. Vice-Chairman. Secretary. Treasurer. Bookings Secretary. Plus 3 Committee Members  
Sarah Heard is stepping down but the following are happy to continue:

Mark Fisher - Chair	Stella Brabants - Booking Secretary
Isabel Fisher - Secretary	Mike Davies - Committee
Simon Lawrence - Treasurer	Alan Smytherman - Committee

It was proposed that they be re-elected en block, Sarah Heard proposed and Wendy Smytherman seconded the motion.

John Williams stepped forward as a Sub-Committee member, he was proposed by Isabel Fisher and seconded by Mike, he then completed a trustee declaration form to go on file. Mike welcomed John on to the committee.

There remains 1 vacancy on the Sub-Committee.

Other trustees on the management committee

Ex-officio Member - Fr Kevin Mepham

Register of User Group Representatives (up to 15)

6 Reps were present, representing 7 User Groups:

Janet Farmer(Flower), John Parsons(Garden), Shirley Davies(Bad&Bowls), Sheila Betts(Thursday), Jenny Eldridge(Playgroup), Wendy Smytherman(Players).

Reps not present will be contacted by Isabel to see if they wish to continue or if someone else from their group will come forward.

Any Other Business - John Parsons just wanted to confirm that the Garden Society having booked the hall for the 16th of July when the Summer Fayre is on that he will be able to use the tables down on the Sports Field. This was confirmed.

Date of the next AGM - [Thursday 16 March 2017](#)

Object of the Charity: The provision and maintenance of a village hall for the use of the inhabitants of the Parish of Sedlescombe and the surrounding neighbourhood without distinction of political, religious or other opinions, including use of meetings, lectures and classes and for other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the said inhabitants.