

THE PRIORS HALL

SHUCKBURGH ROAD, PRIORS MARSTON, SOUTHAM, CV47 7RS

Registered Charity No. 522983

ANNUAL GENERAL (& a COMMITTEE) MEETING.

MINUTES

Meeting Date: 19/07/2018	Time: 7.30pm	Place: Priors Hall,
		Shuckburgh Rd.
		Priors Marston

The meeting was chaired by Mr. Lee Robinson, the Hall's Committee Chairman, and took place in the main Hall.

1. Welcome and Apologies for absence.

The Committee welcomed: Margaret Clarke; Sylvia Sutherland and Sue Talbot; to the meeting.

Also the Committee members in attendance were: Lee Robinson; Vivien Nind; Helen Menenzes; Barbara Harvey; Les Wareham; and Mike Smith.

Apologies were given by Jane Richards, the Treasurer and she sent a typed report.

2. The Minutes of the 2017 AGM were read out by the Hon Sec to the meeting by the Hall's Hon Sec, and were then approved by the meeting.

A question was asked why this year's meeting was so early and it was to try and have it nearer to the end of the financial year

3. Annual reports for the year 1st April 2017 to 31st March 2018 were then delivered and they now follow:

COMMITTEE MEMBERS:

- The representative from the Priors Marston Parish Council is Vivien Nind and Helen Menenzes, the Parish News Editor, is a member too.
- Paul Wood resigned from the Committee Membership, and Martin Jezzard never attended so his resignation was duly assumed.
- Barbara Harvey, Jane Richards, (the Treasurer), Lee Robinson, (the Chairman), Les Wareham and Mike Smith, (the Hon Sec), are also Members and are the current Trustees.

- The Committee met on the third Thursday in most of the months during the 2017 to 2018 year to manage, run, maintain and develop the Hall. (After the 2017 autumn meeting it then has been held every other month).

MAINTENANCE.

- The Statutory annual inspections of: the electrical equipment (PAT tests); the fire detection, emergency lighting and fire alarms systems; the Fire Extinguishers; and gas appliances; have been performed during the year. The contractors were: Admiral Extinguishers; Skaino Atmos; and Linleigh Electrical.
- During the year the main Hall fluorescent tube lighting equipment was replaced with modern LED items.
- The double glazed windows on the road side of the Hall remain “smoky” and will be attended to in due time.
- Throughout the year members of the Committee have carried out ongoing maintenance tasks such as repairs to light fittings and repairs to door kick guards,
- We have continued to keep the downstairs corridor door locked, unless the main Hall is in use, as a safety measure, even when the Post Office, the Hairdressing Salon and the upstairs Offices are in use.
- The weekly Fire Alarm tests have continued to be performed and the results recorded ensuring that they are working properly.

ENABLED COMMERCIAL SERVICES:

OFFICES.

During the past year two of the upstairs offices have continued to be rented by Draper Management and two others on the opposite side of the corridor by Mr. Adams’ e-collectables Business. The one other vacant office is now used as a Committee and general meeting room with two new filing cabinets installed to store the Hall’s Committee records.

The downstairs room, previously known as the Committee room has continued to be let to a Hairdressing Business, “Lacey’s His and Hers”, the owner of which has now moved from Stockton to live in Priors Marston.

POST OFFICE.

- Our two villages have continued to enjoy this facility through the year with the role of Post Mistress remaining with Maxine, another of our village residents.
- The Committee has placed adverts in the Parish News detailing services offered by the Post Office. As a result, there has been an increase in the number of people using it.

LICENSING & PREMISES MATTERS.

- Our annual Premises Licenses for music, and for showing films, have continued and been renewed throughout the year enabling many entertaining functions to be performed.

- The annual two music licenses are, one for PPL and the other PRS, are still jointly costing 2% of our hiring incomes, (exclusive of incomes from donations and rents). So, our hirers are covered by them.
- The two film licenses, one for Film Bank (PVS) and the other for MPLC, were in operation throughout the last year.
- The main Premises License from Stratford District Council, License Number 009938, costs us nothing; however, **it still does not** include the sale of alcohol so when it is to be retailed a TEN is required and it must be obtained from Stratford District Council for which we can provide help together with copies of the necessary forms. We continue to monitor the legal situation on Premises licenses for alcohol sales but it is very complex and, as far as we know, would still involve an annual expense, and a properly qualified person to act as licensee.
- However, our Premises License does include the performance of music, singing, dancing, stage plays and cinematographic exhibitions.

ENERGY SUPPLIES:

- In previous years we purchased our electricity and gas from suppliers contacted through www.makeitcheaper.com, an Internet firm. Now, we have done it directly from, what in our view, are the best suppliers.
- Our current contract for electricity is with British Gas and the current two year one for Gas is with Opus Energy, based in Moulton in Northamptonshire, and it was for two years and still had at the end of the financial year some time to run.

BOOKINGS REPORT.

Studying the Booking Diary from April 2017 to the end of March 2018 reveals the following information data:

- Play Group; ~47 Wednesday morning Bookings
- Fun Club, Squad, and Friends etc; ~32 Evening Bookings
- The WI ~10 On the 3rd Wednesday of the month.
- Fitness Group ~20 On Tuesday evenings (Now closed).
- Table Tennis ~34 On Monday evenings.
- Badminton ~25 On Wednesday evenings.
- Children's & Adult Parties, Funeral events, Wedding Receptions etc ~12 occasions.
- The Social Film evenings 9 times.
- St Leonard's Church 1 occasion.
- The Priors Marston Parish Council ~7 times.
- The Priors School, FOPS etc ~1 occasion.
- One Charitable fund-raising event in the Hall for the Air Ambulance.
- As Polling Station for two Election events. (The Polling Booth, which we store on behalf of the District Council, has been changed to a more up to date version and is now used on them).
- Other Hirings for what one may identify under the title of Commercial and other uses were: one 2 day hiring for Rug Sales; one to visiting ramblers; and ~ 5 one-off bookings.

- On at least 2 occasions our tables and chairs, kitchen utensils, and so forth have been hired and/or lent out to our sister organisations or local people.

Looking at the sections of society to whom our Hall provides services and facilities:

- Children of all ages, and their parents, - well used;
- Ladies of which the WI and Fitness Group are prime examples;
- During this year a group of men and Ladies have been using the Hall for indoor sports such as Badminton, and Table Tennis, (although the Indoor Bowls has ceased due to other uses applications on its evenings);
- Local entertainments eg the film shows;
- Some locally held charitable functions are enabled;
- Some commercial functions and services for residents are enabled;
- Fellow organisations are supported by providing facilities for their needs;
- Post Office services are enabled;
- Local Businesses have again been provided with office facilities;
- A Hair Dressing Service for all is still operating;
- The in-Hall local Book Library is still frequently in use and being regularly loaded with more books;
- Operating the Hall provides some business incomes for local people such as for its maintenance, repair, and facility developments.

As we report each year when we look at these sections and try to identify new ones for whom we don't provide services. However the user groups are now more balanced than in previous periods.

Over this year the main Hall was in use for approximately 203 occasions. This is a reduction of about 50 over the year 2016 to 2017 when it was 253. In 2015 to 2016 the figure was 239.

BOOKING RATES.

Again, the main Hall prices have not changed during the year for our hirers. The increases reported at our 2012 AGM were the first since the new Hall was opened in 1999.

FILM SHOWS.

- These are now in their 14th Year and are organised, and lead, by Lee Robinson, Chairman of the Hall Committee, and again the program has been well supported.
- Having our own licenses enables us to choose our own films independently of those on offer from the Stratford District Council.
- Our own projection equipment is continuing to be in use and is now being used by other hirers of the Hall.
- A secure facility for storing the film equipment is installed.
- There are conditions to our licenses: one is that we are unable to charge entry fees; or publicly advertise the events. So, to fund for the events etc, we invite donations from people who come but they have the freedom not to contribute if they so choose.

- This year the over all incomes from these amounted to around £1223.67 and the expenditures for the two film Licenses totaled £249.48. So, the approximate surplus was about £1223.67.
- The program ceased for the summer months and will resume again in September.

COMMITTEE NEWS & ACTIVITIES.

No report given other than a new name for the upstairs Committee Room which is the Mike Smith Room.

FUTURE DEVELOPMENTS.

We have continued to listen to ideas, from our residents, as to what other uses they wish to see in the Hall.

THE CARETAKING, BOOKING SYSTEM ROLES.

- Firstly, we thank to Caroline Whitehead for performing the caretaker function so thoroughly throughout the year added to which we thank her husband Nigel Whitehead for pruning the hedges and dealing with many weeds growing in the various parts of the grounds.
- Secondly, we thank Barbara Harvey for performing the booking functions so well.
- Thirdly, we thank Pete Brown for mowing the lawns throughout the year.

That concluded this year's end of March report.

4. The financial report for the same period:

4.1 Introduction:

The 2017/18 financial year has seen no significant extraordinary items.

4.2 Income:

Income at £11,086 was down on previous year at £11,275, this is mainly due to the timing of payments for invoices rather than loss of income.

The offices continue to contribute the majority of the income at £7,203, and we had full occupancy during the current year. The general hall hire accounts at £3,323 – not much change from the previous year at £3,445, the difference being down to timings of payments rather than a decrease in the level of hirings.

The income from film evenings was £1,223.67 for the year and accounts for the majority of the remaining income.

4.3 Expenditure.

The total expenditure this year is £11,086 is £2,747 more than the prior year – mainly due to the replacement of lighting in the main hall at just over £2,000. The remainder of the increase is down to inflations and timing of the bills for utility supplies, having changed suppliers during the year. Most costs are relatively constant.

Most of the expenditure is down to running costs. Energy bills, business and water rates account for £2,905.69, of these expenses, insurance,

licenses and legal fees equate to £1,433.71, caretaking costs are £2,620 and the remainder of costs relate to general upkeep – grass cutting, window cleaning, cleaning products and general gas/electrical equipment safety checks etc . etc.

4.4 Year end financial status as at 31st March 2017

Current account	£5,491.56
Savings account	£25,007.87

4.5 Current Financial status as at 19th July 2018

As at 16th July 2018 we currently have the following funds, assets and liabilities: -

Current account	£7,786.62
Savings account	£25,010.99

We reviewed the market during the year to look for a better return of interest on our savings, at present we are retaining this at the Lloyds Business savings account which offers 0.05% interest and allows immediate access if required.

4.6 Audit Status

These accounts are currently subject to audit.

A copy of this was available for all and it nice to know that it was up by approximately £2000 on the previous year.

It was noted that the Hall's age may lead to increases in operating costs. A question then arose about some of the information querying if some of the data is inaccurate and the chairman decided to ask Jane about it and later on, after the meeting, it was agreed to have an error in it.

5. To propose the Auditors for 2018 to 2019.

The Chairman proposed John Franklin as the auditor, it was seconded by Sylvia Sutherland, and approved by those present.

The Chairman gave the Meeting's thanks to Jane for all of her work as Treasurer.

6. To Elect the Trustees and other Committee Members for the forthcoming year: the current Trustees, and Members, were re-elected and thanked by Margaret Clarke and seconded by another attendee.

7. To report on any potential new uses for the Hall and any subjects the attendees wish to raise.

Sylvia Sutherland queried the loss of an upstairs Office to rental users and its use by the Committee. The answer was that, originally, it was to be in its current role until an early office tenant rented it. Now it is back to its

original designed use. There have been some enquiries about it by potential rental people but now it is essential to the Hall.

AGM then Closed at 8.50pm, the Non-Committee attendees then retired from the meeting and the Committee turned to having a normal Committee meeting:

8. The Minutes of the 17th May Committee meeting.
Were approved.

8.1 To deal with any matters arising from them.

The storage of items under the stairs by tenants and Hall users still not resolved. The worry is that they may provide Fire risks, or make it difficult for upstairs users to escape if there were one. It has been raised with office's people but not yet being taken onboard. Also, some of the downstairs regulars use it for storage too. These are having problems with storage space.

There has been a reported lock problem but the Secretary has not been able to find it as they all seem to be functioning when he tests them..

8.2 Report on tasks recorded in those Minutes
Nothing reported.

8.3 Items the Chairman wishes to raise.

He reminded the meeting about the matters raised at the Inspection by local officers.

The new Table Tennis Table has been delivered and is in use. One of the problems now is again the storage of it and for the older equipment.

Some hired Card Tables had been returned and not properly put away. Some of them and other items had been lent against the outside front door and it was then not properly closed. This meant that the Hall could easily be broken into through it.

8.4 To receive the Treasurer's Report.
No report available.

8.5 Office Tenant matters.

It was suggested that it was time for a rise in rent for the Hairdresser. There was nothing raised for the other ones.

8.6 Bookings report.

On Tuesday mornings there is now a regular one for a Pilates group.

8.7 Routine Inspection Actions and any other ones too.

These were listed: PAT tests of electrical items; Inspection of Gas equipment; Fire alarms, smoke and fire detectors, emergency lights etc inspections; and fire extinguisher checks.

8.8 Any Film Show matters.

The films to be shown had not been chosen but would be soon and “Ma Ma Mere” included when available.

8.9 Parish News matters.

The chosen films will be reported in it.

It is likely that a Parish News website will be available shortly.

8.10 Correspondence reports.

19th July. Water Bill from Water Plus.

13th July. Report from Secretary about glass shelves stored under the stairs.

5th July Letter from Castle Water copied to all and passed to Treasurer.

2nd July. A CSW Broadband E-mail passed onto all.

28th June. A WRCC Newsletter E-mail passed on to all.

15th June. A letter about renewing our film licenses.

13th June. An E-mail warning of a postponed WRCC event.

1st June. Stratford DC annual invoice for waste and recycling Bins.

31st May. WRCC Newsletter.

21st May. CSW Broadband update.

18th May. Recent Warwickshire C. C. fire safety report for our premises.

8.11 Any Other Business. - None.

8.12 To decide the Date of next Committee meeting.

Thursday 20th September.

8.13 To close this meeting. The meeting closed at approx 9.40 pm.