

New Buckenham Village Hall Trust

Registered Charity no. 1024699

ANNUAL GENERAL MEETING 2021

Tuesday 20th July 2021

8.00 pm New Buckenham Village Hall, Auditorium

MINUTES

1. **Attendees:** ABingham(chair), SHobley(minutes), ACattermole, EDowling, JHobley, EWilliamson,GGildersleeve, PCasson, JHalfacree, SYoung, SLester, RLester, DCoole, CCope, IMitchel-Macmillan, STunmore, GWalsh, GGildersleeve, KHobley
Apologies for absence: CHupton, CRush, JFulford, DPotter.
2. **Minutes of the Annual General Meeting held on Tuesday 25th August 2020**
Minutes from AGM, Financial Report and a link to the Charity Commission website are available on the Village Hall website. Regular updates are sent to regular hall hirers via email and out to the wider community in the parish magazine and via the website and Social Media. The trustees have decided not to publish full minutes from bi-monthly meetings agreeing that updates on key points are more appropriate.
Constitution was noted to be outdated with linked groups no longer in existence. Constitution is to be adapted to be more appropriate to the times. JF and SH held a meeting with a member of ACRE to discuss how we go about this and it was agreed that during each AGM we could formally acknowledge the groups and community links that exist both at the hall and within the village and our Trust can be formulated with this in mind. (See 10.1)
3. **Chairs report – Andrew Bingham (Collective Report)**
As in previous years the Trust has operated with a rolling chair over the course of the year. This task was taken on by the following Trustees.
 - 15th September – Mike Boswell
 - 17th November – John Hobley
 - 19th January – Ed Dowling
 - 16th March – Juliet Fulford
 - 18th May – Juliet Fulford
 - 20th July – AGM - Andrew BinghamThis report is made jointly on behalf of all chairs.
For much of the year the hall has been closed to the public and trust meetings have been carried out throughout the year using Zoom – we are now back to in person meetings.
We've opened the hall when permitted and many thanks to Stevie and the trustees for making all the necessary arrangements and keeping up with the rules to keep us Covid safe and compliant with the rules. We hope this has worked well

for all hall users and hopefully we can soon begin to get back to a more normal operating regime.

We have taken the opportunity to make progress on the upgrade project. This has been aided to no small extent by the generous bequests from Joyce Little and Brian Knappet.

An initial budget of £70,000 was allocated starting with the repair of the roof. The focus of the work was to repair internal damage caused by the leaking roof and to ensure that money spent would have a long-term benefit for the hall. The roof was stripped off and repaired – we hope this has now resolved a long term problem. This allowed us to improve the front rooms, toilets, and entrance areas. The ceilings were properly insulated, the Artex ceilings in the corridors, meeting rooms and toilets have been replaced or skimmed, the lighting was upgraded to LED, rooms redecorated, and new flooring put down.

It was apparent that the timber external doors on the hall were reaching end of life having been patched and repaired many times it was agreed that money should be spent to upgrade to aluminium doors to future proof security and access – this has now been completed and I hope you will agree make a very substantial improvement to the look of the hall.

In March the Trustees spent time reviewing the quotes for the work the Providers were agreed by trustees at remote meetings and work started once work on the roof was completed. The last task which was the fitting of the replacement blinds in the LMR, happened in early July.

There was a huge amount of work involved in the co-ordinating and management of this scheme of work and I would like to thank all the Trustees for their support, time, expertise and generally just being there while this was done (but particularly Juliet who did much of the heavy lifting, organisation, and management of the update project). I think it really was a team effort, money well spent to ensure the future viability of the hall as a community venue. The only part of the 1st stage of the project still to be done this summer is the replacement fencing which has had to be postponed because there is no supply of good quality Oak to replace the fencing. This work will be done when materials are available.

The next stages of the project include improvements to the toilets, new flooring etc, upgrading the auditorium lighting to LED, upgrading the theatre lighting to LED, and looking at a strategy to reduce the heating and energy costs. We are in discussion with NB Players about a strategy for the theatre lighting and how to take this forward.

As ever the hall keeps going through a lot of hard work by many people. I will try and name as many as I can who deserve our thanks and hope not to miss anyone.

- Stevie (finance, bookings, covid rules, Facebook and website promotion – and many others – alongside raising a family !!)
- Trustees: Juliet, Alice, Ed, John, Gill, Clive, Mike, Ellis,
- Sadly during the year Sally Elvin stepped down as a trustee as she moved away, Lawrence Salmon had to withdraw from the Trust for personal reasons, and Judith Kearney passed away, following a short illness. The contribution the trust received from them will be missed by the Trustees.
- Carolyn Hupton – account auditing
- Geoff Gildersleeve – for the PV payments
- Jimpy Casson and Paul Madden for 200 club
- Alison, Angela and Nigel for cleaning and doing a sterling job throughout the pandemic

- And of course, our customers for cooperating during a difficult time

3.1. Questions raised for the chair

RL: Phase 1 and 2, of works has been completed is there Phase 3 for works. AB: There could be several more phases of work as we try to continue to improve the hall.

4. Financial report – Andrew Bingham

- Financially it has been a difficult year with the hall closed for much of the time. We have been fortunate however to have received a number of Covid grants – this with our reserves has enabled the hall to keep afloat and to be able to offer beneficial rates to users to help them through difficult times and to counter reductions in numbers permitted to attend classes etc.
- This financial report is for the year to March 2021 – however accounts are not yet finalised and so I will report the headline figures for the year 2019 – 2020.
- Income and expenditure are
 - o Income: £123051 (includes £85922 legacies + donations)
 - o Expenditure: £45183
 - o Total funds held by the trust: £212452
 - o Full details were reported to the Charity Commission by the end of January 2021.
- PV income: approx. total received since installation in 2017: £7216, they will shortly have paid for themselves!
- Covid grants approx. £23000
- Many thanks to Stevie for all her work on the accounts and invoicing, and to Carolyn for preparing the end of year accounts.

5. Sustain and maintain report – Andrew Bingham

Covered in Chairs report (See point 3)

6. Maintenance report – Ed Dowling/ John Hoble/ Clive Rush

Little maintenance has been required due to long term hall closure, we have a little outdoor work to do to keep it tidy, but it is currently the wrong time of year. We have had to replace windows in the auditorium following a couple being cracked, we believe by stones thrown up from the drive, we managed to source these at a cheaper price than originally quoted. JH – we are well stocked with cleaning and sanitary products including hand sanitiser and cleaning wipes enabling hall users to quickly and efficiently clean touch points as recommended. We are now looking forward to getting back to business as usual.

7. NewBArts report – Gerry Walsh

Cinema and theatre showings have been put on hold during the Pandemic, they have not been allowed to go ahead for much of the time, and when we were able to host them the restrictions and safety measures needed meant these events were not cost effective so we decided to hold off. Our next event is a Film Evening to be held in September, followed by the return of Eastern Angles in October. We are taking it slow but activities are resuming, however we are cautiously aware changes could come again.

AB – We have discussed as a trust the changes in Covid restrictions. We have followed government guidance throughout the pandemic and been guided by Village/Community hall specific information compiled by ACRE. We are now looking to return to 'almost' normal, reverting to our usual hire fees (during the pandemic we enabled meeting room users to hire the Auditorium at a reduced rate to support them with social distancing) and enabling all groups to return. We will

be advising all hall users to maintain good hand and respiratory hygiene, encouraging cleaning of surfaces used and touched before, during and after hire; and we will continue with our enhanced cleaning routine. All groups will be encouraged to take measures to mitigate risk such as social distancing, and face coverings where appropriate depending on activity type and the level of vulnerability of users.

8. The '200' Club report - Peter Casson

As with all fund raising efforts 2020 and 2021 have been blighted by the pandemic. We were able to hold the first three draws in 2020 but then with the first lockdown we had to cease both collections and draws for 4 months. This led to a loss of total income of approximately £880 of which the Trust would have benefitted by 40% i.e. £350.

We had to isolate in order to protect both PMadden, out collecting and protect our members with Paul going from house to house and with money changing hands. The risk was increased further with Paul's wife being a nurse at the N&NUH. In August we were able to restart collections and draws and continue until December when we had the big Christmas draw. Then we shut down for another 4 months until May.

During this time we have lost a few members with totals dropping from 220 to 200 for a variety of reasons, the principal one being the Elvins, with 7 numbers between them, who moved away.

We are still imposing Covid rules when we draw, i.e. we ask one person to witness either Paul or myself drawing the numbers. Apart from possibly the pen there is no cross contamination. We shall continue with this method for the foreseeable future.

I must thank Paul for all his hard work over the last year and also thank everyone who supported us, paying their monthly £1.00 and sometimes getting nothing in return except the knowledge that the Village Hall is a very worthy cause. But then that is the luck of the draw.

Unfortunately there is some bad news. Paul will be moving out of the village and we will need another willing volunteer to assist me run the 200 Club. We think we have a few months to find someone but it is down to the vagaries of the house market, so we need to start searching now.

In the meantime both Paul and I will continue to run the 200 Club and seek to ensure its continued existence.

9. New Buckenham Fundraising Committee's report – Jon Halfacree

No events have been held and few events will be on for the remainder of this year. August fete has been cancelled again this year, but we are hoping to go ahead with the Cricket Club Fireworks evening. CHupton is stepping down as chairman for the fundraisers and John Frith will be taking this post. 2022 should see all fundraising events resume, it will be good to see the Art exhibition and photography show return in 2022. PMadden was also on Fundraisers team and he will be missed here too.

10. Election of trustees

We welcome David Potter to the trust. David previously represented the Trust for the Good Companions but has had some time away. It is great to have him back. Gill Goodwin and John Hobley were both elected to stand as trustees. Proposed By Andrew Bingham, Gill Goodwin was seconded by Karen Hobley and John Hobley was seconded by Alice Cattermole.

Stevie Hobley Bookings and financial administrator	Andrew Bingham <i>Parish Council</i>	Juliet Fulford Elected Trustee <i>New Buckenham Arts</i>	<i>New Buckenham Players</i>
Mike Boswell <i>New Buckenham Society</i>	Ian Speller <i>Silver Band</i>	<i>Church/Chapel</i>	Clive Rush/Jon Halfacree <i>New Buckenham Fundraisers</i>
Ellis Williamson <i>Junior Activities</i>	David Potter <i>Good Companions</i>	Elected Trustee John Hobley	Elected Trustee Gill Goodwin
Alice Cattermole Co-opted Trustee	Eddy Dowling Co-opted Trustee		

10.1 New Buckenham Parish Council

~~New Buckenham Women's Institute~~

New Buckenham Silver Band

New Buckenham Players

~~New Buckenham Play Area~~

New Buckenham Society

New Buckenham Good Companions

New Buckenham Church/Chapel

The Trust formally noted that Women's Institute and the New Buckenham Play Area/Junior Activities are no longer operational. These places on the Trust are to in future be held by Junior Football Club and New Buckenham Arts. We also have New Buckenham Fundraisers who hold a place on the trust. The Trust discussed other groups that could be represented on the trust. New Buckenham Young People, New Buckenham Wargamers, New Buckenham Active Groups as the hall hosts many sporting and active classes. AC - Should also be considered to open out to other community groups, such as Climate Action Now (CAN) and Village and Vestry.

Next trustees meeting 21st September 8pm

11. Any Other Business and open forum

GG – Players are planning for a Christmas production but as yet we have not had any meetings to further this.

GW - All groups (Fundraisers, NewBarts, Village Hall Trust) are low in numbers so could we promote all groups and clubs at the proposed Village Hall event. SH – We are looking to make it a Community event 'What does New Buckenham have' as opposed what the village hall alone has. This would include all

community groups, not only those who use the hall. We need to open it up to as many people as possible and hopefully increase our volunteer numbers across all groups.

SL – Defibrillator available at the hall, is it for hall users only? JH - The type of defibrillator and its location mean it is only for use of hall hirers. To have a public defibrillator requires a certain type of housing for it, in a beneficial location for the community. This a subject that has been discussed at length at both trust meetings and parish council meetings. The defibrillator at the hall actually belongs to the junior football club, it is stored inside the building as it needs to remain at a consistent temperature and the club's container was not suitable. Due to it being stored in the hall, the club agreed that any hall user could also access it if required.

GGildersleeve – Is training on Defibrillator required JH – Yes and this is provided by the Football club, for the football club defibrillator. Public defibrillators can be used by anyone, and they give voice instructions during use.

KH – On behalf of all hall users thank you for all that the trustees do to keep the hall running. I am so pleased to be attending in person meetings again.

PCasson – What has happened with the football pitch JH – The pitch has suffered years of damage from bonfires, and is also very well used by a thriving football club. The football club have funded for the pitch to be reseeded, and the original bonfire location has been repaired and seeded also. The village hall trust have also agreed to contribute towards the cost of this work.

JH – Where would be the Bonfire site for future firework events? A revamp of the layout for the Firework night is needed. JHobley and JHalfacree to discuss location of bonfire to keep the pitch football ready.

GW – David sable sadly passed away recently; he was the founding member of the football club.

AB – Thanks to all for attending the AGM.

Public Meeting Closed at 9:15pm