

New Buckenham Village Hall Trust

Registered Charity no. 1024699

ANNUAL GENERAL MEETING 2020

Tuesday 25th August 2020

8.00 pm New Buckenham Village Hall, Auditorium

Minutes

1. Attendees: MBoswell(chair), JHobley, EDowling, JFulford, SLester, JHalfacree, KHobley, MManning, LSalmon, ACattermole, GGoodwin, SHobley(Minutes)
Apologies: ABingham, COxley,
Thank you all for attending during these uncertain times. It is good to be back in the hall albeit a little different.
2. Minutes of the Annual General Meeting held on Tuesday 16th July 2019
Signed and agreed
3. Chairs report – Mike Boswell (Collective Report)
Under the circumstances we have handled the current pandemic very well. Prior to that all users have remained happy and we have maintained the hall well. JF- My stint as chair was at the start of the pandemic. We had many plans starting to take shape for the refurbishment of the Large Meeting Room. We set up a subcommittee to organise the works, obtain quotes and keep us informed of the progress, but this all came to a sudden end. Initially we thought this would be a perfect time to get the work done but alas complications arose, and lockdown began. It became difficult to organise works, and materials were in short supply. So this has been paused and will now be deferred and discussed at the next meeting. We would like to thank SHobley for her work in ensuring we could get the hall open. Also GGoodwin, JKearney for her help in the risk assessments with JFulford, JHobley for stocking all the necessary supplies, ACattermole for the work in obtaining the business grant for the hall to enable us to be Covid secure, and for all the team effort in ensuring we could open. MB and JF now the situation is improving slowly, local outbreaks have been reported and we need to remain aware and vigilant. We will continue to follow the guidelines set out by the government and we will continue to update our procedures as needed.
4. Financial report – Andrew Bingham
 - I. Firstly thanks to SHobley for all the work she has done in keeping the accounts and finances on track. A lot of work and she keeps it all running smoothly.
 - II. This financial report is for the year April 2019 to March 2020. However at the AGM the 2018-19 accounts were not finalised so I will take the opportunity to report the headline figures from the accounts for that financial year.
 - III. The Income and Expenditure account showed total income of £34,691 and total expenditure of £22,713 giving a net operating profit (before depreciation) of £11,977. Full details were reported to the Charity Commission prior to the reporting deadline of end of January 2020 – the accounts are available on the CC website for those who would like to see more information.

- IV. The current (2019 – 20) financial year covers the first few weeks of covid lockdown. We were fortunate that income continued to come in for the first few weeks of lockdown, and we had no bad debts – a credit to our customers, and to SHobley for keeping the money flowing in. From the end of May our income, along with bookings dried up.
 - V. I can report our headline income and expenditure figures for the financial year 2019 to March 2020.
 - a. Gross income: £36880
 - b. Gross expenditure: £41251 – (estimated operating loss of £4,371)
 - VI. We were very fortunate in this year to receive a generous legacy of around £86,000 from Brian Knappet's estate (not included in the gross figures above). This legacy will enable us to progress with work to improve, upgrade, and refurbish the hall to keep it viable for the long term.
 - VII. Final end of year accounts are currently being prepared by CHupton – who I would like to thank for all her work every year in preparing the end of year accounts.
 - VIII. Looking forward 2020 – 2021 is clearly going to be a challenging year – inevitably our income will drop, and our expenditure will largely remain unaltered. We have been fortunate to be awarded a Covid grant of £10K to keep the hall going – thanks to ACattermole for her work in getting this grant. With this, with our reserves, and with a hard working team getting the hall open to customers – we will be able to keep the hall going for the long term, and provide a vital and important community facility.
5. Sustain and maintain report –
We have many plans to bring the hall up to date, and future proof. However due to the current pandemic all works are on pause.
 6. Maintenance report – Ed Dowling/ John Hobley/ Clive Rush
ED- Lockdown over the last few months has meant a lot less activity at the hall. Prior to lockdown we had issues with ladies loo, fixed by EWilliamson, many thanks. Minor issues with front door panels which have been replaced. We have had another broken window in the auditorium, believe this is the third. I was able to get this repaired at a low cost on this occasion. We believe on this occasion it was caused by a stone being kicked up by a car possibly. We will sweep the road for loose stones and try and keep them off the grass too. Moles have returned but we will aim and get on top them as in previous years.
GG- Lock at the bottom of the main front door unable to open. ED will take a look, but it has always been a little stiff.
 7. NewBArts report – Sandra Lester
New Buckenham Arts events this financial year are a tale of two halves: pre-lockdown and post lockdown.
From April 2019 to February 2020 we had 4 film evenings, which seemed to get steadily more popular. Audience numbers were 32, 64, 81, and finally 95 for our last film (about Judy Garland), a hugely successful event bringing in over £800 from ticket, bar and refreshment sales.
Then Covid 19 struck and all went quiet. The touring theatre company Eastern Angles was scheduled to perform here at the end of March, but this was cancelled along with any pending arts events.
So what does the future hold for arts events in the village? Speaking for myself, while the virus is still circulating, and given the number of precautions that would need to be put in place, I do not feel comfortable about organising film events in

the hall. Most of our audience, and indeed most of the organising team, falls into the older, more vulnerable age bracket and this entails extra risks. Additionally, restrictions on numbers because of social distancing would mean that arts events in the hall would operate at a loss.

All in all, now seems a good time for me to step back, after nearly 9 years, from being the main organiser of film screenings. This is not to say that, given how much arts events in the village are appreciated and enjoyed, the films and theatre performances will not resume next year if and when we have the “all clear”.

GGildersleeve and GWalsh have said they are willing to take on the organisation on an interim basis at that time, and I will support them. Like other groups in the village, we hope that younger volunteers will step forward.

I will be stepping down after 9 years.

MB – thanks to SLester for her support to the trust over the years, we are grateful, and you will be missed.

8. The ‘200’ Club report – Peter Casson

The income from the 200 club in 2019-2020 was £548, the money raised by the club is always put to a project at the hall. In recent years the money has been put towards the Auditorium flooring and the cleaning of all fabric chairs at the halls.

This years money has not yet been allocated to an expense but with many works coming up in the near future it will as always be put to good use. Thanks to PCasson, and PMadden for the work that goes into keeping the 200 club running. KHobley – I recently spoke with PMadden who said numbers for the 200 club were up to 230, these have dropped recently to 180 but PM is still recruiting new members all the time.

9. New Buckenham Fundraising Committee’s report – Clive Rush/ Geraldine Walsh

JHalfacree – The Fete is the main income during the year for the groups we support, but this year unfortunately it is not going ahead. We hope to return in 2021 in some way, as yet we are unsure what that will be. The Art exhibition was also cancelled just weeks before it was due to open. We hope it will continue in 2021 – again in what form we are not sure. So currently there is no fundraising for the groups we support. We do have a container now for storage, but currently it is not in use as we will wait until the pandemic eases to move items.

10. Election of trustees

Stevie Hobley Booking and financial administrator	Andrew Bingham <i>Parish Council</i>	Juliet Fulford <i>New Buckenham Arts</i>	Sally Elvin <i>Players</i>
Mike Boswell <i>New Buckenham Society</i>	Laurence Salmon <i>Silver Band</i>	Judith Kearney <i>Church/Chapel</i>	Clive Rush <i>Fundraisers</i>
Ellis Williamson <i>Junior Activities</i>	<i>Good Companions</i>	Elected Trustee John Hobley	Elected Trustee Gill Goodwin
Alice Cattermole Co-opted Trustee	Eddy Dowling Co-opted Trustee	Elected Trustee	

11. Any Other Business and open forum
- MB on behalf of CO – Apologies for not attending, please could we see the financial report and minutes from the AGM meetings
- MM – there is a positive to publicly showing the financial report as you can show that the hall is doing well and how you spend the money on maintaining the hall.
- JF – The finances are available on the Charity Commission website, but we can link from the website to make it easier to find.
- AC – There were several suggestions for the website from CO at the last AGM, I did request it all to be sent in an email and I will put the work into updating the website.
- JF – Try and have regular updates, that include key points from meetings, in parish mag and via a Newsletter sent out to regular hall users in an email and shared online – but publishing minutes is sometimes difficult as some points made regarding individuals and groups are not always suitable to publish publicly.
- SL – CO stated that it is not very easy to find information on the trust, who you are and what you do. This should be more transparent.
- MM – In quiet times it may be a good time to put a piece in the parish mag to keep everyone informed.
- AC – Happy to update the website, all these things can be included.
- JH – Football club is thriving. Sunday gone they won the Norfolk Kappa Cup U13. Well done to the club. There has been some minor vandalism on the field which is being dealt with.
- JF – Should we revisit the constitution and how the trustees and Job descriptions relate. We should look to making it more generic, rather than group specific so that we can be more inclusive. As time goes on we can't be sure certain groups will continue. The only difficulty is that we require a public EGM, which requires a certain attendance. Perhaps now is the right time to do this as more people could attend via zoom? This needs to be discussed further at the next trustees meeting and looked into.
- LS – Brass band England. I have been sent a risk assessment from Brass Band England which is very comprehensive and currently there are a lot of limitations on band practice. Currently NB Silver band is hoping to resume after Christmas, but this does depend on the guidance. Currently I can only have 6 people rehearse at a time which isn't viable at present.
- AC – If we have a second wave, could we look into making the marquees available for use, (fundraisers marquee) in the spring/once the weather allows? If this could help enough people to return and make use of alternative spaces, and also bring in a small income? Just a thought for next year should we still be under some restrictions.
- GG – We then have a problem with erection and setting up space/maintaining the space. Who would do this, how do we manage it?
- MB – Charge for use of the outdoor space? We have an additional fee for hire of the pitch, but if we had a marquee there would need to be a hire charge. Something to be discussed further to see if it could work.
- KH – Thank you to the trustees. When the hall is open there is a lot of work, and when the hall is closed there is a lot of work. The pandemic has brought with it a lot of additional work. CCope from the wargamers was very pleased that the hall has reopened and is very grateful the group could get back into their hobby.
- SH – HO Pilates has also passed on her thanks to the trustees in the reopening of the hall and the work the trust has done to keep the hall clean and maintained.
- MB – Thank you all for attending during these strange times.

Meeting closed 20:55