

Minutes of Chittlehampton Village Hall Annual General Meeting – Monday 23rd October 2023

(to be approved at the next AGM)

Attendees: Peter Bradshaw, Martin Ives, Sally Broughton, Zoe Nicklin, Charlotte Grimshire, Keith Routledge, Tony Dellow, Jimmy Willcox, Marian Edwards, Rose Warren, Nan Peters, Jeanie Blackall, Diane Murch, Tim Norris, Gill Bradshaw, Molly Routledge

Apologies: John Adde, Julie Adde

1. Minutes of the Last AGM held 23rd May, 2022

Peter read out the minutes which were approved as a true record. Proposed by Jimmy Willcox, Seconded by Sally Broughton

It was noted by Zoe Nicklin that the Old School is in the name of the Church

No other matters arising

2. Chair's Annual Report

Peter's full report is attached to these minutes but a summary of his main points is as follows

- 2.1 This past period has been the most dynamic and progressive in the many years that he has been Chairman of the Village Hall.
- 2.2 We have transformed from an Unincorporated Association to a Charitable Incorporated Organisation (CIO) and with this transformation comes greater responsibilities and duties
- 2.3 We have been awarded stages 1 & 2 of the Hallmark accreditation process
- 2.4 The charity has expanded from essentially Martin Ives and himself, ably assisted by other officers particularly Pauline Brewer who was our bookings secretary before her retirement. We now have a complement of 10 trustees all of whom have skills in particular areas that they have brought to the organisation.
- 2.5 We now understand the challenges and the work that needs to be done to successfully apply for grants. We have planning permission for what we propose and grant applications have been and will continue to be submitted
- 2.6 Letters of support have been received from our MP, District and County Councillors and Ian Roome, the leader of N Devon District Council.
- 2.7 This year to date, the bingo and whist have raised just short of £7500. His thanks to all that have supported him in running these events. We have also been fortunate in receiving a private donation of £1000.
- 2.8 The range of events has expanded and some events have been joint fund-raisers with the play equipment fund-raisers. As well as fund-raising we have a policy of putting on events to get people into the hall to use it as the village social centre that it should be.
- 2.9 The annual Garden Show, Dog Show and Fete were particularly successful this year, and his thanks to all who took part, attended and helped in any way.
- 2.10 Peter thanked his fellow trustees for all of their hard work and dedication to the village hall, to their long-suffering other halves, but most importantly to all those that have become involved in supporting our events.

Nan Peters proposed a vote of thanks to Peter, which was unanimously endorsed, for all that he does for the hall and his work organising the whist and bingo sessions.

3. Treasurer's Report Martin Ives

The Financial Statements for the charity from its inception 26th August 2022 to its last financial year end, 30th April 2023 are attached to these minutes.

Martin reported the following costs that have been incurred which have been covered by the whist and bingo sessions and an Awards for All grant of £7800.

Expenditure

Restructuring the charity to a CIO and transfer of assets:	£ 6,011.00
Renovation work:	£11,888.80
Total to date	£17,899.80

Income

Awards for All Grant	£ 7,800.00
Whist and Bingo since 26 th August 2022	£10,150.36
Total to date	£17,950.36
Balance	£50.56

Martin reported that the separate electrical supply to changing room facilities has been disconnected to avoid standing charges, as has the separate water supply.

It was agreed that Rose Alsop will be the independent examiner of our accounts for the coming year. Proposed: Martin Ives, Seconded by Zoe Nicklin

4. Appointment of Trustees

There have been no resignations and no nominations of new trustees. All trustees must step down and stand for re-election after three years in office.

5. Appointment of Co-opted Trustee

It was unanimously agreed by the trustees that Tony Dellow be co-opted on to the Board. Proposed: Peter Bradshaw, Seconded: Martin Ives

6. Project Progress and Plans

6.1 Transition Keith Routledge

The main points from Keith's report were as follows.

To be a serious contender for hundreds of thousands of pounds of grant money, the charity had to set out to a) gain funder confidence in its organisation's governance b) demonstrate community engagement and c) provide hard evidence of community support.

The change of structure to a Charitable Incorporated Organisation established the charity as a legal entity in its own right with a legally up-to-date constitution based on the ACRE model developed specifically for village halls. It has a new charity number (1200197) and all assets have been transferred from the old charity.

Up-to-date management policies, procedures and risk assessments are in place and are available on the website and in a hardcopy folder in the kitchen.

Hallmark 1 and 2 quality accreditation of our management practices, sponsored by Devon Communities Together, has been achieved.

We have a business plan in place.

The Village Hall Working Group has greatly increased community engagement since it started up with a variety of new events while the long-running bingo and whist continue to attract patronage from beyond the village boundaries. The Play Area Group and Church continue to take advantage of the hall for their own events.

Open Day and House-to-House surveys confirmed up to 80% dissatisfaction with the condition of the hall and 85% support for renovating the hall in phases as funding become available. The House-to-House Survey report is available on the village hall website.

6.2 Renovation Zoe Nicklin

The main points from Zoe's report were as follows.

We started the project in February 2023 and, from the Swimbridge experience, we learned about the amount of time and work required and the need to engage a professional architect before applying for planning permission. We had to prove that we knew what we were doing. Swimbridge took 6 years to gain all their funding.

Lewis was engaged as our clearly preferred architect after interviewing him and two local candidates, a process that was undertaken independent of Zoe given her family connection. He researched the building's history and established it was of ex-Ministry of Work origin of known specification, designed by engineers and pre-fabricated in a factory.

Requirements were gathered and fed to him to develop the design and plans that were submitted for planning approval and now on show in the hall. Zoe outlined the main features of the hall's design.

Bat surveys introduced some complications in the planning approval process that have now been resolved

We now have a professional design team of the Architect, Structural Engineer, Quantity Surveyor, Electrical & Mechanical Engineer and Ecological Consultant who are working on the detail design to cost it by the end of November and, hopefully, put out to tender for quotes before Christmas.

We have a project support group from members of the community that cover such skills as aesthetics, kitchen design, accessibility, landscaping, plumbing fittings. These will offer detailed decisions that will be agreed by the trustees if there is a cost element or a significant impact on the Hall. More volunteers have offered their support and their help and support is appreciated.

We could be in a position to start construction in March, but it will depend on the funding situation.

The aim is to become a building construction project.

In the meantime, we shall start looking to clear the hall of accumulated clutter.

6.3 Funding Keith Routledge

The main points from Keith's report were as follows

Winning the National Lottery Awards for All grant of £7.8K in May was a boost to the moral as it was the first award from a major funder.

Applications to fund the renovation work have been made to the National Lottery Reaching Communities Fund (for £350K) and the Government sponsored Community Ownership Fund (£250K). Costings, prepared by the Architect, for this work total £420K. This will be re-assessed by the Quantity Surveyor when a better understanding from the detail design work is available.

Feedback from the National Lottery RC application is expected very soon but we shall have to wait 2-3 months to hear from the COF. Realistically, we need to recognise that the funding process is highly competitive with a particularly high demand from the South West region and there is a

rejection rate of 80% of applications to the NLRC fund at this stage. Grants of greater than £150K are said to be unusual at present.

Further sources of smaller amounts of funding, known as match funding, are being pursued but require formal quotes to support the application which will be available early in the New Year.

In the meantime, we need to continue running our own fund-raising events which are raising about £1000/month, primarily due to the whist and bingo sessions.

7. Question and Answer Session

Nan Peters asked if we had considered a fund-raising scheme similar to the 'buy a brick' campaign.

Zoe explained that we were considering a similar scheme for people to buy a step riser on the planned veranda which can have a name or illustration – details yet to be decided.

We are also considering other schemes but the timing of their introduction is important. Their success tends to be inspired by the success of funding from other sources.

Marion Edwards asked if we had considered applying to the DIY SOS. Keith explained that he would be concerned by the potential conflict of interest and loss of control by one party wanting to produce a TV show and the other having to ensure that final build met all legal requirements of a public building.

A question was also raised about a community cinema. Keith explained that we had investigated how a local private cinema, now closed, could help us but the equipment was no longer available.

Rose Warren raised a question about the broken pots at the front of the car park. It was confirmed by Peter and Martin that the pots were owned by the Parish Council and the matter will be referred to the Council.

Gill Bradshaw proposed a thank you to all trustees for the time and commitment they give to the village hall, which was unanimously endorsed.

Meeting closed at 8.55pm

Keith Routledge Secretary

CHITTLEHAMPTON VILLAGE HALL

AGM 23rd OCTOBER 2023

CHAIRMAN'S REPORT

I think I can say, without doubt, that this past period has been the most dynamic and progressive in the many years that I have been Chairman of the Village Hall.

We have transformed from an Unincorporated to an Incorporated Charitable Organisation. This is the equivalent of traders converting from a partnership to a limited company. With this transformation comes greater responsibilities and duties.

With this in mind I am pleased to announce that we have been awarded stages 1 & 2 of the Hallmark accreditation process.

The charity has expanded from essentially Martin Ives and myself, ably assisted by other officers particularly Pauline Brewer who was our bookings secretary before her retirement. We now have a complement of 10 trustees all of whom have skills in particular areas that they have brought to the organisation. You will hear from some of them this evening.

Years before lockdown we had talked about a brand new village hall, before we came to realise that this would be a complete non-starter on cost grounds. We then thought that we could carry out a refurbishment programme. How simple that could be - just get some grants and do the work!

We soon realised that getting grants was not that easy. Before even submitting applications for big-money grants we had to have Planning Permission. To get that we had to have numerous, expensive, surveys carried out - asbestos, structural, bats. Incidentally the latter, involving inspection, DNA analysis of droppings to discover if we had rare bats (we don't), night-time surveys of bat movements, costing a lot of money, informed us that we have - 2 bats! When we do the refurbishment work the planners tell us we must take measures to relocate them.

We were successful, and now have planning permission. Grant applications have already been and will continue to be submitted.

To back our applications we have had letters of support from our MP, District and County Councillors and Ian Roome, the leader of N Devon District Council.

Before lockdown our main fund-raisers were the weekly whist drives (running almost without interruption since the mid-1940's) and the annual fete. The whist continues and the monthly bingo is now devoted to raising money for the hall.

This year to date the bingo and whist have raised just short of £7500. Thanks to all that have supported me in running these events.

We have also been fortunate in receiving a private donation of £1000.

The range of events has expanded. We have run ceilidhs, Christmas and Easter Fairs, big breakfasts, hobby horse racing, and skittles at the Bell. We run a monthly lunch club, an art and craft club, there is a newly-formed village historical society. Some of these events have been joint fund-raisers with the play equipment fund-raisers. Not all events are run necessarily to make vast profits. We have a

policy of putting on events to get people into the hall to use it as the village social centre that it should be.

The annual Garden Show, Dog Show and Fete were particularly successful this year, and my thanks to all who took part, attended and helped in any way.

As we look forward to an exciting future I would like to thank my fellow trustees for all of their hard work and dedication to the village hall, to their long-suffering other halves, but most importantly to all those that have become involved in supporting our events.

Peter Bradshaw
Chair; Chittlehanpton Village Hall

Chittlehampton Village Hall

CIO No. 1200197

Financial Statements.

For the year 27th August 2022 - 30th April 2023

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Chittlehampton Village Hall CIO No. 1200197

Balance Sheet at 30th April 2023

2023

Fixed Assets.

Village Hall	£150,000	£-----
Kitchen Equipment	£ 2,555	£-----
Furniture	£ 640	£-----
Marquees & Gazebos	£ 550	£-----
Defibrillator	£ 800	£-----
	-----	-----
Total Fixed Assets	£154,545	£-----

Current Assets.

Debtors	-	-
Bank Current A/C	£ 1,264	£
" Reserve A/C	£ 50,300	£
Petty Cash	£ 600	£
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Total Current Assets	£ 52,164	£

Current Liabilities.

Creditors & Accruals	£ -	£ -
Total Current Liabilities	£ -	£ -

Total Net Assets. **£ 206,709** **£**

Represented By.

Accumulated Fund b/fwd	£ 208,507	£
Loss for Year	£ (1,798)	£
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Accumulated Fund c/fwd	<u>£ 206,709</u>	<u>£</u>

Signed **Chairman**.....

Date:-.....

Secretary.....

Date:-.....

