

Bowerhill Village Hall Trust

Registered Charity Number: 297945

Minutes of the Management Committee Annual General Meeting – Tuesday 17th August 2021 7.30pm

Members present

Chris Broom, Mark Harris, Rosemary Bellinger, Christopher Sealy, Susan Sampson, Marilyn Mills, Gavin Owen, Terence Broom, Andy Russell, Ann Finch.

1. Apologies for Absence	Rachel Skates.	
2. Minutes of last meeting.	The minutes from the previous meeting held on 8 th September 2020 were agreed as a true record. Proposed Gavin Owen, Seconded Christopher Sealy, all agreed.	
		Action
3. Matters Arising	Adoption of two amendments to the Constitution 6 ii Holding an AGM by electronic means 8 A member of the Management Committee shall cease to hold office. Details have been updated on the Charity Commission web site and been approved.	
4. Chair's Report	Since the last AGM, the hall has been closed during lockdown and open at other times only to those activities permitted by whatever regulations were currently in force. The hand sanitising stations that were installed outside the front door and by the entrance to the main hall during the first lockdown and the cleaning procedures that were put into place meant that the hall could be used safely. Committee meetings were held on Zoom with their usual frequency though only the chair, vice chair, treasurer and secretary attended regularly. Government grants have compensated for the dramatic fall in income and as a result the Village Hall remains in a strong position to continue serving the local community (see Treasurer's Report). Since reaching step 4 of the roadmap out of lockdown our regular users have started to return and we look forward to a return to the days before Covid when the Village Hall was rarely used less than six days a week. Gavin Owen	

<p>5. Treasurer's Report</p>	<p>A copy of the final accounts for year ending 31.3.21 was presented.</p> <p>Current Account: £3,732.08 Savings Account: £21,450.58</p> <p>Report for the Year Ended 31st March 2021. The accounts were audited by A & N Accountancy Services and certified by them as a true record.</p> <p>Far from a routine year as the effects of the Pandemic severely impacted our income from rentals.</p> <p>Our income was very much assisted by government grants totalling over £21,000.</p> <p>We benefitted again from a generous grant of £3,000 from Melksham Without Parish Council.</p> <p>With money in the bank, we were able to proceed with important decorating, repairs, and maintenance while the Hall was closed.</p> <p>At the close of the financial year and after completing these very necessary maintenance items we still had bank balances totalling £25,182.66. This was an extraordinarily strong position and better than the year before. This enables us to enter a period of recovery with confidence.</p> <p>I am happy to offer the accounts for adoption by the AGM.</p> <p>Christopher Sealy (Hon. Treasurer)</p>																						
<p>6. Adoption of Accounts for Year Ending 31st March 2021</p>	<p>The accounts were adopted: Proposed by Gavin Owen Seconded by Mark Harris All agreed</p>																						
<p>7. Appointment of Auditor for Accounts for the Year Ending 31st March 2022</p>	<p>A & N Accountancy Proposed by Chris Sealy Seconded by Gavin Owen All agreed</p>																						
<p>8. Booking secretary Report</p>	<p>Due to the Coronavirus pandemic the use of the village hall has, naturally, taken a severe nosedive.</p> <p>Total bookings since the introduction of the online booking system are as follows:</p> <table border="1" data-bbox="411 1435 834 1697"> <thead> <tr> <th>Year</th> <th>Total</th> <th></th> </tr> </thead> <tbody> <tr> <td>2016</td> <td>666</td> <td></td> </tr> <tr> <td>2017</td> <td>799</td> <td></td> </tr> <tr> <td>2018</td> <td>857</td> <td></td> </tr> <tr> <td>2019</td> <td>921</td> <td></td> </tr> <tr> <td>2020</td> <td>278</td> <td></td> </tr> <tr> <td>2021</td> <td>112</td> <td>up to 11/8</td> </tr> </tbody> </table> <p>At present use of the hall is being reserved for our regular user-groups with new bookings only being accepted from community service and health-related groups. We are not accepting private party bookings at this time.</p> <p>Approximately half of our existing regular users have returned, with most of the remainder due back by the end of October. There are only two that have not given any indication of when they might return.</p> <p>The Bowerhill Baby & Toddler Group and Craft, Chat & Coffee (now Craft, Coffee & Chat) will both be returning under new management in September. CC&C and Busy Bees will be coming in on the 16th of August to review their storage arrangements and Toddler Group on the 13th of September for a 'deep-clean' of their toys, etc.</p>	Year	Total		2016	666		2017	799		2018	857		2019	921		2020	278		2021	112	up to 11/8	
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	<p>I am receiving numerous enquiries regarding private party bookings, but these are being politely declined as the Executive Officers took the decision not to permit these types of bookings until the general public's response to the lifting of lockdown became clearer.</p> <p>We currently have 19 regular user-groups on the books, of which nine are represented on the committee. The two dancing couples have left and BRAG do not currently have a nominated representative on the committee so are no longer entitled to the reduced hire rate.</p> <p>The Covid-19 Special Conditions of Hire and the Cleaning Checklist are revised and updated in line with information received from our governing bodies and sent out to all hirers whenever there are major changes.</p> <p>One-off hires of note:-</p> <p>Melksham Without Parish Council have used the hall twice in recent months, once in May for their Annual Parish Meeting and a second time in July to facilitate a public meeting about the proposed Melksham bypass scheme.</p> <p>Wiltshire Council used the hall as a Polling Station in May for the local Council elections, in July for the Melksham Neighbourhood Plan referendum, and will do so again in August for the Police & Crime Commissioner elections.</p> <p>Hopefully the coming months will see an increase in usage with a return to something like our normal level of bookings next year.</p> <p>Mark Harris Bookings Administrator</p>	
<p>9. Election of New Committee to Serve for the Year 2021/22</p>	<p>a. <u>Representatives of Village Hall Users:</u> Bowerhill Scout Group – Chris Broom PHAB – Rosemary Bellinger Craft, Coffee & Chat – Ann Finch Parish Council – Andy Russell Busy Bees – Marilyn Mills Bowerhill School – Rachel Skates Core Church – Chris Sealy</p> <p><u>Election of 6 Members of the Public</u> Terry Broom – Proposed Mark Harris, Seconded Gavin Owen Mark Harris - Proposed Chris Broom, Seconded Andy Russell</p> <p>Five more members of the public can be co-opted onto the Committee throughout the year.</p> <p>Gavin Owen stood down as Chair, Sue Sampson stood down as the Core Church representative, Chris Sealy stood down as Coffee on the Way representative. Gavin stated that Core Church will cease operations in Bowerhill on 17th October 2021. Chris Sealy gave 3 months notice to stand down as Treasurer ending on the 17th November 2021.</p> <p>The Vice Chair, Mark Harris thanked Gavin. Sue and Chris for their support and commitment to the Village Hall and Community over the past year.</p>	
<p>10. Opportunity for questions and comments from the floor</p>	<p>None</p>	

11. AOB	a) Review of Hall Charges – Hall charges will be reviewed in 2022.	
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Meeting closed at 8.00pm

Date of Next AGM Meeting – Tuesday 3rd May 2022 7.30pm Bowerhill Village Hall