

**Minutes of the Greysouthen Village Hall
Annual General Meeting
Tuesday 18 May 2021 at 7.30pm on Zoom**

1. Welcome

Jen McCulloch took the chair and welcomed 12 people to the meeting.

2. Present:

3. Trustees: Jen McCulloch (chair), Adrian Sims (Vice Chair and Bookings), John Inman (treasurer), Chris Scrugham (assistant treasurer) Jane Inman (secretary), Roger James (facilities manager), Gwyn Lloyd (bowls), Howard McCulloch (Senior Social group), Ben Davies-McChesney (Website), Janette Pollitt (Health and Safety) & 3 residents

Apologies: Gabrielle Hutchinson (WI), Robin Lovegrove (PC & Virtual pub), Katie Boiget (Cake and Crumbs)

3. Approval of the minutes of the last AGM of 15 July 2021

Minutes were approved and accepted as a true record.

4. Matters Arising

None

5. Chair's report and Powerpoint Presentation - Jen McCulloch

I am extremely grateful to have worked throughout the year with a brilliant team of Trustees. Everyone has a role to play and with out exception you have worked in accordance with the Trust and its aims and objectives to ensure the smooth operation of the Village Hall.

For the hall to be managed well a quick check illustrated the need for over 50 documents, risk assessments, procedures etc. to be written updated and implemented. Its thanks to Jane for being proactive in ensuring we keep up to date with these.

Despite being closed for much of last year the hall was checked weekly to ensure we met the requirements of our insurance policy. Thanks Roger.

A year of multiple challenges and New Opportunities

Challenges;

- 3 Lockdowns
- All meetings bar one via ZOOM.
- Ensuring all Policies/procedures were updated following Covid Guidance 10 versions to date!!
- Keeping our user groups informed.
- Loss of Revenue.
- No village socials

Opportunities

- Held regular virtual meetings.
- Maintained and supported the food Hub, Take Away at Home.

- Taken part in a variety of covid research projects.
- Worked closely with ACRE. (Action with Communities in Rural England) is a national charity speaking up for and supporting rural communities and ACT
- Attended Community Building Events.
- Completed the Community buildings Directory.
- Provided a feature for the Domesday Book of Village Halls.
- Completed numerous village Hall surveys looking at the impacts of Covid.
- Opened our doors briefly between lockdowns following all government guidelines.
- Took part in Village Halls week.
- Held a poster competition for Halloween.
- Organised Christmas Light Switch on produced and sold a Village Calendar.

Successes

- Awarded the High Sherriff Award as a community for supporting over 60 households.
- Nominated 2 local businesses who achieved the High Sherriff Business Award for modifying their business during Covid.
- Featured in the ACT Gazette Spring 2021

The Future

- To begin what may be a lengthy period of recovery and rebuilding to support our current user groups and potential new users.
- To maintain and improve the fabric of the village hall.

As we close the meeting, I would like on behalf of all the Trustees to say a very special thank-you to Jane and John Inman for their hard work and commitment to the Trust throughout the last 3 years and more recently when they moved away from the village and continued to support us until tonight's AGM. They will both be a big miss to the Village and all that it encumbers.

6. Treasurer' report and Annual Accounts – John Inman

Financial Year 2020-21 (FY ending 30 April 2021)

The summary of accounts for the year upto 30 April 2021, (still to be independently examined) follows

Total Gross income (YTD) £ 17,649.33
incl

£	2,000	CCFoundation grant to purchase Blinds & Curtain
£	1,000	Greysouthen PC Revenue Grant
£	6,636	Covid Restriction Grant (via Allerdale BC)
£	4,000	UK Gov Business Rates Grant (offset Covid19)
£	2,281	Sales of Food & meals from the Covid Food Hub
£	483	Sales of Calendars
£	1,144	Donations from individuals, business & sponsor events

This total is below the Charity Commission threshold of £25,000, above which all Charity Accounts must be independently examined, and a fully certified copy of accounts must be filed along with an Annual Trustee Report. The annual update is to be submitted to the Charity Commission by end February 2022.

Total Expenditure (YTD) £ 6,602.19

giving excess income in the year of £ 11,047.14 largely due to receipt of Grants related to Covid19 effects and reduced expenditure due to the hall use being suspended for several months, and little expenditure on hall improvements during the year. There has been no expenditure on the replacement blinds and curtains for which a CCF grant was received during January 2021.

The balance in Account (at 30 April) was £ 28,820.87 (£ 28,420.87)

(after deduction of outstanding liabilities/accruals)

The FY2020-21 has been exceptional, however I have tried to track the normal ongoing income and expenditure trends, despite the suspension of “normal” activities.

“Normal Income”	£ 2,244	
Hall Hire income	£ 100	
Revenue Grant	£ 1,000	(Greysouthen Parish Council)
Donations	£ 1,144	
“Normal Expenditure”	£ 3,596	
Utilities	£ 1,607	includes £400 accruals to Water Plus
Maintenance	£ 611	
Cleaning	£ 505	
Insurance/Licences	£ 471	

In the year 2020-21 “normal” operating expenditure has exceeded income by £ 1,351

The average Daily running cost of the Hall during this exceptional year remains about £10 per day

Covid 19

Impact of Covid 19

All bookings at the Hall were cancelled after 22nd March 2020. This reduced income to the Hall from hire charges by approx. £250 per month, or £3,000 over the year.

Income from Village and Community events was also be reduced as a consequence of the Covid19 restrictions. This was previously about £100 per month over the year, but outside events were mainly during the Summer months. This reduced our income by about £1,200 over the full year. However this has been partially offset by other donations income during the year, including £350 from Takeaway@home, £270 from Heavenly Fish & Chips who have used services/facilities in support of takeaway food services during the Covid restrictions.

Currently there is some confidence that the current restrictions will end during June 2021, and some Social Distancing precautions will be relaxed to the extent when Village and Community group events could resume.

The treasurer applied for a number of UK Government Covid 19 Business Rates Grants and financial support, (following removal of criteria for ineligibility linked to 100% rates relief on 1st April 2020).

A summary of all Grants awarded by Allerdale BC, is listed below, note this includes Grants appearing in accounts for in FY 2019-20, FY 2020-21 and FY 2021-22

£ 10,000	credited to the GSVH account on 23 rd April 2020.	(FY 2019-20) (retained)
£ 1,334	credited to the GSVH account on 2 nd Dec 2020.	(FY 2020-21)
£ 967.15	credited to the GSVH account on 13 th Jan 2021.	(FY 2020-21)
£ 238.21	credited to the GSVH account on 25 th Jan 2021.	(FY 2020-21)
£ 2,001	credited to the GSVH account on 25 th Jan 2021.	(FY 2020-21)
£ 4,000	credited to the GSVH account on 25 th Jan 2021.	(FY 2020-21) (retained)
£ 2,096	credited to the GSVH account on 11 March 2021.	(FY 2020-21)
£ 8,000	to be credited to the GSVH account in May 2021.	(FY 2021-22)
(to be retained)		

The Treasurer has, during the FY 2020-21, allocated a further sum of (£4,000) to be held as “retained funds” to be used to buffer the economic impact of the Covid19 restrictions, and for promotion of new uses of Hall and community events, until such time that the Trustees believe that the new “normal” patterns of hall use can be established. The total retained funds now stands at £14,000.

Covid 19 Community Support Project (C19CSP)

The Village Hall committee and Senior Citizens Social group identified and supported a project to offer support to the Community during the Covid19 restrictions. A cohort of 90 volunteers within the community offered their time, experience and skills. The volunteers’ offer included initial contact and wellbeing support, information on services offered by Allerdale BC, charities and local traders and an initial essential shopping service for those self-isolating. This was then extended to offering packs of essential food items, provision of a “Food Hub”, and a “Takeaway meals” service prepared by Alec Anderson from the Village Hall.

The Committee received grants to the value £1,400 to support this work, that were included in the accounts for FY2019-20. When the Food Hub and GSVH takeaway meals stopped sales, the income to C19CSP in FY 2020-21 totalled £2,281, and total costs in FY2020-21 were £2,560

Over the two years, total income (incl. grants) was £4,179 and costs were £3,018.

Property and legal issues.

During the year, a review of the property ownership and legal titles was initiated to clarify the current position and powers of the trustees.

It was revealed that the legal title for the Hall and associated land was in the name of two previous Charity trustees, who had both died several years earlier. This required the Trustees to initiate a legal process to change the registered title into new ownership.

In order to avoid repetition of this in future years, it was decided to register the title in the name of the Official Custodian of Charities Land Holding Service, a role performed by an individual within the Charities Commission, who will act in accordance with legal instruction from the Trustees at any point in the future.

Position at end April 2021. The legal representative of the last surviving trustee named on the title, but now deceased, has been contacted, and together with authorisation from two of the current trustees, an application to transfer the title has now been sent to the Land Registry.

It is expected that it will take several months for the change to be processed fully, due to the high volume of property transactions being conducted over the past few months.

It was also noted that the land access rights over land to the west of the Hall were not clear and following an early exchange of emails to clarify these rights, the Trustees received a complaint from owners of a neighbouring property. The Trustees sought to clarify the issue raised in the complaint regarding access rights for the trustees, hall users and neighbouring properties by instructing the solicitor to identify any errors or omissions in the various land registry titles involved and to provide a clarified legal interpretation. An omission in one of the dominant land registry titles has been notified to the Land Registry and been amended by them. This has clarified the issue that led to the original complaint. The letter from the solicitor clarifying the rights of access and use by Trustees, Hall users and neighbouring properties is still awaited.

The cost of the legal advice and fees to change ownership and amend the Land Registry title has not yet been finalised. The accounts for FY2020-21 include an advance of £350 paid against legal disbursements. A final invoice for legal fees will be presented during 2021, and is estimated to be for further costs of approx. £1,000 that will be included in the accounts for FY2021-22.

Joseph Harris Memorial Hall Trust Fund**(Greysouthen Village Hall)****CHARITY No. 520318 - ACCOUNTS****INCOME/EXPENDITURE FOR YEAR 2020-21 (to 30 April 2021)****Income****Expenditure**

Hall Hire	Total	£100.00	Utilities	£1,607.29
GS WI		£0.00	Gas	£871.58
Carpet Bowls		£0.00	Elect	£297.43
Band (Use & Storage)		£0.00	Water (incl Surface & Highway Drainage)	£438.28
Dancing		£0.00		Includes £400 accruals
GS Senior Citizens		£0.00		
Various		£0.00	Licence	£0.00
Parish Council Mtgs		£100.00	Insurance	£471.55
Elections		£0.00	Mtce	£611.83
Revenue Grant		£7,636.36	Cleaning Labour cost	£505.76
Other Donations		£1,144.80	Other	£395.00
Village Show		£0.00	Village Show & Events	£0.00
Film Nights		£0.00	Film Nights	£120.00
Calendars (sale of)		£483.00	Calendars(purchase)	£330.00
Virtual Pub		£0.00		
Covid 19 Support Project		£997.03	Covid 19 Support Project	£1,261.91
note additional £1,439.53 c/fwd from FY19/20				
Capital Grants		£2,000.00		£0.00
CCF - Grant for purchase of new Blinds/Curtains £2,000			Total applicable Grant income £	£0.00
COVID-19 Business Rates Grant		£4,000.00		
Grant from UK Gov for the Retail, Leisure & Hospitality sectors to offset the impact of Covid19 restrictions				
COVID-19 Meals		£1,284.40	COVID-19 Meals	£1,298.85
Interest earned		£3.74		
	Total	£17,649.33	Total	£6,602.19
			Excess Income	£11,047.14
Unpresented cheques from FY2019/20	None		Unpresented cheques from FY2020/21	None
Bank Current A/C (balance at 1 May 2020)	£17,373.73		Bank Current A/C (balance at 30 April 2021)	£28,820.87
Accruals			Accruals	
WaterPlus Accruals for FY2019/20	£200.00		WaterPlus Accruals for FY2020/21	£400.00
Retained Funds (impact of Covid19)	£10,000.00		Retained Funds to offset impact of Covid19 restrictions	£10,000.00
Funds brought forward from FY2019/20	£7,173.73		Funds (non retained) c/f to FY2021/22	£18,420.87

Annual Accounts:

John Inman (Treasurer) welcomed Steve Woolley to the meeting as Independent Examiner for the accounts. Steve will undertake this work following the meeting and report back to the Trustees.

This annual report is given to the Trustees for approval at the AGM subject to subsequent satisfactory Independent Examination.

The accounts were accepted unanimously.

Discussion: Following John's presentation there were some questions and discussions which are summarised briefly:

- Concern that the land access rights issue is not yet resolved and the time it is taking. John advised that this matter remains with the solicitor and the timescale is largely determined by backlog in the Land Registry.
- Query about what instructions had been given to the solicitor. Jane advised that these were carefully and accurately recorded in the minutes of 13.10.2020, which are available on the website. These were read out for clarification. Exactly the same wording had been used in the instruction letter sent to the solicitor following the October meeting. No additional instructions had been given subsequently.
- Noted that letters from Land Registry are necessarily and correctly sent to private individuals without the knowledge of the Trustees regarding both timing and content.
- Commitment by the Trustees to continue to advise of any progress and information as we are advised but that we continue to share concern and frustration that we await the output from the solicitor.

As the issues outlined here are still not concluded, John Inman and Gwyn Lloyd will remain in contact with the solicitor and the Trustees until the matters are resolved. John will now act in an advisory capacity as he will no longer be a Trustee following the AGM.

7. Appointment and Election of New Committee

All existing committee members resigned. Jane and John Inman will not be seeking re-election having now moved away from the village.

Jane advised the meeting of the detail set out in our constitution regarding elected, co-opted and representative members of the committee, although once each member has signed the Trustees declaration their sole purpose is the same, which is to ensure that the aims and objectives of the trust are fulfilled.

Elected members: Nominations were received from: Gwyn Lloyd (secretary) Jen McCulloch, Adrian Sims, Ben Davies-McChesney (Website and marketing), Chris Scrugham (Treasurer).

No further nominations were forthcoming at the meeting.

The above nominees were therefore proposed by John Inman, seconded by Janette Pollitt and elected unopposed.

Co-opted members: The co-opted members who have very specific roles on the committee expressed their willingness to continue. These are: Roger James as Facilities Manager and Janette Pollitt as Health and Safety lead. The new committee at its first meeting will confirm these co-options.

Representative members: At the first meeting of the new Committee after this AGM, the trustees will invite a representative from each of the hall user groups, recognising that this year this may take longer until user groups are re-established and possible new ones initiated.

Also at the first meeting of the new committee after the AGM, the members will appoint or elect their Chair and Vice Chair

The above members form the 2021-22 Trustees and Management Committee of the Joseph Harris Memorial Hall (Greysouthen Village Hall)

The AGM closed at 8.40pm