

**BRAUNSTON & BROOKE VILLAGE HALL
& COMMUNITY CENTRE**

Registered Charity No: 701595

Minutes of Annual General Meeting

Held on Monday 8th March 2021 (on Zoom)

Present	<p>Trustees: Jim Atack, Chairman Suzanne Harry, Secretary Mike Fagan, Treasurer Rob Anderson John Harry Carole Brown Jane Ritchie-Smith Janet Taylor Karen Allen Stuart Oldham</p> <p>Co-opted Members: Pippa Nall Amanda May Joanne Palmer-Phillips</p> <p>Attending: Rachel Grant</p>
1	Apologies: None
2	Chairman's introductions and welcome: JA welcomed everyone and introduced Rachel Grant.
3	Minutes of AGM held on 9th March 2020: Agreed as a correct record
4	Chairman's Report: JA's report on 2020 attached as Appendix 1.
5	Treasurer:
5.1	Financial Accounts 1/1/20-31/12/20: MF had circulated his report before the meeting (Appendix 2a), which showed a healthy surplus, largely thanks to the Government Grants.
5.2	Bank Signatories: JA suggested no change to cheque signatories; they would remain: RA, SH, JT, MF. This was unanimously agreed.

5.3	Hall Use and Income for 2020: JT's Bookings Report was also circulated prior to the meeting (Appendix 2b) and should be read in conjunction with Appendix 2a.
6	Annual Buildings Report 2020-2021: JA had circulated his report before the meeting (Appendix 3).
7	<p>Election of Officers and Committee for 2020:</p> <p>7.1 Re-election of Trustees: JA reported that Peter MacDonald Pearce was stepping down. JA thanked him for his service. The Trustees standing for re-election: Jim Atack, Mike Fagan, Suzanne Harry, Rob Anderson, Janet Taylor, Carole Brown, Jane Ritchie-Smith, Karen Allen, Stuart Oldham and John Harry were unanimously re-elected.</p> <p>7.2 Re-election of Officers: JA was re-elected as Chairman, proposed by JT and seconded by CB; Mike Fagan was re-elected as Treasurer, proposed by JA and seconded by RA, Suzanne Harry was re-elected as Secretary, proposed by JA and seconded by KA.</p> <p>7.3 Election of New Trustees: Pippa Nall was unanimously elected as a Trustee, proposed by JA and seconded by KA. Amanda May was unanimously elected as a Trustee, proposed by JA and seconded by JH.</p> <p>7.4 Re-election of Co-opted Committee Member: Joanne Palmer-Phillips was re-elected as a Co-opted Committee Member, proposed by JA and seconded by KA.</p> <p>7.5 Bookings Secretary: JA reported that JT wished to hand over this role and KA agreed to take it on. JT will continue to keep the website up to date. JT was thanked for her work on bookings over the last five years.</p>

Date for Next AGM: 7th March 2022 (tbc)

Appendix 1

Braunston and Brooke Village Hall AGM March 2021

Report of the chairman of the trustees for 2020

Welcome to the 2021 Annual General Meeting of Braunston & Brooke Village Hall Trustees.

Whilst a few bookings were possible from January to March, and September to November, the Village Hall has been closed for most of the year. The committee put in a deal of work to make opening possible, with restricted numbers, effective social distancing and an updated cleaning schedule contributing to the safety of our users between September and November. This will stand us in good stead when we open in the summer.

Whilst the Hall was no longer the vibrant focal point for social activities in the village, the Committee met regularly on Zoom to ensure that all regular tasks were undertaken, and the premises were kept in good shape.

During the lockdown we completed the replacement of barge boards and soffits around the Hall, and capped the redundant chimneys against the weather.

Despite the absence of traditional revenue from lettings and the May Fayre, a full year of rental from the flat provided significant revenue, which was boosted by grants from the Rutland County Council. Consequently, finances are in good order as will be evident when presented in detail by the Treasurer.

I would like to thank all the volunteers who helped with improvements to the village hall grounds: replaced the dilapidated boundary fence with open mesh; kept the lawns and hedges trimmed; supplemented the planting in the gardens; and maintained the garden as a place of quiet solitude!

During 2020 the committee has again reviewed its compliance with Charity Commission expectations, and we again filed an annual report to the Charity Commission.

A comprehensive third party review of Fire and Safety precautions was undertaken, with good results, and the Village Hall Management Policy was again reviewed and updated.

I would like to thank Peter McDonald-Pearce, who is stepping down as Trustee after six years, for his willing practical support and wise counsel.

Finally, thanks go to all the 2020 committee members who contributed to running the village Hall, even in lockdown, and to the many villagers (and ex committee members) who helped in so many ways. It is gratifying to know that we will be ready to open as the pandemic recedes. We look forward to the revitalisation of our community hub in the village and the resumption of the many activities which the Hall supports.

Jim Atack, Chairman

Appendix 2a

Treasurer's Report 2020

- The trust continues to be in a strong financial position. After accounting for damage bonddeposits the trust has a positive cash balance of £29,421 (2019: £20,761).
- The COVID situation led a vastly reduced income from hire agreements and events; with income in 2020 of £1,572 versus:£18,148 in 2019 (including May Fayre Contributions).
- The drop of income was replaced by income from Government grants (£11,334) and rental income from the flat. Some of this money was allocated to repair costs (£6,900). The benefit of investing the flat renovations is showing its worth for the trust this year.
- The trust ended the year with a surplus for the year of £8,661 (2019 : £5,220)
- I believe the trusts continues to be in a strong financial position and is able to meet its ongoing financial commitments.

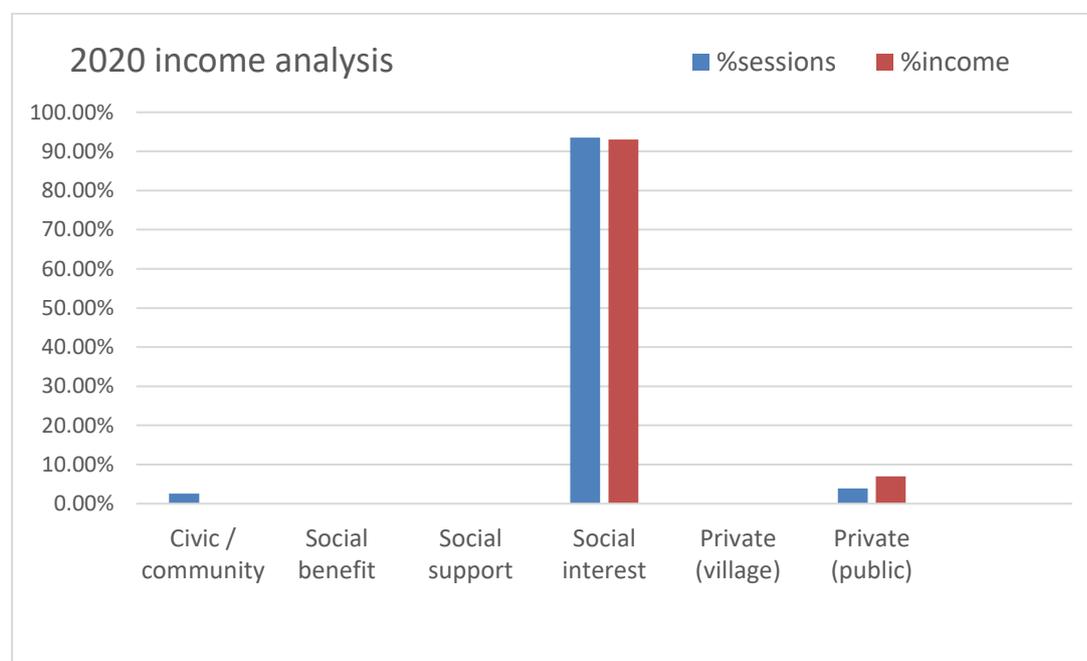
Michael FaganTreasurer

Appendix 2b

Hall use and income for 2020

Income in 2020 was just under £1500 with only about 75 sessions managing to take place between Covid closures. These were almost all regular groups who were able to use the hall at the start of the year and in a short period in the autumn. We are still holding money from some of these groups to carry forward to when bookings can resume.

The annual analysis of income against booking category is obviously somewhat limited this year.



Janet Taylor

07/03/21

Appendix 3

Braunston and Brooke Village Hall

Annual Buildings Report 2020-2021

2020 has again been relatively quiet in terms of buildings works; minor maintenance tasks have been completed and the Hall is generally in good order, waiting to welcome events and guests post lock down.

The only significant works conducted in 2020 were the replacement of the barge boards and soffits around the exterior, and fitting of ventilated chimney caps to the three redundant chimney pots. These activities were undertaken, during the closed period, using an extensive scaffold.

The closure of the hall and the modest consumption by the flat has resulted in minimal use of heating oil through the year.

Through the year, there have been no real issues with the flat, and the tenant is very happy with its performance.

Jim Atack

7th March 2021