

Draft Minutes of Chittlehampton Village Hall Annual General Meeting

Monday 31st October 2024

(to be approved at the next AGM)

Attendees:

Peter Bradshaw, Martin Ives, Sally Broughton, Zoe Nicklin, Keith Routledge, Tony Dellow, Jimmy Willcox, Marian Edwards, Julie Adde, John Adde, Rose Warren, Nan Peters, Sue Mizon, Tim Norris, Gill Bradshaw, Molly Routledge, Lewis Barton, Kate Ives, Sue Attrill, Sallie Parker, Matthew Jones, Mike Wheaton, Chris White, Sally Brooks, Di Murch, B. Palmer, Jeanette Dellow, Mark Jones

Apologies: Charlotte Grimshire,

1. Minutes of the last AGM held 23rd October, 2023

The minutes of last year's AGM were approved as a true record with no 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 He feels that the progress we have made this year has surpassed even last year's
- 2.2 We successfully gained a grant of £264K from the Government's Community Ownership Fund allowing the refurbishment project to get off the ground. A condition of the grant was that work had to be completed in 12 months of their offer letter.
- 2.3 A rigorous tendering process was followed with the Government allowing us to advertise just locally for bids.
- 2.4 This first phase of work was completed on time and within budget which has been a tremendous step forward.
- 2.5 We are now into the second phase of improved electrics, better lighting, plastering, carpentry, improved toilets, redecorations and better heating using local tradespeople as was always our intention.
- 2.6 We will then move onto the next phases which will include the old school kitchen, a new veranda, including disability access into the hall and the meeting room from the rear.
- 2.7 Prior to closure, we ran a full range of activities for the village, some jointly with the play equipment fund-raisers, to get people into the hall and use it as the social centre it should be.
- 2.8 To provide continuity, the bingo and whist have been taken off-site. Peter has been determined to keep them going.
- 2.9 We could not hold the Annual Garden Show this year, due to lack of space, but the Dog Show and Fete were held at the Cricket Field thanks to the Cricket Club who ran the bar and had a successful afternoon for their own funds. Thanks to all who took part, attended and helped in any way; the final profit was in excess of £2,000, our best figure yet.
- 2.10 Thanks to Keith for getting us organised and for his grant application skills, Zoe for her time and architectural expertise to oversee the refurbishment process, we could not have done this without her, Tony for getting a new improved booking system running, Dot and Sally for their artistic skills and running the Garden Show, John and Julie for their hard word and getting us Hallmark accreditation, Jimmy for his IT work and new website and Martin for keeping us on the right financial track.
- 2.11 Peter thanked all trustees for their companionship and support and confirmed that it is a good time for him to stand down as Chair and trustee.

There was unanimous appreciation, support and applause for Peter's long-standing active support of the village hall.

3. Treasurer's Report Martin Ives

Due to forming the CIO we had to change our bank accounts with all of the trustees listed and with three signatories, Keith, Peter and myself, this will be changed in line with Peter's resignation and the new officers

The Statement of Accounts for Year Ending 30th April 2024 will be on Charity Commission site in very near future after they have been agreed this evening and these will be able to be viewed on there by any member of the public.

Profit for Year Ending 30 th April	£22,106.00
Bank	£78,154.40
Cash Held	£ 459.22

Total	£78,613.62

Total Renovation Costs To Date	£445,285.08 including VAT
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Total of Fundraising & Donations	£ 53,462.26
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Total of Grants	£424,170.00
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Colin Browne, who is a Chartered Accountant, has done the independent examination of the accounts for the past two years in accordance with the rules laid down by the Charity Commission free of charge which is very kind of him. If no one has any objections I will ask him if he would kindly do them again for this year's accounts when they are ready next May.

The YE24 accounts, as presented in the Trustee Annual Report available to meeting attendees, were unanimously approved. It was agreed that Colin Browne continue to be our independent examiner.

4. Appointment of Trustees

Two trustees, Peter Bradshaw and Julie Adde, had given notice of their intent to step down. In line with the Constitution, notice for new trustees nominations was advertised around the Parish in the Parish Magazine and on Facebook not less than fourteen nor more than thirty-five clear days before the date of the AGM.

Nominations for Sarah Tierney and Sue Mizon were received. Both nominees have signed a trustee declaration that they are willing to be elected and provided details as required by the Charity Commission. Both nominees were elected as trustees

Sarah Tierney: proposed by Martin Ives and seconded by Zoe Nicklin

Sue Mizon: proposed by Sally Broughton and seconded by Zoe Nicklin

5. Project Progress and Plans

5.1 Funding Keith Routledge

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

5.1.1 To date, we have submitted 41 applications, 12 of which have been successful, 12 unsuccessful, 11 with no response and 6 awaiting outcomes.

5.1.2 We have received grants ranging from £264,510 to £500

5.1.3 Our eligibility for the COF grant was dependent on being a CIO

- 5.1.4 We received maximum available grants of £75K from the Platinum Jubilee Fund and £30K from the Garfield Weston Foundation. We also received £15K from the Bernard Sunley Foundation and lesser amounts from other trusts and foundations.
- 5.1.5 To date, we have been awarded a total of £424,170 in grants.
- 5.1.6 For your information, successful bids need to provide evidence of charity competence, community needs (not wants), community benefits and support and financial viability.
- 5.1.7 Applications have ranged from completing 44 pages of questions to a single A4 sheet of text.
- 5.1.8 Outlook for funding is more of the same. We need funding for a) new heating system b) new kitchen c) solar panels d) decking e) changing rooms f) landscaping
- 5.1.9 The timeframe for all of this depends on the availability of funds from grants, which is becoming more competitive, and our own community fund-raising activities.
- 5.1.10 Attendees were asked to note that we have launched our own fund-raising lottery as part of the North Devon Community Lottery and that every little bit helps.

5.2 Renovation Zoe Nicklin

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

- 5.2.1 My last year's AGM report is a completely different era.
- 5.2.2 We received the letter to say we had the Government's COF grant on 20th December 2023. Primary problem for me was it had to be spent before 19th Dec 2024
- 5.2.3 To comply with the Government's procurement process we had to do a full tender and we had to have a JCT contract with a primary contractor.
- 5.2.4 We got tender package out by the end of January
- 5.2.5 We got a dispensation from the COF manager to keep the tender local i.e 1.5 hrs drive.
- 5.2.6 Invitation to tender was sent out to 13 contractors and published on the web site.
- 5.2.7 3 companies got to the interview stage. Culmex won the contract by mid March.
- 5.2.8 Before the contract was signed we received confirmation that we could not recover any VAT and therefore restricted our budget.
- 5.2.9 The JCT contract with Culmex, started on June 3rd, was to remove all the asbestos roof and replace with light weight composite insulated roofing panels. Demolish and rebuild the east extension. Frame out the external walls, insulate with 100mm of insulation and 240 m² cladding. 29 new windows and doors installed in the framing. Install bat loft, bat boxes and bird boxes to comply with the ecological requirements.
- 5.2.10 This contract was complete on time at the end of September, within budget.
- 5.2.11 October has been plastering in the reveals and new window sills. Fire system wiring. Electrics almost completed for the main areas. Painting the main hall and the meeting room. Sanding of the meeting room floor.
- 5.2.12 November will be sanding and recoating the main hall floor. First fix plumbing in the main hall ceiling space. Replacing the ceiling. Installing the lights in the main hall, decorating and sorting out other door details. Decorating other areas. Lighting in passageway and gents toilet.
- 5.2.13 December Bingo! Work on ladies toilet. Raise money for the rest of the heating system.

6. Questions and Answers

Questions and concerns were tabled throughout the meeting and have been here documented in this section of the minutes

- 6.1 Matthew Jones was concerned that there is insufficient young representation on the trustee board to take into consideration all views of the community. We have one trustee,

Jimmy Willcox who falls within that category. We have a VH Working Group made up of trustees and members of the community who jointly work together to actively organise events for the community. Younger members will be very welcome once it starts up again when the hall re-opens.

- 6.2 Matthew Jones was not aware that nominations for trustees could not be taken at the AGM. Multiple notice was given on Facebook and in the Parish Magazine that nominations were open between 14 and 35 days before the AGM, as per the Constitution
- 6.3 Sally Brooks raised her concern with glare from the roof which she had previously raised as a written complaint. She expressed objection to the form of the reply to her complaint.
- 6.4 It was confirmed that the colour of the roof is not as specified by the architect owing to contractor error. Sally asked why the original requirement was not enforced or the roof painted to its required colour at contractor's cost. Enforcing the contractor to comply would have meant long delays and costs to the project risking the deadline completion date enforced by the government COF procedures. Painting the roof would invalidate its warranty.
- 6.5 Sally expressed a concern raised to her by a neighbour that they were subjected to loud hammering on their door when they were asked to move their car parked opposite the hall by a few metres when a large transport vehicle was trying to leave the hall car park.
- 6.6 A question was raised on why we did not wait until we had all the funds necessary to carry out the full renovation. The 12 month time limit of the COF fund meant that we had to start the renovation work or lose the grant.
- 6.7 Sally made us aware of the Disability Action Plan 2003-2004 Consultation Document dated 5th February 2004 and potential implications for access to the playing field area.
- 6.8 Nan Peters stated that she was fed up with some people going around complaining and doing nothing to help. She thanked everyone for all the time and hard work they have put into the hall.

7. AOB

No other matters arising, the meeting closed at 8.45pm

Keith Routledge Secretary

Attachments: Chair's Report

CHITTLEHAMPTON VILLAGE HALL

AGM 31st OCTOBER 2024 - CHAIR'S REPORT

Last year I commented on the how much progress had been made during the previous year, perhaps the most outstanding in the many years that I had been Chairman of the Village Hall, following the move to become an Incorporated Charitable Organisation and the first steps towards the hall refurbishment. I feel this latest year has even surpassed that!

I outlined last year the fact that we had planning permission for a new hall and we, or rather Keith Routledge, were applying for grants. As you are all no doubt aware, we have been very successful and the refurbishment project got off the ground with grants totalling £264k from the Government's Department for Levelling-Up's Community Ownership Fund (COF). We were advised just before Christmas last year and one of the conditions for the grant was that the work had to be completed within 12 months of their offer letter - so the pressure was on, especially with the loss of 2-3 weeks over Christmas.

We conducted a rigorous tendering process and even got the Government to allow us to advertise just locally for bids, rather than nationally.

I am pleased to say that this first phase of work was completed on time and within budget. If you consider what we had this time last year and what we have now I hope you will agree that we have made tremendous steps forward. The main complaint about the hall was that it was cold, damp and not very welcoming. We believe we have succeeded in addressing that.

We are now well into the second phase, improved electrics, better lighting, plastering out, carpentry, improved toilets, redecoration and better heating. In this phase we are using local tradespeople as was always our intention.

We will then move onto the next phases - turning the old school kitchen into a commercial kitchen to be proud of, including a new roof, and creating a veranda at the back of the hall, including disability access into the hall and the meeting room from the rear of the building. It will then be possible to hire out the meeting room separately from the main hall.

Prior to the closure of the hall our active board of trustees devoted much of their time arranging a full range of activities for the village - ceilidhs, Christmas and Easter Fairs, big breakfasts, hobby horse racing, skittles at the Bell, a monthly lunch club, an art and craft club and a 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.

To provide continuity I have taken the bingo and whist drives on the road, and my thanks to UMBERLEIGH Village Hall and the Methodist Rooms respectively for hosting us. With the whist drives having been run since the 1940's, other than during COVID, I was determined to keep them going.

The annual Garden Show, Dog Show and Fete were somewhat different this year. Thanks to the John Andow and the Cricket Club's kind offer we were able to hold the event on the cricket field. Unfortunately, due to the shortage of indoor space we could not hold the Garden Show, but the other events carried on as usual, with the introduction of a popular football target game. As a condition of their support the Cricket Club ran the bar and they had a very successful and profitable afternoon for their own funds.

The event was particularly successful this year, and my thanks to all who took part, attended and helped in any way. Although the advertised profit was £1950, subsequent sales of unwanted raffle prizes and the donation back of snail-race winnings means that over £2000 was raised, our best figure ever.

With such a successful event and the completion of the first phase of the village hall refurbishment I feel that now is the time for me to bow out on a high.

I have been on the old village hall committee and with the newly constituted charity for over 15 years, many of them as Chairman. We have a very strong board of trustees and as I stand down after this AGM, I know I am leaving the hall's future in safe hands.

I would like to thank my fellow trustees, who have all given their time freely, 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 been involved in supporting our events and in making contributions, both financial and practical towards the refurbishment.

As far as the trustees are concerned they have all brought their own skills to the organisation. I would like to thank, in no particular order, Keith, for getting us organised and for his grant application skills. Where would we have been without his spreadsheets? I understand that the application for the government grant took 80 hours, after he had produced a business plan. Zoe for her time and architectural expertise overseeing the refurbishment process and for the numerous headaches she undoubtedly experienced. We really could not have done this without her, other than by employing a costly professional. Tony for getting a new improved booking system up and running on line. Dot and Sally for their artistic skills and vision for the new hall, for running the Garden Show and organising children's events. John and Julie for their hard work during the year - whenever volunteers were called for they would be there. Julie for her support of John in getting us Hallmark accreditation and for John attending the outside body meetings that no-one else wanted to go to. Jimmy for his IT work and getting the new web site up and running, and for his patience when someone suggested an amendment to something complicated that he had just completed. And finally to Martin for keeping us on the right financial track. Martin and I were on the old committee together for many years, together with Marian Edwards and Audrey Bowden. For much of the time it was just the two of us with the legal responsibilities of running the charity. If anything went wrong it was us two that would have been legally liable. We have been through a lot together.

Thank you, all trustees, for your companionship and support. We have had differences of opinion but knew we could discuss them in a rational manner and come to a decision and were still friends afterwards.

End of report