

DRAFT MINUTES

**Annual General Meeting of the
Grundisburgh Village Hall Management Committee
held at The Village Hall, Grundisburgh on
Thursday 21st February 2019 at 7.30 p.m.**

Present: Judith Bignall-Pepper – Chair of the GVHMC
Richard Pepper - Treasurer
Tracy Kearney – Secretary
David Higgins
Peter Kendall
Bryan Laxton
Ann Willetts

Members of public in attendance – please see attached list.

1. **Apologies**

Committee – Phil Bailey & Michelle Sanford.

Public Apologies – Katherine Smith, Lynda & Hugh Bridges, Ian Langdon.

2. **Minutes of AGM dated 27th February, 2018.**

The Chair briefly went through the minutes. David Higgins raised the point that there was an error on the accounts presented last year. This was believed to be a typo and had been dealt with at the first committee meeting following the AGM. Apologies were given to David that he had not received an amended copy, this would be rectified.

The minutes of the AGM dated 27th February 2018 were agreed and would be signed once an amended version of the accounts were attached.

3. **Matters Arising from Minutes dated 27.02.18**

It was reported in the minutes that the stage area had been subjected to electrical faults, causing the power to cut out whilst a band was playing. Electrical contractors have been called in to carry out checks. Power cutouts seem to be due to condensation running down the back wall, this occurred again on New Year's Eve 2018.

4. **Chair's Report**

The Chair reported it had been a busy year maintaining the hall. Painting, repairs and works to toilets and drains had all taken place. The Committee endeavored to maintain the hall to health and safety standards.

Bookings of the hall are up, although Café 66 have withdrawn due to not having enough vulnerable adults to support the running of the café. Café 66 continues at Kesgrave.

The maple wood floor is getting very thin.

Organisations that use the hall have been asked to send representatives to serve on the committee and to become trustees. It is hoped that new faces will appear on the committee and that it will go from strength to strength to achieve a new village hall.

5. **Treasurer's Report**

Richard Pepper gave the Treasurer's Report – full copy of the report and the accounts for the period 1st February 2018 – 31st January 2019 are attached to these minutes.

In previous years two sets of accounts have been compiled, one for the old hall and one for the new, this year it has been necessary to combine the two. The final accounts are being prepared by Ensors, a local firm of chartered accountants, who will also examine the information with which they have been provided.

The accounts show that, over both activities, a small surplus of almost £90 was achieved. The reality within this figure is that the existing hall had an operating surplus of £1,200, while almost £9,200 was spent on the new village hall project.

Bookings have increased and the hall is well used. However, the hall is coming to the end of its viable life, underlying costs rose by between 10 and 15% over the past 18 months. From a purely financial stand point the existing hall could close within the next 3 years.

6. **Election of Committee**

Trustee names should be put forward 2 weeks before the AGM. The Chair, Treasurer, Secretary and Booking Secretary have all indicated they are willing to continue as Trustees, it was proposed by John Richards and seconded by Heather Langdon that these persons be elected en block.

Other Trustees:

Anne Willetts – Youth Club
David Higgins – Parish Council
Phil Bailey – GAD's
Bryan Laxton – Steering Group Chair
John Talbot – Folk Dancing
Peter Kendall
Roz Bull

Other organisations such as Carpet Bowls and Church have been asked to put forward representatives.

The meeting voted in favour of the election of the Trustees.

7. **New Village Hall**

Report from Bryan Laxton (Chair of Steering Committee). A copy of the full report will be kept with these minutes.

Bryan thanked those present for attending the meeting, it is his wish to engage with as many people as possible. All voices, thoughts and initiatives are welcomed and Bryan will endeavor to answer any questions.

The intention is to run an open and transparent process. Will Barber has been providing support to redesign the website for the new village hall and to connect with Facebook etc., with the view to consult and get more feedback and engagement with the community.

The Steering Group exists to help guide through the process and sends reports to the Parish Council each month.

Bryan reported on the progress regarding grant funding:

Big Lottery

For a while the Big Lottery stopped allocating funding, they have now reorganised and wish to support people, rather than just finance buildings for the sake of it. Recent discussions with them about a substantial grant have been encouraging and we are definitely making progress. £300,000 was initially requested, however we have ascertained that a maximum of £100,000 is more likely to be granted to any single project.

The Big Lottery panel would take into consideration the ownership of land, sale of existing site, monies held and self-help and would need to be confident that if funding was awarded, sufficient funds were secured to finish the project.

Other Grants

Time and effort has been spent in looking carefully at how funding may be achieved from a wide variety of sources.

Graham Parker has supplied a spreadsheet to use when seeking grants and has given ideas as to where to apply.

Westleton have completed fundraising for their village hall and have supplied information on 20-30 grants and also the monetary amounts given.

Community Action Suffolk have also been very helpful. They have a funding portal for members that has allowed us to search for grants that might be made available for a new village hall project.

In total all these sources have given us approximately 75 entities to pursue for grant funding, and we feel that achieving £100,000 from these sources is do-able.

Match Funding

A sum of money has been offered to start a match funding programme. This would be for a new village hall and not for a refurbishment of the existing hall. Other individuals have been encouraged to pledge significant sums of money and a total amount of £50,000 has almost been raised. With Gift Aid this sum may well be increased.

The Horticultural Society has agreed to put part of its surplus from its activities towards the new village hall project. For example if they were able to make a donation of £2,000 this would be match funded with another £2,000 from the programme.

Paul Franklin asked where the match funding was coming from. Answer – a group of individuals, local people up to a limit of £50,000.

It is hoped that this initiative will encourage the community to fundraise for a new village hall with a view to raising £100,000 from this match funded scheme.

Graham Parker stated that he felt any success with lottery grant would be in the region of £80,000 - £100,000. Location postcode is taking into consideration with poorer areas attracting more funding. Graham felt that the initial request to Big Lottery of £300,000 should be brought down to a more realistic figure. Applying for grants can take many hours of work and Graham suggested asking for volunteers to help. Funders have differing ideas as to what they wish to fund, Graham offered to do a teaching session with volunteers.

Bryan Laxton suggested that GAD's approach the Arts Council for possible funding of named items.

Refurbishment Options

It has been suggested that consideration be given to refurbishing the old hall rather than building a new village hall. The current hall is almost 100 years old and would require considerable works to bring it up to modern standards. However, this option has been looked into, Castons were asked to cost a sensible refurbishment, to include a small extension to allow for disabled toilets. This cost was calculated to be in excess of £500,000, with this in mind it would not make economic sense to refurbish the existing hall.

To refurbish the existing hall attracts VAT at 20% whereas a new build is VAT exempt. The planning consent on the land opposite the existing hall is for a new village hall.

Dee Hibble enquired whether the funds to hand were able to be used for refurbishment and had the question been asked. Bryan replied that this had been raised with SCDC who carefully considered the request and had confirmed in writing that "we [SCDC] could not endorse an approach other than the money being used for the new village hall".

The land and donation were the result of a s106 Deed between the Foulgers, SCDC and SCC and clearly states the monies are to be used for the purposes of constructing a new village hall on the new village hall site.

Alan Smith queried statutory limitations of s106 – Bryan confirmed there are no time limits, the site was purchased for £1, there is no money going back to the Foulger family.

Other Options

David Wilcox spoke about limits on cash and planning permission. Queried new hall specification re badminton courts. Mr Wilcox also raised the issue of fundraising and the need to show activity to grant aiders.

Bryan Laxton confirmed no time limit on planning.

Bryan recently took over as Chair of the Steering Group and needed to start somewhere so a number of options were considered and plans had been drawn up and Bryan met with various user organisations to find out their minimum requirements.

The Steering Group feel it is important to give the community several options and the Architects have been asked to provide plans and costings as follows:

1. Refurbishment of existing hall.
2. A new hall costing approximately £500,000 built from current funds and assets only.
3. "Minimum" user design providing most basic requirements.
4. A less restrictive design, mainly a slightly larger hall.
5. A more acceptable (larger) user design to include a meeting room to allow other clubs to use hall.

It will take several months to achieve grants and the question as to what is a sensible amount of money to invest will be asked, it is for the village to decide – "What do you want to do?"

Architect has been asked about future extensions to the build, these are a possibility.

Rupert Herries – Funding PWLB loan is it off the table?

Bryan – understand unwillingness of some people to borrow. Once options are costed the matter of the loan will be revisited and any decision taken will depend on what the village wishes to do. Bryan said he thought it was wrong to rule out any specific options at this stage.

John Richards spoke about the impact of a PWLB loan on Council Tax. He feels it would be a shame if the loan option was taken off the table and the village ends up with a smaller hall.

Dee Hibble – would vote against taking out loan of any amount.

Paul Franklin felt any further vote would be prejudiced.

Alison Garrod commented that the village had agreed 10 years ago that a new hall was needed and hoped that the new hall would be fit for purpose.

Paul Franklin asked whether a pre-fab steel building had been considered, a sports building to cater for young people.

Bryan replied the current costing assumption it would be a “standard” construction.

Alison Garrod questioned £10,000 already spent on plans being drawn up.

Bryan – 5 plans drawn by the Architectcs with full QS costings.

Rupert Herries asked about services to site.

Bryan – site is serviced to boundary.

Ann Willetts reminded the meeting that it is not only about what the village wants but also what SCDC will approve re planning.

No further drawings or costings will be sought until we know what grants are available. Timeframe not given as do not know how long it will take for funding to be realized.

Julie Hoyle felt more information is needed regarding meetings etc., suggested a noticeboard to update progress.

Judith thought this was an excellent idea. Bryan suggested open days to keep the community informed of progress. Peter Kendall thought leaflets in Williams Stores and Forge Stores might be beneficial. Bryan would like more people to help.

John Richards spoke about moving forward with the new hall project.

Judith hopes that with more representatives on committee, getting posters put up and the use of Goggle we can get the ball rolling.

Bryan mentioned about the creation of a Just Giving website.

Judith gave thanks to all for attending and the input into the meeting.

8. **Any Other Business**

David Higgins mentioned increasing letting fees, any decision on charges will be deferred until the next full committee meeting.

Alison Garrod queried the increase in energy costings compared with meter income. Richard Pepper replied about price increases.

Meeting closed at 9.30 p.m.

Village Hall Management Committee
Annual General Meeting
21st February, 2019

MEMBERS OF THE COMMUNITY IN ATTENDANCE

Steve Hoyle	Julie Hoyle	Clive Willetts	Ian Duckworth
Bob Crouch	Heather Langdon	Paul Whittingham	Jan Whitaker
Ron Whitaker	Margaret Quinton	Barry Quinton	L Barker
Carol Barker	Brenda Garrett	Nicola Hobbs	Alistair Leech
Gill Twissell	Pauline Coomber	Penny Finch	Pat Ross
Lucy Nightingale	Paul Garwood	Don King	Pat King
Kevin Clark	Laura Kavanagh-Clark		Paul Franklin
Geoff Caryer	Steve Barnett	John Richards	Adam Kearney
Gill Davies	Carole Hayes	Maggi Thompson	Elaine Higgins
Alan Hill	John Goode	Sue Goode	Danny Begg
Robert Hutchison	Rupert Herries	John Talbot	Robert Fletcher
Bernard Benhall	Ian Frost	Christine Frost	Alison Garrod
Dee Hibble	David Wilcox.		