



## MINUTES OF THE AGM OF WHITCHURCH-ON-THAMES VILLAGE HALL

Held at The Village Hall, Manor Road, Whitchurch on Thames RG8 7EU at 20:00 on Friday, 19<sup>th</sup> January 2024.

### Present:

Keith Brooks (KB)	Chairman
John Bradon (JB)	Treasurer
Jean-Marc Grosfort (JMG)	Events Manager
Richard Scearce (RS)	Hall Manager
Charles Cotgreave (CC)	Vice-Chairman and Secretary

### Apologies:

Katherine Higley (KH)	PC Representative Trustee
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### Public and Press:

Adrian Dixon (AD)
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1	KB opened the meeting.	<b>Action</b>
2	<p><b>Reports</b></p> <ul style="list-style-type: none"> <li>Chairman. KB summarised the year's progress. He noted, amongst other things, improvements in the management of heating and the success of the new kitchen. JMG had received an award for his efforts. KB thanked the Parish Council for their support and the management team for their hard work. (Copy of report attached as appendix.)</li> <li>Treasurer. JB summarised financial matters. The present position was broadly satisfactory. Losses of custom (camera club, yoga) had been offset by gains (dance group, fitness class). The Twinning Event had been a success. There had been noticeably fewer parties, and there might be a need to increase charges in the coming year. (Copy of report attached as appendix.)</li> <li>Secretary. CC noted that in 2024 CFO (Community First Oxfordshire) would be concentrating on heating and energy issues for village halls, and working through the detailed implications of the new charity law introduced in 2022.</li> </ul>	
3	<p><b>Appointment of charity trustees</b></p> <p>The following had offered themselves for appointment:</p> <ul style="list-style-type: none"> <li>Keith Brooks (currently Chairman)</li> <li>Charles Cotgreave (currently Vice-chairman and Secretary)</li> <li>John Bradon (currently Treasurer and Representative of the Whitchurch Society)</li> <li>Katherine Higley (currently Representative of the Parish Council)</li> <li>Jean Marc Grosfort (currently Events Manager)</li> <li>Adrian Dixon (as a new trustee)</li> </ul> <p>The above persons were duly appointed as trustees.</p>	

4	<p><b>Election of officers</b></p> <p>The trustees appointed the following:</p> <ul style="list-style-type: none"> <li>• Chairman: Keith Brooks,</li> <li>• Vice-Chairman and Secretary: Charles Cotgreave</li> <li>• Treasurer: John Bradon</li> <li>• Events Manager: Jean Marc Grosfort.</li> </ul>	
5	<p><b>Proposed AGM resolutions</b></p> <p>No resolutions had been received.</p>	
6	<p><b>Any other AGM Business</b></p> <p>No other business.</p>	
7	<p><b>Concluding remarks</b></p> <p>KB thanked everyone for their contributions and closed the meeting at 8:30 pm.</p>	

## Appendix 1 - Chairman's Report

AGM of Whitchurch on Thames Village Hall 2024

### Chairmans Report

The last year has been challenging because of the economic climate which increased the cost of our utilities. However due to our diligence we have managed to offset this increase by negotiating good value contracts for gas and electricity with British gas. We also have a new boiler which is more efficient than the previous one and has the capacity to be controlled for temperature and time thus reducing waste.

We also have a brand new kitchen which means we can prepare food and bake cakes and the baking has become very popular for our afternoon teas which in turn have added to the income which we have received over the year. These events are organised by Jean Marc and in May he received the Whitchurch Award in recognition of this.

We have had many clubs, societies, classes and private functions using the hall over the year generating income which has covered our expenditure and enabled us to continue to have this great community asset available for the village to use.

The Parish Council has once again provided some financial support which we are grateful for and the support of Councillor Katherine Higley as well as all our management team - John Bradon, Jean Marc Grosfort, Charles Cotgreave and Richard Scarce.

We look forward to another successful year providing a welcoming venue where people can participate in a variety of activities which will enrich their lives.

## Treasurers Report

### Financial Summary

Revenue was just over £9,300 in 2023. This is Up 9% on 2022's £8,600\* (\* we also had a Covid grant in 2022)  
Net Revenue was £500 and we spent £1,200 on new equipment. Much of this positive result is due to:

- Avoiding the impact of gas price rises
- The new Amico dance classes
- Existing classes expanding, which offset some closures

Each quarter through the year, we tracked costs and revenue against budget. Overall we were within £200 of budgeted annual net revenue.

### Revenue

	2019 (pre-Covid & refurbishment)	2022	2023	
Regular Classes & Rehearsals	4,040	5,616	5,915	We lost a Yoga class at the end of 2022 and half of the Photographic Soc. Bookings but gained the dance class in
Private Parties & Events		1,025	780	
Other (Polling station, etc.)	430	195	580	
Afternoon Teas		776	983	
<b>Total</b>	<b>4,470</b>	<b>7,612</b>	<b>8,257</b>	

autumn 2023. Painting classes consolidated, Bridge Club, Fitness and Bloom Baby expanded. Revenue from classes should increase next year and we still have plenty of weekly slots available so hopefully we can attract new activities.

We had some great events but fewer parties:

- Several very successful events were held using our facilities: Twinning, Friends, charity bingo..
- Goring Heath saw a 50% drop in children's parties last year. Is this a trend?

Afternoon teas are increasingly popular and a useful contribution to funds.

Hire as a Polling Station raised £400 but we only raised £75 from business meetings. We did not have time to promote the hall as a venue for business meetings

### Expenditure

Expenditure	2023	2022
Hall Manager	2,880	2,640
Gas	1,808	1,267

Electricity	510	327
Water	227	-
Telephone/Broadband	567	431
Refuse and Recycling	104	94
Insurance	615	573
Subscriptions (Advice & Booking	170	170
Fire, Electrical, etc. Safety Checks	567	192
Repairs & Maintenance	226	129
Cleaning, Sundry items	-	45
Upgrades	1,267	289
<b>Total Expenditure</b>	<b>8,941</b>	<b>6,158</b>
of which, <b>Recurring Costs</b>	<b>7,674</b>	<b>5,869</b>

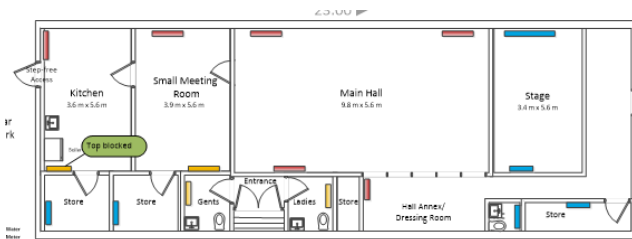
- Less gas and electricity was used but rates per kWh increased
- The overpayment for water in 2019 was used up so we began paying for water again.
- Broadband costs were high (more than electricity)
- The 3-year full electrical inspection cost £485 which included fixing a couple of defects
- We bought a new projector, glasses and other catering supplies.

## Energy Costs

We had been paying 5.5p per kWh for gas but this contract was due to end in March. We negotiated a competitive rate.

We have reduced energy use by:

- Adjusting radiators so as not to heat little-used areas like the stage. See plan below.
- Developing a weekly schedule
- Replacing old bulbs with LEDs
  - Gas usage is down 29%! (usage was 25,060 kWh in 2022 but 17,750 kWh in 2023)



Day	Schedule (Note: a default 12° is set at all times not expli
Monday	8:30 to 13:30 - 19° for Bloom Baby, 18:00 to 22:30 - 20° fo
Tuesday	16:00 to 20:00 - 20° for Yoga Asana (needs 2 hours before
Wednesday	To 10:00 - 12° for Whitfit, 10:00* to 22:00 - 20° for Tap, Br
Thursday	18:00 to 22:30 - 20° for Parish Council, History Society, VH
Friday	To 16:00 - 12° for Whitfit, then continues at 14°
Saturday & Sunday	9:00 to 13:00 - 18° for Dance Class. Then 14° For events, please set by temporary override on + button.