

**ROCK VILLAGE HALL AND MILLENNIUM GREEN
ANNUAL GENERAL MEETING
Friday 16th November 2018, 7.30pm at the Hall**

MINUTES

Present: 34, including 17 committee members.

Opening remarks/ welcome:

The chairman, Ian Wilson, welcomed all attending.

Apologies for absence:

Apologies were received from David Griffiths, Lesley Hall, Richard Hall and Peter Siviter

Minutes from previous year's AGM:

These were read by all present and accepted by the meeting as a true record (proposed by Tina Brown and seconded by Sue Merchant and approved unanimously).

Matters Arising:

There were none.

Secretary's Report:

The secretary, Richard Hall, had prepared a report, as outlined below, on matters of significance during the year. The report was presented to the meeting by Keith Brown in Richard's absence:

The committee

The committee has 22 members*. In the last year Beki Neath and Vicky Tramontana have resigned, and they are thanked for their contribution, while Ben Goater and Steve Wightman have joined the committee. There were 11 monthly meetings, as we do not have a meeting in December. The monthly meetings have, on average, been attended by 14.7 members or 66.9% of the membership, compared with just over 67% the previous year. Ian Wilson has served as our chairman, with Barry Merchant as treasurer and Richard Hall as secretary.

Events held since the 2017 AGM

November	Jazz concert organised by Len Pitman
December	Bingo night and Children's Christmas Party, both organised by Fran Cratchley
March	Quiz night, organised by Keith Brown and St Patrick's Day event (Life o' Reilly) organised by Fran Cratchley.
May	Satirical Sketch Show, organised by Necia Hall
June	Picnic on the Green, organised by Bob Marriott
September	Rock Show Organised by the committee, and Harvest Lunch organised by David Hall in conjunction with Rock Church
October	Quiz night, organised by Keith Brown, and Children's Halloween Party organised by Fran Cratchley, also the official opening of 'Rock Play' play area.

Regular users of the hall include the bridge club, the Women's Institute, short mat bowls, knit and natter, pilates, yoga, dance groups and the 'Little Acorns' toddlers play group.

Village Hall website and Facebook page

The website www.rockvillagehall.co.uk continues to be well used, allowing everyone to see what events are on and when the hall is available to be booked, as well as hosting useful local adverts. The Facebook page is also a useful source of information.

Maintenance and repairs

Building sub-committee members Henk Buzink, David Hall, Richard Hall, David Griffiths, Ian Wilson and Robert Blowing have continued organising maintenance and improvements.

**The current committee members are: Sally Blowing, Robert Blowing, Keith Brown, Henk Buzink, Fran Cratchley, Ann Emmings, Val Gazard, Ben Goater, David Griffiths, David Hall, Necia Hall, Richard Hall, Jenny Hawthorn, Bob Marriott, Chris Marriott, Jamie McDonald, Barry Merchant, Len Pitman, Peter Siviter, Kath Thornton, Steve Wightman and Ian Wilson.*

Keith noted that since the Secretary's report had been written, Val Gazard and Jamie McDonald had resigned. He thanked Val and Jamie for their contributions to the work of the committee.

Keith also thanked Carol Franklin, Chris Marriott and Bob Marriott for keeping the hall's website up-to-date, and thanked Sue and Barry Merchant for putting photographs and forthcoming event flyers on the hall's Facebook page.

Treasurer's Report:

The treasurer, Barry Merchant, presented the following report and tabled the Receipt and Payment Account and graphs of key indicators for those present to study, which are reproduced at the end of these minutes:

1. Many thanks to Peter Bill who has examined the Receipts and Payments Accounts for the Village Hall. For the year to 30/9/18 they were found to be correct according to the Books and Records presented.
2. The main key indicators used to monitor the health of the halls finances are shown on the trend sheets.
3. Comments: This year's figures have been skewed by a couple of factors. We did not receive the Feed in Tariff (FIT) from Utility Warehouse for the Quarter ending 30/06/18. This was due to a problem with the meter reading. The issue was resolved and a payment has now been made; albeit too late to be included in this accounting period. The hall also contributed to Rock Play which increased normal expenditure.
 - a. Hire – Income is starting to show a downward trend and is the lowest for the last three years. Ignoring the period 2014/2015 when work on the hall floor was carried out, it's the lowest in the last six years.
 - b. General Running Costs – These have increased by 12.5% over the previous year.
 - c. Electricity – Even with the missed FIT payment we're still in the black regards the value of energy generation versus consumption. The FIT income is out of our control, but the usage costs are rising slowly, year on year.
 - d. Cleaning – There's 6.7% increase in these costs due to the higher costs for the Handyman and Caretaker.

- e. Activities – Most activities are now put on for the benefit of the community e.g. Picnic on the Green, children’s Halloween & Christmas Parties. They are also run for other charities e.g. Pound the Bounds - Midland Air Ambulance; Jazz Night – Save the Children fund. Consequently the income and expenditure for activities continues to be fairly static.
 - f. Income & Expenditure – Income continues to exceed expenditure (with the exception of 2014 which was due to the £40k cost for reinstatement of the hall floor).
 - g. Surplus – The surplus from Income over Expenditure has slipped to the lowest level since 2011. Even if the two factors that have skewed this year’s figures were discounted (~£4k) the surplus would still be the lowest since 2011. Whilst the surplus is still reasonably healthy we remain dependent on the income from Hire of the Hall and Electricity generation from the PV panels. If income continues to fall and costs continue to rise, the surplus could be eroded significantly. Therefore we must monitor our income and expenditure more carefully if we are to maintain a good surplus.
4. We currently have £95.5k at the bank of which we have ring-fenced a £35K contingency fund to cover repayment of Hire fees and Village Hall repairs from unforeseen problems.

Henk Buzink asked for further information about the latest FIT from Utility Warehouse. Barry noted that £2,500 had now been received. This income would be included in the 2018-2019 accounts.

The accounts were proposed for approval by Bob Marriot, seconded by Ann Emmings, and were unanimously approved.

Wildlife Group Report

Bob Marriott presented a report on behalf of the Rock Millennium Wildlife Group:

The group is small and new members would be very welcome.

During this year more work has been done in the orchard corner and we have had our first harvest of fruit. In springtime there is now an attractive range of wild flowers, including primroses. Overall, the orchard is progressing well.

The flower borders have been poor due to being smothered by weeds. This year, to try and overcome this problem, Kath Thornton has offered to grow the flowers as bedding plants. Then, after planting, we will be able to hoe out the weeds."

The Chairman thanked Bob Marriott for his report and the members of the Group for their work.

Chairman’s Report

The chairman, Ian Wilson, presented the following report:

I took over as chairman from David Hall at the end of 2017. David, having served five years as chairman, thought it was time for a change and we all thank David for his fabulous work as chairman and a tough act to follow for sure. The plan is to have a rolling chair situation from now on with a rotation every year or two if possible, depending on current members having available time. I am happy to hand over this year if anyone feels they would like the role for 2019.

It has been another busy and successful year for the hall, with many weddings and events. However, the revenue this year is somewhat short of previous years, mainly (but not solely) due to a number of wedding cancellations, resulting in refunds being issued. On top of this, the hall is getting older and requires a little more maintenance than in previous years. In particular lighting units have continued to fail, and it was time to upgrade our outside lights to LED units to support our ‘eco image’. This

was undertaken by local electrician, Darren Bore, who did a splendid job for us. So thanks also to our maintenance team, David Hall, Richard Hall, David Griffiths, Robert Blowing and Henk Buzink for organising various repairs and indeed for completing repairs themselves on many occasions this year.

Our programme of events continues to be successful and well attended, and many thanks must go out to members for the hard work put in to run classes and stage the many events and shows held throughout the year. Also thanks to Bob and Christine Marriott and Carol Franklin for managing the website and bookings. Sue and Barry Merchant kindly keep our Facebook page up-to-date.

A main focus in 2018 was the securing of funds and installation of the new playground facilities, something that has been a long time in coming to Rock. Thanks must go to Val Gazard and Jenny Hawthorn for getting the project up and running from a zero starting base, and putting together the fund raising potential, with thanks to Bob Marriott for his fund raising from 'Biffa Award' and 'Awards For All' who together contributed 95% of the project costs with the final 5% coming from a combination of Wyre Forest CC/ Worcestershire CC and Rock village fund raising events. Thanks to Henk for his work on the sign and seating area. I am sure the playground will provide much pleasure for many years to come.

Looking forward into 2019, unfortunately the hall will have to close for most of the winter period October 2019 – April 2020, for work to be carried out on the ground floor. Although the building is perfectly safe to use, our insurance company would like the work carried out, the faults rectified, and the claim closed off. It has been agreed to wait until winter 2019 to cause the least disruption as possible to our events and weddings programme.

The Millennium Green continues to feature in our events, giving us the space for Rock Show and an area people can enjoy outside. We have a small orchard which is bearing fruit. Many thanks to Kath Thornton, Bob Marriott and Len Pitman for planting flowers and maintaining the look and feel of the space.

I would like to take this opportunity to thank all the team for their work and input. Without you it just wouldn't be possible to be successful.

Barry Merchant our treasurer for keeping our funds in good order - thank you.

Richard Hall our secretary for your excellent notes, agendas and planning schedules.

Ann Emmings our first point of contact for prospective hirers visiting the hall - thanks Ann.

Fran Cratchley and her Rectory Lane helpers for the many children's events and more.

Keith Brown our poster maker/information writer and quiz night presenter - great job Keith, thanks.

David Hall, Richard Hall, David Griffiths, Robert Blowing and Henk Buzink for our building works - thanks guys.

Colin and Lyn Link for the excellent caretaking of the buildings and cleaning.

Finally, to all not mentioned above who have helped at events in anyway, and to everyone that has supported our events, a big thank you to you all!

Election of Committee:

The existing members as listed in the Secretary's report (except for Val Gazard and Jamie McDonald who had recently resigned) were willing to stand again. Bernadette Wilson proposed and Jackie Osborn seconded that all should be re-elected. The meeting agreed unanimously.

The chairman asked if anyone new wanted to join the committee and Sue Hopkins volunteered. Her election was proposed by Tina Brown, seconded by Necia Hall, and agreed unanimously.

Committee officers would be elected at the next monthly Committee Meeting on 26th November 2018.

Future Events

A copy of the November 2018 edition of 'What's On AT Rock Village Hall' had been provided for all attendees. The following coming events were noted:

- ShooShooBaby's 'The Grand Cabaret Safari' show on Saturday 17 November 2018
- Bingo on Friday 23 November 2018, profits towards the Children's Christmas Party
- Children's Christmas Party on Saturday 15 December 2018
- Quiz Night on Friday 15 March 2019
- Stompin' Dave Band on Saturday 30 March 2019

Other events in 2019 would be publicised on the hall website, on Facebook, and locally including in the Rock and District News.

Any Other Business:

Ben Goater asked for confirmation of the hall closure dates. Keith Brown confirmed that they were given as from Monday 21 October 2019 to Sunday 5 April 2020 in 'What's On At Rock Village Hall'. Ian Wilson noted that the final closure dates would be decided in consultation with the project manager and insurance company in due course, but should not extend outside the dates already stated.

Jackie Osborn asked for clarification of the venue(s) for regular bookings at the hall during the closure period. David Hall and Ian Wilson confirmed that hirers will be given good notice of the closure of the hall, so that they can make alternative arrangements.

Eileen Raggett expressed concern that the exit from the hall drive onto Porchbrook Road was dangerous. Bushes made it difficult for drivers to see traffic moving along Porchbrook Road near the hall. Ian Wilson noted that some trimming had already been undertaken, but he would look into the possibility of cutting back the bushes still further.

Len Pitman thanked committee members for their hard work. In particular, he wished to thank Ian Wilson for his successful first year as chairman. This note of thanks to Ian was unanimously upheld.

Next year's AGM: The date and venue of next year's AGM has yet to be confirmed, as the hall will be closed for repairs.

The formal meeting closed at 8.23 pm, and was followed by refreshments and socialising.

Financial reports as issued at the meeting to be attached.

ROCK VILLAGE HALL

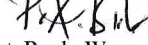
RECEIPTS AND PAYMENTS ACCOUNT FOR YEAR ENDED 30/9/18

YEAR TO 30/09/2017	ACTIVITIES AND EVENTS	RECEIPTS (£)	PAYMENTS (£)	NETT RECEIPT (£)
	RECEIPTS			
2128.57	2016-2017 Activities	2232.41		
33182.90	Hire of Hall	31552.95		
60.00	Donations	0.00		
8.22	Barclays Bank Interest	113.58		
810.00	Website Advertising	675.00		
45.00	Represented Cheques	0.00		
6467.62	PV Panel feedin Tariff	4937.87		
52.25	Insurers Trust Acc - Refund	0.00		
27.59	Bowls Club Insurance	29.30		
42782.15		39541.11		
	PAYMENTS			
1356.34	2016 & 2017 WFDC Non Domestic Rates		719.78	
156.00	Website Costs		317.99	
4688.79	General Running Costs		5402.78	
6043.55	Cleaning/Caretaker/Handyman/Etc		6448.80	
1873.50	Activities & Events Costs		1869.92	
3295.18	Electricity		3657.48	
274.14	Water		85.62	
251.88	BT - Telephone rental		206.49	
2459.96	Insurance (Hall & Green)		2447.33	
145.00	Returned Cheques		750.00	
2345.00	Returned Deposits & Cancellations		3251.50	
0.00	Rock Play		1675.23	
5866.97	Maintenance Expenses		7384.61	
23.16	Mobile Phone		20.00	
1779.80	Village Green (Trees & Hedge Cutting)		2195.50	
30559.27			36433.03	
12222.88	Total Receipts Less Payments			3108.08
				Plus
92375.63	Balance @ 30 September 2017			92375.63
	Balance @ 30 September 2018			95483.71
	Represented by:-			
24448.41	Community Current Account			27442.91
32887.82	Business Premium Account			32942.82
35039.40	Business Premium Account (Contingency)			35097.98
92375.63	Balance @ 30 September 2018			95483.71

Receipts and Payments Carried forward into next accounting period (2018-2019)

DATE	DESCRIPTION	RECEIPTS (£)	PAYMENTS (£)	COMMENT
05/09/2018	Electrical Work (101915)		635.00	
16/09/2018	Rock Play Plaque (101919)		23.40	
19/09/2018	Wedding Cancellation (101922)		700.00	
24/09/2018	Village Hall Expenses (101923)		62.05	
24/09/2018	Rock Show Expenses (101925)		19.34	
27/09/2018	Playground 2nd installment (101927)		11620.76	
27/09/2018	Village Hall Expenses (101928)		324.00	
27/09/2018	Electrical Work (101929)		280.00	

I have examined the Receipts and Payments Account for the year to 30/9/18 and found it is correct according to the Books and Records of Rock Village Hall and the information and explanations given to me.

Peter Bill 
 Bower Court, Rock, Worcs
 Date 04.11.18

ROCK VILLAGE HALL

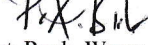
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27/09/2018	Village Hall Expenses (101928)		324.00	
27/09/2018	Electrical Work (101929)		280.00	

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Peter Bill 
 Bower Court, Rock, Worcs
 Date 04.11.18