

## LITTLE KINGSHILL VILLAGE HALL MANAGEMENT COMMITTEE



# Annual Report

November 2014



*Pictures of Hall by Patrick Hudgell, Amersham Photographic Society, August 2013*

## Chairman's Report

During 2014 the Management Committee has maintained the Hall in good order and continued to offer a high quality facility for hire at modest rates by residents of Little Kingshill. It has also made a number of improvements to both facilities and services that will have a lasting and positive effect. We have been delighted to welcome a new Secretary, Dr Ian Mackey, who brings a wealth of experience from his career as a management consultant. Long-standing committee members Les Giles, Terresa Clark and David Till-Hosier have continued their excellent work in the important positions of Treasurer, Booking Secretary and Maintenance respectively. Trevor Darley and Richard Yarrow represented the Trustees, Chris Seagrave the Village Society, and Pauline Prior and Anne Edlin the Women's Institute. It is a great thing for the village to have such capable volunteers, willing to devote their time and expertise for the benefit of the community.

The main improvements to the Hall facilities in 2014 have been: installation of a new HD video projector and 3-metre screen; procurement of a new sound system and wall-mounted speakers; and the purchase of new cutlery and glasses for the kitchen. We have also moved our current and savings accounts to a different bank; taken over the budget (previously paid by Bucks C.C. to the School) for maintenance of the Hall grounds; and lodged a petition against HS2. Objectives for 2015 include:

- Update the crockery in kitchen;
- Develop a new website, integrated with the Village Society website;
- Conduct a marketing campaign to promote the use of the Hall, particularly to residents of Heath End within the official catchment area;
- Review the cache of historical documents held by the Trustees;
- Specify and procure new stage lighting and control unit;
- Install a new gas-fired boiler and control system (courtesy of BCC);
- Plan for further improvements, including replacement of the 'curtain wall' structure with the three double fire doors, and erection of a new canopy porch over the front door.

It has been pleasing during this year to have enjoyed improved relations with the School, with whom we share the use of the Hall. David Till-Hosier has been highly effective in liaison with both FOLKS and Governors, and we have held three constructive joint meetings: first with the Head and Chair of Governors, second in a staff meeting attended by all teachers, and third with the new Bursar. The issue of handover of the Hall at the end of the school day has also been resolved. Relations with Bucks C.C. have remained good, with agreements to our benefit in both finance and maintenance areas.

I would like to extend particular thanks to our hard-working and conscientious Caretaker, Jane Doyle, who keeps the Hall in an immaculate state. Also to her husband Adrian and son David who have done excellent work outside in clearing leaves, trimming hedges, etc. Finally, thanks to Ron and Camilla Plummer who have recently taken over the gardening duties on a voluntary basis. Without all of their dedicated efforts the Hall would be a much less attractive place.

Lindsay MacDonald

## Secretary's Report

I was pleased to accept the role of Secretary of the Little Kingshill Village Hall Management Committee in March 2014. I accepted the role on the understanding that I would be unavailable to attend some meetings. I attended my first meeting on 15th May 2014.

In addition to the administration duties of preparing and circulating notices, meeting agendas, meeting minutes, etc., to the Management Committee I have been engaged in the following activities:

- Participated in and documented the findings of a risk assessment exercise for the Hall in June 2014. No new major risks were identified.
- Produced a single Risk Assessment Log in a consistent format from the findings of all the risk assessments carried out in recent years.
- Produced and had printed marketing cards for advertising the availability of the Hall for holding events. These cards will be distributed within the catchment area of the hall. The availability of the hall may also be advertised in local publications and on notice boards in the village.
- Acquired a disclaimer sign to inform car park users that they park there at their own risk.

I am currently identifying the essential Health and Safety requirements for the Hall by reviewing the relevant publications from Action with Communities in Rural England (ACRE. It is planned that these requirements will be discussed with the Hall stakeholders (Trustees, Management Committee, Bucks County Council, School) to ensure that the stakeholder roles and responsibilities for complying with the requirements are agreed and implemented.

At the AGM elections I am willing to be nominated for the role of Secretary for the coming year.

Ian Mackey



## Treasurer's Report

It should be noted that the accounts for the financial year 2013-14 are being audited at the time this report is being prepared, so all figures given are provisional. In addition, due the late submission of expenses and invoices the accounts will not truly represent the expenditure for the year. This is a cause for concern.

The main points to note are:

- Overall, it has been a year of significant expenditure for equipment in the Hall which reflects in the overall loss of £1680 shown in the accounts.
- The accounts show the hall lettings income is down by around £600 compared with the previous year.
- The accounts show that expenditure is up by £2650 compared with the previous year mainly due to the provision of the new sound system at £4152 and the projector at £1700. However it is now apparent that a further £550 has been spent on these systems and their installation.

I recommend that in future all expenditure above £50 should be subject to formal approval by a majority of the management committee members before it occurs, and if approval is given outside the committee meeting it should be recorded in the minutes of the next meeting.

On a practical note, the closure of the NatWest branch at Hazlemere, caused us to move our accounts to TSB. To improve the interest earned on deposit, £10,000 has been deposited with Cambridge and Counties Bank in a 95-day Notice account where it should earn 1.8% as against 0.2% with NatWest.

Having completed over seven years as Treasurer, which has seen an increase in workload due to the need to pay for caretaking, and with other activities also taking more of my time, I have decided it is time to step down. I trust a replacement will be found quickly so a smooth handover can be arranged.

Les Giles



*Remembrance Day service in the Village Hall, November 2014.*



**BALANCE SHEET AS AT 30 SEPTEMBER 2014**

	2014 £	2013 £
<b><u>CURRENT ASSETS</u></b>		
Bank current account	16,743.34	5,244.55
Bank reserve account	0.00	13,276.13
Cash in hand	32.00	0.00
Debtors (Lettings)	259.50	240.75
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	17,034.84	18,761.43
<b><u>CURRENT LIABILITIES</u></b>		
Deposits held	80.00	275.25
Rolling deposits	266.00	215.00
Fees held in advance of letting	546.00	438.00
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	892.00	928.25
<b><u>ACCUMULATED FUNDS</u></b>		
	16,142.84	17,833.18

I have examined the Balance Sheet of Little Kingshill Village Hall as at 30th September 2014 and the Income & Expenditure account for the year ended on that date and find them to be in accordance with the vouchers and papers presented to me.



N J Hansell  
ACMA  
Hon. Auditor

**INCOME & EXPENDITURE FOR YEAR ENDING 30 SEPTEMBER 2014****INCOME**

	2013/14 £	2012/13 £
Hall Lettings	5,891.50	6,552.00
Bank Interest - Deposit A/C	83.93	111.55
B.C.C. Re-imbursement	9,461.00	9,392.75
Other	0.00	5.75
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	15,436.43	16,062.05

**EXPENDITURE**

	2013/14 £	2012/13 £
Rent	44.00	44.00
Insurance	446.81	315.76
Piano tuning	55.00	104.00
Hygiene services	14.98	14.98
Community Impact Bucks	50.00	50.00
Sundries (for kitchen, etc.)	50.18	31.76
Window Cleaning (Reimbursed)	270.00	270.00
Treasurer's Expenses	12.00	90.95
Caretaking	9,001.63	8,989.69
Maintain Hedges/grounds	139.00	171.00
Hiring Cancellations	39.00	18.00
Keys	12.90	0.00
PRS Licences	132.02	123.06
Committee Members expenses	37.48	31.41
Water Heater service	0.00	124.32
Donations	0.00	20.00
Henry cleaner	0.00	104.99
Dishwasher	0.00	1,582.80
Dishwasher installation	0.00	1,854.00
Electrical work	0.00	284.96
Carpet laying	0.00	132.00
Projector and screen	1,602.98	0.00
Projector and screen installation	98.33	0.00
Sound system including installation	4,152.00	0.00
Kitchen Equipment	633.46	0.00
children's chairs	145.00	0.00
HS2 petition	20.00	0.00
Miscellaneous(spring clean 150.00+hold backs 20.00)	170.00	118.72
	<hr/>	<hr/>
	17,126.77	14,476.40
Surplus	<hr/> (1,690.34)	<hr/> 1,585.65

## **Booking Secretary's Report**

Hirings for the year have been on a par with previous years except for the HS2 meetings, which accounts for the difference in the costings.

There have been several changes during the year.

1. Nicola – Yoga had a maternity break but is now back on a Tuesday evening in the main hall.
2. Elaine Bonner no longer has a Tuesday group.
3. Rosie Lewin – Pilates has an extra class on a Thursday.
4. A new children's sewing group has been set up and meets on Saturday mornings with extra classes during the holidays.
5. Table tennis has had fewer bookings due, I understand, to the problem of getting teams together.

Other than the regular bookings the main events are still children's parties.

Brownies have a new leader – she is Charlotte Wilding. Judith will move away in December and I sent her our best wishes.

There have been problems with Elaine Bonner and her failure to comply with the hiring conditions. Details are in the bimonthly minutes.

Bookings also have been made quite difficult over recent months by no fewer than six others, because of cancellations, changing dates and times, and even final confirmations having errors. Hopefully the future will be better!

The hirer's information pack and notice board have been updated to include:

1. The new projector and sound system together with the cost of hiring them;
2. The conditions now include the prohibition of letting off Chinese lanterns from LKVH site, and a warning that the use of a smoke machine is likely to set off the fire alarm.

The latter highlighted the fact that the Management Committee has no access to turn off the alarm, and the fire brigade were not in touch!

Comments about the hall are invariably positive.

The Piano was tuned in October 2014.

Terresa Clark

## LITTLE KINGSHILL VILLAGE HALL MANAGEMENT COMMITTEE

### Income from Bookings, month by month, year on year

[illegible]



## Maintenance Report

The primary focus of our efforts during this year has centred on making significant improvements to the audio-visual facilities in the hall. Greatly aided by the electrical expertise of David Ashwell, a new high definition video projector and large, motorised screen were installed over a weekend during the spring. Incorporating connectivity for a range of source devices, this new facility considerably enhances the amenity of the hall as a venue for meetings, presentations and even film showings. Again led by Lindsay, with expert input from Richard Yarrow, a new audio system was also specified, procured and installed this year. The new system comprises amplifier, CD, radio and microphone input components in a mobile cabinet, with new speakers fitted to the walls either side of the stage. This new audio package should greatly improve the attractiveness of the hall as a venue for events requiring high quality audio facilities, whether to play recorded music or utilise the radio microphones.

Improvements made to the kitchen facilities last year have been built upon with the replacement of cutlery and glassware, and the purchasing of some much needed food preparation equipment. The hall's catering facilities will be further enhanced in the very near future with the long-awaited replacement of our somewhat eclectic and ageing array of crockery, and the addition of a pots and pans to enable hall users to prepare any cooked food that they may require.

The beginning of this year saw the fruition of Sandra MacDonald's tenacious efforts to persuade Bucks County Council to undertake electrical works required to make the hall compliant with fire and health and safety requirements identified in our previous risk assessments. The bulk of this work concerned the installation of external and internal safety lighting, with the unexpected bonus of a much-needed sensor light being located over the main gate to the car park. This year we conducted our latest risk assessment inspection, organised by our new secretary Ian Mackey. Furthermore, Ian has made an immediate and positive impact to this important area of the management committee's responsibilities by collating the outstanding actions from all previous assessments into a Risk Assessment Log that can be used to track our progress in analysing and remedying identified risks. Ian has also initiated a similar log for the tracking of general maintenance issues. It is already apparent that we are very fortunate to have secured his services as secretary.

A key objective identified for this year by the management committee has been to take over responsibility for the hall's grounds maintenance budget. Previously, funding and administration of grounds maintenance for the Hall was the responsibility of the School, as part of their overall grounds maintenance budget. The separation and transfer of the Hall element of this budget has now been agreed with BCC and the School, allowing the management committee to appoint its own grounds maintenance contractor. It is hoped that this newly acquired autonomy will bear fruit in a noticeable improvement in the appearance of the Hall's grounds. To this end, the Committee is pleased to confirm the appointment of Adrian Doyle as our grounds maintenance contractor. Following an approach by Lindsay, Ron Plummer has very generously agreed to take over responsibility for maintaining and cultivating our garden beds on a voluntary basis.

Looking to the future, we now understand that the installation of the new gas-fuelled boiler will take place in the spring of 2015. In advance of the works, we have requested a meeting with the appropriate representatives of BCC to ensure that their final plans for the new boiler and heating system meet our requirements, especially with regard to the ease and flexibility of control over the heating. The next major maintenance issue looming on the horizon is the pressing need to replace the rotting wooden doors and window frames along the front and school side of the Hall. Similar works have been undertaken on the school's building over the past few years and equal attention is required to the aging fabric of the Hall. Following several conversations between members of the management committee and BCC, Lindsay has recently secured agreement from Vince Probert (BCC person responsible for maintenance of the School and Hall) that provision will be made in his budget for financial year 2015-16 for this work to be undertaken – splendid news!

David Till-Hosier

## School Liaison Report

Once again, on behalf of the School's staff, governors, pupils, parents and FOLKS, I would like to express our recognition of the Village Hall's indispensable role in the day-to-day life of the School.

During the course of this year, as is the case every year, the Hall has been used by the School for a wide range of activities, from parent-attended class assemblies and Christmas productions – including all of their associated rehearsals – to indoor P.E. classes and music lessons. The Hall grounds provide vital additional parking for school staff and the FOLKS storage cupboard is an indispensable asset in the smooth running of their fundraising efforts. FOLKS regularly use the kitchen facilities at the Hall for fund-raising hot dog days and very much appreciate the availability of this facility; as do the School on the occasions that they have cause to use it.

This year has seen some significant strides taken to improve the channels of communication between the management committee and the school, with the Chairman and myself meeting with Grishma Sutaria (Head Teacher) and Mauro Mortali (Chair of Governors) to discuss a range of issues of common interest to the Committee and the School. As a result of this meeting, a workable solution was found to the previously thorny issue of the end-of-school-day handover of the Hall, and it was agreed that this forum for discussion should be repeated as required by both parties. The Chairman and I also attended a school staff meeting, in order to give Lindsay the opportunity to introduce himself to, and open a dialogue with, members of the school staff who use the Hall on a regular basis. Partly as a result of this meeting, Mrs MacCammond (reception year teacher) was recruited to participate in our most recent risk assessment inspection.

Finally, we have achieved an amicable solution to the Management Committee's longstanding dissatisfaction with the poor service afforded the Hall by the school's grounds maintenance contractors. It is my hope that we can continue to build on the progress made this year in resolving areas of friction between the Committee and the School through further constructive dialogue and cooperation.

David Till-Hosier



*David Till-Hosier and David Ashwell fitting the new projection screen above the stage, March 2014.*

## Trustees Report

The Trustees are very pleased to report that the Hall continues to be run extremely well by the very efficient LKVHMC. Bookings appear to be strong and the new audio equipment seems to be a valuable asset and was seen to be working well at the recent quiz night!

In relation to any documentation currently in possession of the Trustees, as minuted at the last LKVHMC meeting, it is intended that documents of general interest in relation to the Village Hall be stored at the Hall and made available should anyone have an interest to see them. Any documents that require safekeeping will be stored in Trevor Darley's home safe for obvious security reasons. TD, Chair of the Trustees, is currently away.

Richard Yarrow



*Village Hall in use for the Village Society Quiz Night, on Sat 8<sup>th</sup> November, with quizmaster Simon Fraser.  
The picture shows the new clock, video projector, wide screen and sound system.*



IN GRATITUDE TO  
WILLIAM GIBSON  
WHO BY HIS FORESIGHT AND  
LEADERSHIP WAS RESPONSIBLE  
FOR THE FOUNDING OF THIS  
HALL AND WAS ONE OF ITS  
FIRST TRUSTEES  
MARCH 1970