

**Minutes of the Annual General Meeting of Holwell Village Hall Management Committee  
held on Thursday 16 May 2019 at 7.00pm  
at Holwell Village Hall**

**Present:**

Libby Wilton, Chair and Secretary (LW)

Jane Goodfellow (JG)

Sally-Anne Holt (SAH)

Rebecca Oxenford (RO)

Philip Pigott (PP)

**1. Apologies for Absence**

None.

**2. Declaration of Interests**

None.

**3. Approval of minutes of AGM 17 May 2018**

Approved.

**4. Acting Chairman's Introduction and matters arising**

LW welcomed those residents present and explained that until the recent election and subsequent appointment of new Parish Councillors, she had been the PC's representative to the VH Committee. LW had been chairing the Committee and acting as Secretary and Treasurer following Suzanne Ford's resignation for work and family reasons. LW thanked all the Trustees who were appointed at the AGM last year for their hard work, support and commitment.

We have continued to try and keep residents informed of what we are doing by posting copies of meeting minutes on the website, in the hall and on the village noticeboard, and recently sent round a newsletter drawing residents' attention to two items in particular – first, the outcome of the Feasibility Study into the future of the hall which will be covered later, and second, the proposal to change the structure of the hall charity from a trust to a Charitable Incorporated Organisation which we hope you will support. A copy of the draft constitution was made available on the website to coincide with the delivery of the newsletter.

LW introduced Roger Snowdon of Rutter & Rutter, solicitors in Wincanton, who had been advising the Committee with regard to the Charitable Incorporated Organisation. He has experience both of advising charities in this matter and of setting up CIOs for them, and has kindly given up his time to give a brief explanation of the structure we are proposing and to answer any questions you may have.

Following this, the various formal reports on the hall's finances, bookings, entertainment and LW's report as Secretary would be given, before moving to the open forum and general discussion.

**5. Proposed conversion of the hall's charitable trust to a Charitable Incorporated Organisation**

Roger Snowdon gave a brief overview of the structure of a CIO and its benefits. The two principal benefits are first that it limits the personal liability of the trustees and second that it is a better entity in which to own and manage property as in contrast to the position under the existing trust, the

property will be held by the CIO itself and not by individual trustees on behalf of the trust. It was also pointed out that the CIO structure would bring the charity up to date in terms of governance and transparency, and clarified trustees' duties and responsibilities. LW confirmed that the specific purpose of the original trust had been enshrined in the CIO structure, as had the need for any decision with regard to the disposal of the hall to be supported by a majority of those villagers present at the relevant meeting. Roger Snowden answered several questions from residents and trustees, following which a formal vote was taken as to whether the charity's structure should be changed to a CIO and was passed unanimously. LW confirmed that the application would now be submitted to the Charity Commission for its approval.

## **6. Treasurer's Report**

The hall's regular users continue to make the greatest contribution to the hall's income, notably Table Tennis and the Dance Fit and Circuits classes. Income from Short Mat Bowls, U3A, the WI and the Youth Club helped offset the cancellation of Music Nights and a lower income from the Neighbourhood Plan Working Group as the Plan reached its final stages. Income was also supplemented by hire of the hall for private functions and the two elections and hire of equipment. The traditional Quiz Nights and Harvest Supper remain profitable, particularly through the raffles held at both, and new fundraising events such as village walks and film nights were also making a contribution.

LW confirmed that the main item of expenditure was again insurance cover for the hall but it had reduced significantly from over £1200 last year to just under £700 as a result of changing insurance providers from the NFU to Allianz who offered a lower annual premium despite the increased cover we now have for replacement of the hall in the event of fire etc. Electricity remains the highest of the hall's general running costs while expenditure on repairs and renewals has risen, reflecting the cost of paint and other materials for the volunteers who have been carrying out a programme of works to the hall. In addition to the cost of the annual inspection of fire equipment, the 'equipment' item includes a one-off cost to replace fire extinguishers and the fire blanket, as well as a new noticeboard. Electrical repairs and maintenance expenditure is lower than last year as the inspection was undertaken later and the cost will therefore be in next year's accounts. There is a one-off item under 'Solicitors' which represents payment of Humphreys Kirk's outstanding fee for advice to the previous committee in respect of the hall's future.

With the completion of the Feasibility Study, the £6,717 balance of funds received from the Big Lottery Fund together with a sum of £208 from the hall's own funds was paid to Oriel Architecture and to QS Mike Priddle in settlement of their final invoices.

The accounts have been finalised by Andrew May who kindly agreed to audit them again. The accounts show the hall has made a loss of £456.54 this year, largely as a result of higher expenditure on repairs. It should be noted that this is not an actual cash loss as it takes into account the £1000 plus depreciation figure Andrew recommends the accounts show each year in respect of fixed assets and equipment. The Funds held within the hall's accounts with CAF Bank at the end of March amounted to £30,336.50, the majority of which is held in the interest bearing CAF Gold account.

## **7. Booking Officer's Report**

Regular weekly users of the hall are Circuit/keep fit training, table tennis, Dance Fit, U3A Botanical Illustration, and the Youth Club.

Monthly users are Short Mat Bowls, the Women's Institute, dog walks with or without dogs followed by breakfast with drinks and chit chat.

Events include Spring and Autumn Fish & Chip supper quizzes, and the annual Harvest Supper. We also make the hall's facilities open for the Macmillan Bike Ride to use free of charge.

During the year there were three private parties and chairs, tables and cutlery with crockery were hired out to local villagers.

## **8. Entertainment Officer's Report**

In addition to the events mentioned by the Booking Officer, the monthly film and supper nights and Sunday walks that we introduced during the year have been increasingly successful both in terms of fundraising and encouraging attendance from a wider group of village residents.

## **9. Secretary's Report**

The Feasibility Study that Oriel Architecture was commissioned to produce following receipt of a Big Lottery Fund grant was completed and presented to the village on two occasions in November last year. LW said the Committee very much appreciate the involvement of residents who attended and made their choice as to which of the 6 options they would like the committee to pursue. However, only 43 people responded out of an adult population of around 300, and the Committee believed it would need to demonstrate stronger support from the village if it was to be successful in raising funds for any option.

As a result, it was decided that a feedback form would be sent out with the last parish magazine, which prompted additional responses from both residents and non-resident users. Of the total 90 votes, the majority (67) chose Option D, the new build option for which the Study produced a detailed cost of £360,000. Both residents and users voted strongly for the new build option. LW confirmed that the next step would be to investigate what grants could be available and to develop a funding strategy, which will need as much support from the village as possible. The detail of the feedback results would be published on the website following this meeting, and hard copies could also be made available on request.

Despite having agreed terms with Sherborne Castle Estates last year with regard to the acquisition of the freehold of the car park land and the lease of land adjacent to the east of the hall for recreational purposes, LW reported that progress throughout the year had been frustratingly slow. However, the surrender document in respect of the recreational land has now been executed and the Estate was pressing its solicitors to issue contracts. In the meantime, although the issue of fencing needs to be resolved, the Estate has indicated that they are happy for us to have access to the land ahead of formal execution of contracts. LW said this was really good news as it meant there would be an open space for adults and children to access, albeit it will just be an open space for the time being while the Committee investigate planning issues and provision of play equipment for which section 106 funding is already allocated.

## **10. Approval of accounts**

LW reported that the accounts had been signed off by Andrew May as independent auditor. A copy of the income and expenditure and balance sheet sections would be available in the hall and on the website.

## **9. Appointment and election of the Management Committee to serve until the next AGM**

In respect of Schedule 3 nominations, JG confirmed that Holwell Parochial Church Committee had again nominated her to represent it on the VHC, and SAH confirmed that she had been nominated by Holwell Parish Council. LW confirmed that Holwell Women's Institute had nominated her to stand as its representative. No other Schedule 3 nominations had been received.

The two remaining members of the Committee, RO and PP, confirmed they would like to continue as trustees, and their nominations were proposed and unanimously confirmed.

## **11. Appointment of independent auditor**

It was agreed that Andrew May would continue as independent auditor.

There being no other business, the Chair closed the AGM.

**OPEN FORUM**

Concern was raised that the wildflower garden area had been strimmed too early and that the orchids may have been damaged. It was agreed that more care should be taken over the timing of any clearing or tidying.

The possibility of planting a hedgerow for wildlife in the recreation ground area was discussed with a view to establishing wildflowers at its base. It was agreed that an inspection of the ground should be made to determine its current condition before considering the possibility of allowing village residents access to it this summer.

There being no further matters raised, the Chair thanked everyone for attending and closed the Open Forum.

Approved and signed by Libby Wilton 8 December 2020