

## Sandleheath Village Hall

St. Aldhelm's, Main Road, Sandleheath  
Fordingbridge, Hampshire SP6 1TD

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SVH/2/2

19 April 2018

### **SANDLEHEATH VILLAGE HALL ANNUAL GENERAL MEETING 16 APRIL 2018 - MINUTES**

1. The Annual General Meeting (AGM) of the Sandleheath Village Hall (SVH) Charitable Incorporated Organisation (CIO) was held at St. Aldhelm's, Main Road, Sandleheath on Monday 16 April 2017 at 7.30 p.m.

2. The five SVH CIO Trustees attended, along with 62 members of the Sandleheath community, representatives from the New Forest District Council (NFDC), Sandleheath Parish Council (SPC), the Fordingbridge Parochial Church Council (FPCC), the Sandleheath Community Association (SCA), the Sandleheath Tennis Club and local businesses. Apologies had been received from Judith Dowsett, Ian Newman and the Rev Gary Philbrick of the FPCC, and five others.

#### **ITEM 1 - ANNUAL REPORT**

3. The Chairman declared the meeting open, welcomed attendees and explained the agenda. He described the charity status and mission of the SVH CIO, which was to lease St. Aldhelm's from the church, improve it and operate it as a village hall. He described the CIO's relationship with the separate but aligned SPC and SCA.

4. The Chairman introduced the current Trustees:

- a. Simon Daykin. Chairman and Nominated Sandleheath Parish Council Representative.
- b. Michael Richardson. Secretary.
- c. Keith Bennett. Upgrade Works Project Manager and Nominated Sandleheath Community Association Representative.
- d. John Greener. Treasurer.
- e. Mark Ward. Fundraiser.

5. **Annual Report.** The Chairman made his Annual Report, summarising the status of the SVH project. He stated that the meeting would contain a vote as to whether the Sandleheath community was prepared to support the continuation of the project to convert St. Aldhelm's into a village hall. He described the construct of a CIO; a simple charity form that comprises a legal identity and works to a constitution. The SVH CIO can enter into a contract to lease St. Aldhelm's.

6. **History.** The Chairman described the boundaries of the St. Aldhelm's site, reviewing some ownership and rights issues, and the internal construct of the building. He then summarised the timeline that had preceded the meeting. It had closed as place of worship in 2011, a village meeting in 2013 had supported investigation of the project, the SVH CIO had been formed in 2015 and the draft lease agreed late last year.

7. **Lease Key Terms.** The Chairman explained the key terms of the proposed lease that was the product of substantial and costly legal advice. It would be a 25-year, fully-repairing lease based on a scope of works valued at between £75,000 and £100,000, to be completed within five years<sup>1</sup>. FPCC intended to gain permission for the building to be utilised other than as a church from the Charity Commission through an Albemarle Scheme that would leave the church with some residual rights to use it. FPCC would insure the building, reimbursed by the SVH CIO, and the latter would arrange its own insurance cover to protect its responsibilities and activities. The church would have approval over structural changes and it would remain fully responsible for the site's Japanese Knotweed incursion.

8. **Programme Plan.** The Chairman described the future prospect should the village support the plan. Prior to signing the lease certain activities, such as securing Albemarle approval, would have to be achieved. Then, the SVH CIO would have to raise sufficient funds beyond current holdings to finance first-year costs, estimated as £5,000. Once the lease was in place, the SVH CIO would have to acquire, through grants and local fundraising, the cost of the refurbishment, moderated by practical assistance from the community. Once achieved, the hall would be taken out of use, re-emerging as a modern, well-equipped facility, available for a range of activities and maintained by the Trustees.

9. **Upgrade Scheme.** The refurbishment plan includes maintenance, replacing the rear extension roof, creating new toilets, insulating the roof and ceiling, improving lighting, new fire alarms, electrics, high speed broadband and wireless internet, and audio-visual facilities. It was not possible to predict the time that the upgrade would take as it was dependent on the extent of local participation and the work could be phased if fundraising was sluggish. In addition to this fundamental programme, Trustees would compile a supplementary list of further upgrades should fundraising allow them and have already raised this issue with the church. The list might include an extension to the kitchen area to make it more suitable for function catering needs.

10. **Volunteers.** To enable this plan to proceed satisfactorily, volunteers would be sought to become additional trustees, and to assist the Fundraiser and Works Manager. A hall management staff would need to be identified including a Hall Manager, Booking Manager and Caretaker. The Chairman exhorted attendees to consider taking on these roles.

11. **Presentation of Annual Accounts.** The Treasurer outlined finances to date and the project's forward-looking budget. They are at Annex A. He then presented the CIO's formal accounts for 2016-2017<sup>2</sup>, which had been independently examined:

Income		Expenses	
Pen sales	£25.50	Solicitor's fees	£1,500
NFDC grant	£147.12	Solicitor's fees	£300
<b>Total:</b>	<b>£147.12</b>	<b>Total:</b>	<b>£1,800</b>
Loss for year: <b>£1652.88</b>			
Closing cash at bank: <b>£2639.23</b>			

12. **Alternatives.** The Chairman outlined some alternatives should the village hall plan not go ahead. Renegotiation might take place with the church, but he doubted that the current Trustees would be prepared to endure this considering the five-year's work they had already

<sup>1</sup> Trustees considered that this period was sufficient to attract charitable financial grants.

<sup>2</sup> 01 July to 30 June annually.

undertaken. The church could find other tenants, renting out the building in its current condition, or it could dispose of the site, including to developers. As the church had only carried out essential maintenance work during the past five years, he suspected that the condition of the building would continue to deteriorate.

13. **Summary.** The Chairman summarised the proposal and stated that Trustees could only go ahead with the firm endorsement of the community, which would have to contribute to fundraising, assist practically in the building works and run the new hall. He invited comments.

14. **Discussion.** A discussion then took place. Key concerns voiced were:

a. Would there be additional legal fees? The Chairman specified that none were predicted.

b. How confident were the Trustees that grants would be forthcoming? The Fundraiser advised that there was a Garfield Weston Foundation fund that would specifically suit our purpose and he would apply for it as soon as possible. Otherwise, there are several municipal funding possibilities and grant-making organisations that could be approached. As a professional fundraiser, he knew how to approach this.

c. What would happen if funds could not be raised to meet the five-year deadline for refurbishment stated in the lease? The Chairman affirmed that there was no alternative plan, the SVH CIO would default and the building would revert to the church. He was confident that five years would be long enough to raise the required sum.

d. What interest in using the hall had been voiced recently? The Chairman declared that he was aware of some residual interest, but no assessment had been made lately.

e. Can the building be used before the refurbishment? The Chairman advised that a risk assessment would be conducted on taking on the lease and any identified upgrading to meet current regulations would be completed when funds allowed. Thereafter, it would be usable.

f. How would a predicted sizable car parking need be met? The Chairman stated that the parking area could be increased by clearing and utilising areas to the south and west of the building, and the unrestricted road space. However, a proper assessment would have to be made.

g. Was an annual running cost budget of £3,000 optimistic? The Chairman agreed that it might be, but this represented a best estimate at present.

## **ITEM 2 - WAY AHEAD**

15. At the end of the discussion, attendees were asked to vote on whether to support the continuation of the project. There was overwhelming approval with four votes against and five abstentions. The Chairman pronounced the plan approved and looked forward to putting it into effect.

## **ITEM 3 - ELECTION OF TRUSTEES**

16. The three Elected Trustees volunteered for re-election for a further year's term. They are Simon Daykin, Keith Bennett and Michael Richardson. They were proposed by Mark Ward, seconded by Keith Partridge and approved by a majority decision.

17. The two Appointed Trustees also volunteered to be reselected. They are John Greener and Mark Ward. The Elected Trustees duly appointed them again asking the audience to consider augmenting them.

**ITEM 4 - APPOINTMENT OF ACCOUNTS INDEPENDENT EXAMINER.**

18. As the SVH CIO has an income of less than £25,000 per year, there is no Charity Commission requirement to have its accounts audited or inspected. However, for due diligence, the Trustees appoint an external examiner. Doreen Houghton will again complete the task in this financial year and the Chairman expressed his thanks.

**ITEM 5 - ANY OTHER BUSINESS**

19. There were no additional items.

**ITEM 6 - DATE OF NEXT AGM**

20. The Chairman stated that a date within 12 months of the current meeting would be selected for the next AGM, considering developments, and then promulgated.

*{Signed}*

M F RICHARDSON  
Secretary SVH CIO

Annex:

A. Sandleheath Village Hall - Finances to Date and Forward-looking Budget.

**SANDLEHEATH VILLAGE HALL - FINANCES TO DATE AND FORWARD-LOOKING BUDGET**

**OUTLINE FINANCES TO DATE**

<b>Income</b>	<b>Expenditure</b>
NFDC grant Pro-rata 30/74 <sup>ths</sup> of expenditure Value up to £23,000 £1,646 claimed to date Sandleheath Parish Council - £1,500 Sandleheath Community Association - £1,500 Cllr Heron - £700 NATS (National Air Traffic Services) - £500	Legal costs - £3,987 Miscellaneous £265
<b>Total: £5,846</b>	<b>Total: £4,252</b>
<b>Cash in hand c.£1,600</b>	

**FORWARD LOOKING BUDGET**

1. Costs to lease start:
  - a. Contribution to Church Legal Fees - £1,500.
  - b. First Year Insurance, Utilities and Safety - £2,000.
  - c. Miscellaneous and Contingency - £1,500.
  - d. Total: £5000:
    - (1) £1,600 in hand.
    - (2) £1,700 in grants (NFDC and SPC).
    - (3) £1,700 to raise.
2. Upgrade - estimated cost £100,000:
  - a. Circa £20,000 NFDC grant already agreed.
  - b. Volunteers and grants will reduce cost.
3. Post upgrade running costs:
  - a. Rent £1 per year.
  - b. Insurance and Utilities - £2,000 per year (estimate)
  - c. Other Running Costs - £1,000 per year (estimate)
  - d. Total estimated at £3,000 per year.
  - e. Would require circa £60 per week bookings (2-3 sessions).