

**OLDBURY on SEVERN MEMORIAL HALL
Trustees & Management Committee**

ANNUAL GENERAL MEETING

**Minutes of the Meeting held at the Hall On
Tuesday, 10th February 2015 at 7.30 p.m.**

PRESENT :

Mr. J. Belbin (Chairman)	Mr. G. Poole
Mr. K. Oxenham (Secretary)	Mr. G. Dyke
Mr. P. Orford (Treasurer)	Mrs. J Perkins
Mrs. R. Belbin	Mr. D. Riddle
Mr. G. Ball	Ms. A. Martin
Mrs. J. Hales	Mr. I Bell
Dr. L. Hales	Mrs. M. Cornock
Mrs. K. Porter	Mr. A Taylor
Mr. G. Porter	
Mrs. K. Blanchard	

1.0 APOLOGIES FOR ABSENCE

Apologies were received from Mrs. J. Tibbenham, Mrs. M. Baker and Mr. R. Shipp

2.0 MINUTES OF PREVIOUS ANNUAL GENERAL MEETING HELD ON 11th February 2014

The Minutes of the previous Annual General Meeting had been circulated earlier in the year. The members agreed they had read them and accepted them as a true record.

3.0 MATTERS ARISING

There were no matters arising.

4.0 CHAIRMAN'S REPORT

The Chairman reported, as follows:

This has been an interesting and busy year. On a day to day basis, the Hall has been well used and supported. As you will see from the Treasurer's Report, this has had a considerable impact on our Balance Sheet. During the building works, our clients stayed with us, enduring the noise and dust and putting up with the temporary toilet facilities. We are very grateful for their understanding and support. So far as I'm aware, I don't think we lost a single booking.

As for the building works themselves, these took a bit longer than anticipated, but I hope you are all satisfied with the final outcome. Personally I think Martyn Pearce and his colleagues did an excellent job. Along the way of course, issues were raised, questions asked and suggestions made. Inevitably, some of these resulted in increased spending with, ultimately negative impact on our Balance Sheet. The Treasurer will deal with this in greater detail in his Report. For my part, I will give a more detailed breakdown of some of these items in the Management Meeting.

A very big "thank you" once again to our Committee members and many others for the work put in before during and after our fund-raising activities. Thank you also to the members of the parish who support these activities.

Finally, I thank my fellow Officers, and this year, particularly the Treasurer, for their support throughout the year.

5.0 TREASURER'S REPORT

The Treasurer began by saying that he presented the accounts with them already having been audited and signed off by Mr. R. Gazard.

The Treasurer reviewed his Report, following which it was adopted unanimously.

The Treasurer's Report is attached to these minutes.

6.0 CURRENT COMMITTEE MEMBERSHIP; CO-OPTION OF ADDITIONAL MEMBERS

The Chairman reminded the Committee that the nucleus of the Committee was made up of Parish Councillors, who were there by virtue of their status as Trustees of the Memorial Hall, and by the representatives of local organisations. It was for these members to vote on any co-optees that they felt could help them in the satisfactory management of the Hall.

The Chairman said the current co-opted members were:

Mr. J. Belbin	Mr. R. Shipp
Mrs. R. Belbin	Mr. D. Riddle
Dr. L. Hales	Mrs. J. Tibbenham
Mr. P. Keedwell	Mr. K. Oxenham

He continued, that of the eight co-optees above, three wished to be no longer co-opted.

Mr. Shipp had said that he found it increasingly difficult to get out of an evening, and that it was time for him to retire. The Chairman reminded the meeting that Mr. Shipp and Mr. Keedwell had been co-opted at the time the Oldbury Branch of the British Legion had disbanded. Mr. Shipp had been a regular supporter of the Committee and its functions, and he was thanked for his services.

Mr. Oxenham said that he had completed his term and now wished to give up his position of Secretary. He did not wish to seek re-election as a co-optee. Mr Oxenham was thanked for his services.

The third person who wished to retire and therefore no longer wished to be co-opted was Dr. Hales. The Chairman paid tribute to Dr. Hales loyal service to the Committee over a period of 18 years. He was Treasurer from 1997 to 2009, Secretary from 2009 to 2014 and a Member from 2014 to 2015. In all these areas he had made valuable contributions. The Chairman was pleased to present a small token of our appreciation to Dr. Hales – a presentation accompanied by acclamation. Dr. Hales expressed his thanks and was pleased to have made a contribution.

Finally, Mr. Belbin said that Mrs. K Blanchard had expressed an interest in joining the Committee and that he would like to put her name forward as a possible co-optee.

It was proposed and seconded that the five remaining co-optees and Mrs. K. Blanchard be elected *en bloc*. This was passed unanimously.

7.0 PROPOSAL FOR NEW OFFICER ROLE

Mr. P. Orford spoke to this proposal. The idea was for a new Officer to be appointed who would have responsibility for seeking out and pursuing fund raising opportunities, including completion of application forms etc. The same Officer could also take responsibility for the 100 Club when established. Mr. Orford referred to the fact Mrs. J. Terrett had had similar ideas, although was with us too briefly for anything to be developed. Dr Hales spoke in support of the proposal. A large majority voted in favour.

The Chairman asked that if anyone thought of a suitable candidate they should pass the name on to one of the Officers within the next two to three weeks. The Officers would then consider potential candidates and hopefully make an appointment.

8.0 ELECTION OF OFFICERS

The Chairman said that for a number of reasons it was necessary to deal with each Office on an individual basis.

Chairman – Mr. Belbin said he was prepared to stand again if required. He was proposed and seconded. There were no other nominations and Mr. Belbin was returned unopposed.

Vice-Chairman – Mr. Ball said that because of his commitments he would like to stand down, although he would continue as a member of the Committee as representative of the Village History Group. Mr. Ball was thanked for his contributions whilst Vice – Chairman. Mr. G. Poole had been approached and was prepared to stand. He was proposed and seconded and returned unopposed.

Secretary – As reported in Minute 6.0, Mr. Oxenham wished to stand down from the position. Mrs. K. Blanchard had been approached. She was proposed and seconded and returned unopposed.

Treasurer – Mr. P. Orford was willing to continue in office, proposed and seconded and returned unopposed.

For the record, the incoming Officers will be:

Chairman	Mr. J. Belbin
Vice-Chairman	Mr. G. Poole
Secretary	Mrs. K. Blanchard
Treasurer	Mr. P. Orford

9.0 REVIEW OF HIRE CHARGES

No changes currently proposed. The Treasurer advised that the position would be reviewed again in September, with any revised charges being implemented from January 2016.

10.0 ANY OTHER BUSINESS

No other business

11.0 DATE OF NEXT AGM

TUESDAY 16 FEBRUARY AT 7.30PM, IN THE HALL

The Meeting closed at 8.35. p.m.

K Oxenham (Outgoing Hon. Secretary)

TREASURER'S REPORT

Income & Expenditure for 2014 at a glance

<i>Income</i>	2014	2013	%age
Hall Hire (operating income)	4173	3858	+8%
Fundraising Activities	1615	1206	+33.9%
Grants/Donations	14220	837	
Interest on Investments	136	251	-45.8%
Sundry	188	27	
Total Income	20332	6179	
<u>Expenditure</u>			
Operating Expenditure	2313	3208	-27.9%
Extraordinary Expenditure	538	2575	-79.1%
Building Costs	64817		
Total Expenditure	67668	5783	
Surplus/Deficit	-47335	395	

I am pleased to report that once again Hall Hire income has increased from £3858 to £4173 a modest increase of 8% although this is through identical hire rates. Hire rates were last increased in 2012.

Demand for the Hall is strong particularly in the evenings and the mornings, predominantly from Parishioners.

Fundraising activities increased by 34% from £1206 in 2013 to £1615 in 2014 largely through a successful race night in February and an Italian themed supper in October, where tickets were sold out with a waiting list. Let us hope that this theme continues.

Grants and donations to the Hall totalled £14220, in what was an extraordinary year. In order to meet the building work, grants were raised from the Bernard Sunley Foundation (£2000), South Gloucestershire Council (through its new home bonus scheme) £5000 and Horizon £1000. I would also wish to place on record my thanks to the 9 individuals and organisations through the Parish who generously donated £6220 towards the cost of the building alterations.

Turning to expenditure:

Operating expenditure was down by 28% from £3208 to £2313. This is largely due to our oil consumption during the last two years. In April 2013, we purchased oil to the value of £1266.00. Towards the end of last year, we topped the tank up at a cost of £481.00, just over a third of the cost. Our operating expenditure is well covered by our hire income to the extent of £1860.00.

Extraordinary expenditure was again down by 79% from £2575 to £538. This is not surprising since all our capital has been targeted towards the changes to the rear of the Hall.

I would now like to turn to the building costs. I will not go into detail about variances in cost since this will be covered by John in the Management Meeting – Hall Improvements.

Before the work started in April last year, we were operating from a building estimate of £45,600 to which costs of £3000 were added to cover the mandatory work required by English Heritage, a total of £48,600. This excluded building inspection costs of £653.75 but did include some contingency. Added to this was

some contingency within our own capital resources since we knew there were, as usual, add on's and changes as the work progressed.

The work got off to a bad start through all the heavy rain we had in late April/early May but throughout the exercise we checked work done against budget with the builders. Towards the second half of the build we knew overspend would occur and, we did, on two occasions consider stopping the work with all that entails in taking that difficult decision.

The work completed in October at a total cost of £64,800, £16,200 over our original budget.

Towards the end of the build, a syndicate was put in place to help us with that overspend and indeed, as the accounts show, I am grateful to that group of people who have loaned £12,000 to the hall.

The immediate priority must be to repay it and, already a repayment schedule has been set up at £125.00 per month, which will take 8 years to repay. It is hoped to add to this, lump sum payments on an ad hoc basis, i.e. as and when the Hall can afford it.

Over the last five years we have made significant changes to the Hall but I feel that we must now take stock of the situation and decide where we go from here. In view of overspend, there can be no immediate plans to revamp the kitchen (a change that is needed) without a fresh injection of capital and our ability to raise this whilst the loan is in place must be in doubt.

In conclusion, we now have a 21st century facility, a pitched roof with centrally heated toilets which comply with the Disability Discrimination Act with hot water and modern lighting and vastly improved storage space.

Finally, as always, I would like to thank the following:

- 18 organisations and individuals who hired the Hall during 2014. Without your support, we could not possibly keep the Hall open and I look forward to your support during 2015.
- All the people both within and outside of the Parish who have paid to support our fundraising events during the year as well as those people who volunteer their valuable time to ensure these events are successful. The amount of effort required both in organising and supporting the events should not be underestimated.

Peter Orford
(Hon. Treasurer)