

WING HALL TRUST

AGM

AGENDA

Meeting to be held at Village Hall

On Monday 22nd November 2021

Time 7.30pm to 8.00pm

1. Chairman's welcome.
2. Apologies for absence.
3. Minutes of Annual General Meeting held on 16th November 2020.
4. Matters arising.
5. Chairman's Report.
6. Treasurer's Report and Statement of Accounts to 30 September 2021.
7. Election of Committee.
8. Election of Independent Examiner.
9. Questions from the public.

**WING HALL TRUST
ANNUAL GENERAL MEETING**

16TH November 2020

Via Zoom

Present: David Turner - Chairman, Sheila Lambert – Treasurer, Roger Carey (Trustee) Neil Freeman (Trustee) Lance Redler, Ginny Hollas, Sue Nightingale, Carole Payne, Stephen Payne, Jacqui Wakefield, Alan Whymark and Malcolm Oliver.

Apologies: John Benson

1 Chairman's Welcome

David Turner welcomed everyone to the Annual General Meeting of Wing Hall Trust.

2 Apologies for Absence

See above

3 Minutes of the AGM 19th November 2019

It was noted the Minutes of the previous meeting had a duplication of monies. The minutes were approved and adopted

4 Matters arising

There were no matters arising.

5 Chairman's Report

Chairman's report 2019-2020

I took over as Chairman in November 2019.

We have a very strong committee who are dedicated to want to make the Hall the best it can be for the Village of Wing. Together with the trustees everyone works enthusiastically to ensure the smooth running of the hall. It goes un-noticed by those not involved but the result is a wonderful facility for the village.

The committee meets 11 times a year and manages the behind the scenes of a busy village hall. We started with a spruce up of the kitchen, fitted a new kitchen door opening outwards and ordered two new windows for the snooker club upstairs.

Then in March the Government forced us to close the Village Hall with the arrival of Covid-19 to the UK. We took the opportunity to run our maintenance program early as we normally shut for two weeks in the summer. Carol was instrumental in doing some of the work herself and obtaining quotes for the bigger jobs/projects whilst the committee signed off the expenditure, going to local tradesmen where we could. These jobs were based on the traffic

light system - red (urgent) amber (short to medium term) green (can be done later on) and subject to income/funds.

Inside the Hall - The committee room was re-decorated, the entrance foyer to the Hall, the kitchen was re-decorated followed by the snooker club and the stairwell from the small hall to the snooker club. This was then re-carpeted. The internal doors had door closers fitted. The baffle door between the small hall and the main hall was professionally altered to make it easier to move and fitted with soundproofing.

Outside the Hall – The trees between the Hall and Charlotte Cottage were cut as they were in danger of falling onto the Hall and they were spraying onto the roof. The fence was replaced. The front of the building was re-painted hence the scaffolding in place and lights were installed into the bargeboards – the vision was to highlight the building at night – wow – what an amazing difference.

Once the Government gave the green light that we could re-open the Hall we set up a Risk Management team comprising of – Roger, Sheila, Carol, Ginny and Stephen. They carried out a risk assessment of how to re-open the hall as Covid-19 safe as possible. Then the hirers coming back would have to do their own risk assessments of how their activity could be done safely within the guidelines. Carol and Stephen had to implement the one-way system, the Covid notices, the antibacterial pumps by the doors and managing of the chairs in a Covid secure way. Without this risk management team, we could not have re-opened the hall, and we thank them for all their hard work in getting the hall back open.

Mark left the trustees and due to covid-19 Joyce has had to close The Cupboard after 30 years.

On a personal note, I have really enjoyed the last year – the hall has helped me when I was furloughed for 110 days so whether I was doing bits in the Hall or in the snooker club – it was a lifeline for me.

6 Treasurers Report and Statement of Accounts

Treasurers Report and Accounts are available on the WHT website, Accounts sent out via email prior to meeting.

Net incoming/(outgoing) resources

The bottom line to this year's accounts shows a profit of £8,900 as opposed to a loss of £4000 in the previous year. This is a huge relief in light of the pandemic and shows that the use of Charlotte Cottage as an income stream for Wing Hall is certainly working.

Looking at the first section, **Income from Charitable Activities:**

We received a 'Coronavirus grant' of £10,000 which obviously enabled the overall profit to be achieved. You can see that the grant made up almost all of the shortfall of £10,625 in Hall Rents and Lettings experienced due to the shutdown in March-July and then much reduced use from July onwards.

Investment Income:

Investment Income was down by just over £12,000 on last year with a net figure of 31,898 this year against £ 43,917 last year. This investment is made up of rental income from CC flats and offices and the COIF investment fund revaluations.

In the last year, Flats 3 and 4 were fully occupied, flat 5 was vacant for just 2 weeks and flat 2 was vacant from February to June as we unfortunately had our first tenant who disappeared without trace, leaving us unable to re-let until the correct legal actions had been taken. Both offices have been fully occupied all year.

The major difference in expenditure for CC was an extra £10,500 for maintenance and repairs to the flats and the fabric of the building. The flats have now been occupied for 6 years (since October 2014) and this year has seen works carried out to make good wear and tear. The bulk of the costs were made up as follows:

Flat 2 – redecorated and new carpet

Flat 3 – new window and new washer dryer

Flat 4- new shower

Flat 5 – redecorated, new carpets and vinyl

The charity holds 1223.68 Units in the Charities Official Investment Fund (COIF). The revaluation through the year resulted in an increase in value of £678.00

If we now look at **RESOURCES EXPENSED** it becomes clear that the total expenses are down by £23,746 from last year, of which £21,523 was due to decrease expense on maintenance and repairs - (£60,517 this and £84,263 last year).

The larger expenditure items this year have been

Internal:

a new window for the snooker room £3393

painting the snooker room and stairway £1000

New carpet for stairs £335

repainting the kitchen £618

New kitchen door + repairs to library and front doors £2792.40

Internal door work including closers and new baffle door £1223.60

External

Ridge tiles replaced over library £550

New fence between CC and WH £620

Painting eaves and frontage £1270

Scaffolding for painting £960

There will always be plenty of maintenance required to keep the 1906 Village Hall building in a good condition but huge efforts have been made during this past year to keep on top of everything as much as possible. Once again, our caretaking and cleaning team of Stephen and Carol have been tireless in their commitment to the hall.

- Wing Hall: -rents and lettings

In these difficult times, we have of course had to close the hall for lockdown as instructed by the government. When we were allowed once again to welcome back hirers, we were able to open our doors knowing that we had made the building as safe as possible by following all guidelines.

I cannot emphasise enough how hard both Carol and Stephen have worked throughout the pandemic. We have had a lot of routine and extra maintenance jobs carried out at the hall while there were no hirers there, all work supervised and overseen by Carol and Stephen. They have been chasing quotes, keeping the committee informed and following up as needed.

They also took the opportunity to completely clear out the kitchen – a task which has always been very difficult due to it being in constant use

Once we were out of lockdown, Carol and Stephen applied all the common sense and practical measures possible, organising hand sanitising points, closing the kitchen, directing users to use just one toilet, rotating furniture into 72 hour quarantine, sanitising all surfaces and door handles before and after use, organising a one-way system for entry and exit, marking out 2m distances in the car park, putting up information leaflets all around the hall – the list is endless. Due to their hard work I could confidently tell all the regular users that the hall would be as safe as possible for their return.

Leading up to September, we welcomed back Adrian and Sara Marsh, Kiri with her street dance, Emma with her Little Luvvies, Tots Bop, the Lace Makers, Kim with yoga, badminton and Zumba. All of these groups adhered as far as possible to all the government guidelines. All sent me their risk assessments before starting back and I would like to thank all of them for the huge efforts and time spent ensuring that their activities would be as safe as possible in our hall. Again, Carol has met with each group prior to their return and reassurance has been mutually received.

It was a huge blow to go back into lockdown but we now have the necessary safety measures in place to get up and running once again as soon as we are able

We are so very fortunate to Carol and Stephen– it is obvious to see the pride both take in showing the hall at its best at all times. They work really well as a team covering all roles required as well as attending to many maintenance jobs. Thankyou both for all your hard work in such difficult and unchartered circumstances.

Treasurers Report and Accounts proposed and agreed. The Accounts were signed

7 Election of the Committee

All present members of the committee were willing to stand and were re-elected men com. All in agreement David Turner to continue as Chairman. Alan Whymark was invited to join the committee, Alan agreed.

8 Appointment of Independent Examiner

Sheila proposed David Thompson of R.A. & D.A. Thompson's appointment seconded by Ginny, all in agreement.

9 Questions from the Public

None

Neil thanked the Chairman for his works over the past year.

Meeting Closed at 8pm