

IVER HEATH VILLAGE HALL COMMITTEE
Minutes – AGM - TUESDAY 17th October 2023
As Ratified at the AGM on 15th October 2024

Present

Matthew Streuli, Co-Chair
Caroline Streuli, Co-Chair
Marion Holmes, Secretary
Ann Mayling, Treasurer
Pat Roberts
Janet Beale
Jenni Edwards
Wendy Mathews, Chair of Ivers Parish Council
Vishal Gupta

Meeting Open at 18:30

1	Apologies	Action Points
	Carol Campling, Luisa Sullivan, Peter Stanhope, Julie Cook	
2	Minutes of the Previous Annual General Meeting	
	<p>Matt Streuli welcomed everyone. We are unable to find any notes or minutes from the previous AGM as Tracy Ward, Admin Assistant for the Village Hall, quit on 10th November 2022 without warning. On 14th December she said she would leave notes for us. These have never been found.</p> <p>Thankfully Pat Roberts had a copy of the Chairman's report from that AGM which is linked here: https://www.dropbox.com/scl/fi/li1b29wzmnrf72oigq37f/20231017_182338.jpg?rlkey=8xr75dx2cu21tpp2k89pkw87h&dl=0 https://www.dropbox.com/scl/fi/5q3i56jauglpodoq2q7q0/20231017_182333.jpg?rlkey=b73j3i4rlibfnb7zewcsqzlou&dl=0</p> <p>Financial records have been handed over. As such there are no minutes to approve.</p>	
3	Matters Arising from the previous AGM	
	As per the above, there are no matters arising however many items which would have been noted are included in the following reports.	
4	Co-Chair Report	
	<p>We are Caroline and Matthew Streuli and were elected as Co-Chairs a year ago. We'd like to take this opportunity to reflect on the past year but also our aims.</p> <p>A year ago, Caroline was approached by the previous Chair and Treasurer to take on the role. From Matt's experience as Chairman of the Iver Heath Drama Club, we knew this would take serious time, energy and commitment, which is why we agreed to share the role on the understanding that the hall would be up to date at the handover. Realistically, there are always projects which will need adopting.</p> <p>The previous incumbents laid the groundwork for a new front door and refurbishment of the kitchen which we saw through to completion. During this project we became aware that the shutter was not safe or regularly serviced and needed urgent replacement.</p> <p>The alarm system also had a small update which along with the door system enables us to monitor the time people arrive and depart. This has helped us to monitor and improve accountability for those who use the hall outside of their bookings and collect revenue the hall desperately needs. In some circumstances we've become aware of people using the hall without booking – a breach of terms and a serious safety concern – or staying well beyond the agreed time. We have gradually stepped-up enforcement of this and now</p>	

invoice users accordingly.

Shortly after last year's AGM, the Admin Assistant contracted by the previous incumbents resigned with no notice which is why some documents or information have been lost. The village hall is charity and our Treasurer, Ann Mayling, has spent a lot of time and energy not only to understand the financial situation we inherit but ensure improvements are made so that the charity complies with current guidance and legislation – something which is an ongoing high effort task we are very grateful for her diligence in. We will leave Ann to provide a full update but a year ago this charity was running at a yearly deficit of over £8000 and we have all worked hard to reduce that dramatically in just 12 months. Part of this review included the Young Imagination hirer who through the pandemic had become the unofficial exclusive hirer of the church room and used the room for free storage. Despite several conversations and best efforts to find a mutual beneficial way forward where other hirers could use the room, Young Imagination chose to terminate their relationship with the hall with no notice and removed their property over one weekend. Whilst it was sad to see this resource close, their low level of hire meant the income was more than replaced by several new hirers we welcomed to our community this year. While not all the new regular hirers have been successful, we are pleased to have a long term mutually beneficial flourishing relationship with Bounce Iver and Slough Tabletop Collective. We have spent time updating our Terms and Conditions of Hire to ensure it meets current legal and insurance needs, and recently introduced a small increase in our hire rates to help us closer match other local venues and tackle the deficit.

Another review was our relationship and spend with contractors. This was needed to ensure compliance with law and charity requirements but also to ensure the charity is receiving good value for money. We are pleased that Karen Dencer has agreed to stay on as the hall's cleaner and while her contracted hours have now been reduced, the contract now in place reflects the volume of hours she has been working during the last 6-12 months along with the current needs of the hall and its users. A big thank you to the many hirers who have stepped up their efforts to leave the hall in a safe and clean state and our volunteers who now carry out all openings, quick cleans, and closing for occasional hirers. We thank Karen for her efforts and time in purchasing supplies in the past and this task is now overseen by Ann. With the support of Caroline and Matt we are spending time to observe the usage of items in our inventory and then consider other suppliers including Costco, Booker, and supermarkets – not just one cleaning supplier.

We would like to note a large yet hidden piece of work by Caroline which is a register of works for the building which the whole committee has access to. This shows when certain servicing is due as well as when works have been carried out and who by. Where possible we've included work done prior to our election but due to the previous paper-based system we've not been able to find records for everything and so this register is slowly growing as work or needs arise. This includes the Fire Extinguisher Service and repairs to the immersion water heater.

Another piece of work which needs sharing with our community is the debt incurred by the hirer known as RugbyTots. This hire, booked by a Mr Carl Rumney the local franchise holder, failed to pay several invoices, and breached the terms of hire on more than one occasion. After failing to reply to our correspondence and repeated requests for payment, his hire was cancelled with a public notice displayed online and at the hall. Despite several letters and emails to Mr Rumney and RugbyTots head office we've been unable to have any conversation or response. We understand Mr Rumney has moved away and has sold the franchise. The new holder is now aware of the poor reputation RugbyTots holds with our venue and several others which have been affected by Mr Rumney. Sadly, we no

longer have a known address for Mr Rumney and are unable to pursue legal action to recover the debt. RugbyTots themselves have failed to reply to our correspondence. An unexpected large project was the Fire Safety of the building which is something that has been omitted in the past. A lot of time and energy was spent trying to get a qualified Fire Risk Assessment carried out and then a similar amount of time and energy on implanting the work needed which includes the new fire alarm system being fitted this week. Some of the work and assessments should have been done over 15 years ago to comply with UK law and the village hall insurance and so this project has been a stressful, hectic, concerning and very expensive endeavour but much needed to bring the hall into the 21st century. A big thank you to John Mayling, our new handyman, who has spent a lot of time, thought and research on helping make improvements to our hall to help us comply with this assessment.

Other items include, a new post-box donated and fitted by the Streuli family, a planter and plants and signage for the car park donated by the Streuli family and Marion Holmes, new clocks paid for by Marion Holmes. A new banner was designed, paid for, and installed by the Streuli family. A lot of time and energy is put in by Matt, Caroline, and Carol Campling in running the booking system, organising our volunteers, and running the village hall Facebook and Instagram pages, which has all helped build the hall's awareness and the hall diary is often full for evening and weekends over 2 months ahead of time. The village hall website has also had regular updates during the year including new terms and conditions for our car park.

We'd like to thank Ann Mayling for her efforts in updating the antique Santander bank account the hall currently has and we look forward to moving to a new account with her direction that will enable us to have full control of BACS payments and standing orders. This new account will enable us to take and refund deposits in a secure and timely manner – without the use of cheques.

We'd also like to thank Leigh Tugwood for his help reviewing the paperwork we inherited and filing this. Much has been kept for historical importance although many documents are many years old and do not need to be retained physically. Since our election, all documents are held electronically where possible with backups held in the cloud on Dropbox accessible and reviewable by the committee to ensure transparency.

A positive project this year was the Big Lunch to mark the Coronation of King Charles III. This event organised and overseen by Matt and Caroline with support from Carol from the Iver Heath Drama Club and Ann from Scouts was a huge success. Whilst the monetary amount raised for the hall was small, the publicity and improvement to our public image was much needed. The event also helped improve our working relationship with many hirers and nearby organisations such as the Iver Heath Residents Association. We have announced a similar event for Christmas to coincide with the Christmas lights we are hosting on our Tree for/with the Ivers Parish Council. Details are on Facebook.

So the future looks bright, but the finances are still some way from a point of break even. We have approached National Grid to bid for community support – for example solar panels – to reduce our fuel costs and offset the potential harm by the substation expansion. We ask everyone here for their support in events such as the Christmas fete and liking and supporting our posts and information on Facebook and social media. The hall needs more weekday daytime hirers or events to help reach a sustainable position (especially with the increased running costs of a new fire alarm system) so your support and ideas for meetings, classes and training events is really important.

Thank you for your time. Thank you for supporting us, Ann and the committee. While this year has been difficult and somewhat messy, we hope that the next few years will provide

	a strong foundation for the future of this charity.	
5	Treasurer's Report	
	<p>I (Ann Mayling) took over the role of treasurer part way through this financial year in early 2023.and I would like to start by thanking Sue Wilson and Claire Mowat for helping me during our handover period and their patience during the lengthy process to get new signatories added and them removed for the bank accounts. We continue to update details and correspondence addresses for all suppliers as bills arise.</p> <p>A full data set to demonstrate how the numbers quoted below were arrived at is held digitally in a shared drive (with appropriate back ups in place) and this along with hard copies of bank statements and transactions are available for inspection at any time.</p> <p>Points of note:</p> <p>Income in FY 2022/2023 includes grant funds from Wexham and The Ivers community board and was received for work carried out in FY 2021/2022 on the car park. No grant funds were sought for projects in 2022/2023.</p> <p>As you have heard there were a number of items of spending that were required for Health and Safety/compliance reasons and to improve facilities for hirers.</p> <p>These were one off items but we will need to budget moving forward for any servicing costs or compliance visits required.</p> <p>As a charity we have experienced late payments form regular hirers but have not had issues with non-payment of hire charges. Unfortunately last Autumn we had a hirer who paid only 1 month of the 5 month hire. This left us with £537.50 which was invoiced but not paid.. Our payment terms for regular hirers mean they pay monthly in arrears. The hirer continued to get access to the facilities despite no payments being received since September 2022.</p> <p>The hirer's booking was cancelled in January 2023 and despite numerous attempts to contact him the hirer has not responded to any correspondence. The hirer was a business user not a community group.</p> <p>A letter before action was sent to hirer on what we believe to be his personal email. The contact details provided on the original hire documents were out of date and the hirer was not attending the sessions.</p> <p>I am putting together a proposal for the committee to consider to minimise our exposure in future including:</p> <ul style="list-style-type: none"> • Payment terms of 5 working days to be put on invoices from date of invoice for all regular hirers • Terms and conditions which make it clear we reserve the right to cancel their bookings and block access to buildings if payment is received within 10 working days of the invoice date. • Reserve the right to charge interest at a defined rate on any payments not received. • Regular update of hirer records and contact details and ensuring the hirer is on site during bookings to ensure safeguarding and safety provisions are met • Consider change of payment terms for new regular bookings – possibly fortnightly and damage/cleaning deposit. • Consider new table of rates and payment terms for new business users <p>The committee made a change to hire rates which saw a small below inflation uplift. It is</p>	

proposed that charges are reviewed annually in Q3 with any uplift coming into effect at the start of the next financial year.
 We believe the rates are fair and competitive for community groups and will always try to make the hall as accessible as possible.
 However, as a committee in 2023/2024 we have to be realistic about the running costs of the building and to keep the facilities fit for purpose and compliant.
 We hope to strike the right balance between community needs and ensuring the hall continues to operate.

Key Metrics:

Interest received:	£38.25
Fundraising	£133.79
Income	£32,139.20

Total income from all sources:	£32,311.24 (2021/2022 £22,910)
Total expenditure:	£38,479.60 (2021/22 £40,579)

Spending from reserves:	-£6,168.36
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To give some context, £15,331.20 was spent of projects including the doors and shutter replacement but this was offset in part by the late payment of the grant for the car park.
 Hall hire income for the year improved as the year progressed and was £21,730.95 for the full year compared to £21907 for 2021/2022.
 Standard running costs for the year ended at £23,140.40. some of these costs were for work not required annually.
 This is a great improvement from where we thought we could be in Q2 and hall hire performance has been strong.
 However, we have recently lost one regular hirer and this revenue will need to be replaced.

Management of costs:

In order to provide the committee with data to manage costs and reduce the deficit I have prepared a draft budget for them to consider and will provide year to date information and forecast (where possible) for each meeting.

	<p>We have few costs that can be reduced and the challenge is to ensure we get best value for money and identify any grant opportunities or sources of financial help available to help us ensure our finances are stabilized.</p> <p>The full year spend on running costs for next year (including contingency is budgeted at £24,465.</p> <p>We will have to address how we increase income and manage costs together over the coming year.</p> <p>We know that we have to spend in the region of £14k to address the issues raised by the fire risk assessment during 2022/2023 FY. Th work should all be completed in Q1 of FY 2023/2024.</p> <p>Change of bank account:</p> <p>The functionality of the existing bank account is limited and it is our intention to do move to Natwest who offer a community/charity account with internet access, dual authorization and can be managed on-line or in branch.</p> <p>To make the switch we require a solicitor or accountant to review the application and verify the information. Once this is done the application will be progressed.</p> <p>Policies:</p> <p>I am proposing that over the next financial year we draft and the committee reviews policies and processes.on:</p> <ul style="list-style-type: none"> • Management of late payments • Reserves • Expenses • Reporting • Budgeting • Approval levels <p>Report to Charity Commission:</p> <p>I completed this based on figures provided by the previous treasurer and will complete this year’s submission if the meeting approves the figures above in key metrics. I do have a small number of printed sheets which have more granularity for anyone who wishes to see this but this level of detail is not required by the charity commission.</p> <p>Link to full accounts: https://www.dropbox.com/scl/fi/akdhho6tdzp6xjaopr2ht/Meeting-IHVH-accounts-20222023-AGM.xlsx?rlkey=lx48vu3tdam47f8x3p1eumx6w&dl=0</p>	
6	<p>Adoption of the Accounts</p>	
	<p>Pat Roberts proposed. 2nd by Wendy Mathews. Unanimous vote approved.</p>	
7	<p>Election of Committee</p>	
	<p>The following were proposed as one whole group. There are no changes from the previous year.</p> <p>Proposed by Janet Beale</p>	

	<p>2nd by Vishal Gupta</p> <p>Elected with no objections.</p> <p>Julie Cook – IPC Luisa Sullivan – Buckinghamshire Council Andrew Montgomerie – Church Carol Campling – Public / Bookings Volunteer Jenni Edwards – HW Ladies Pat Roberts – IH Ladies Peter Stanhope – IPC Les Brewer – IHDC Vishal Gupta – IPC Janet Beale – Public / Hall Volunteer</p>	
8	Election of Officers	
	<p>Overseen by Ann Mayling Election of Co-Chairs, Caroline and Matthew Streuli. Vote approved with no objections.</p> <p>Overseen by Matthew and Caroline Streuli Election of Treasurer, Ann Mayling. Vote approved with no objections. Election of Secretary, Marion Holmes. Vote approved with no objections.</p>	
9	Any Other Business	
	<p>Matt Streuli thanked everyone for their support and asked for their help liking and sharing social media posts about the hall. While the team has reduced expenditure compared to previous years and increased bookings and income, there is still a way to go to reach break-even. We need support and ideas to help find daytime weekday hirers.</p> <p>Vishal Gupta suggested we invite IHRA to send a representative to the committee which was met with agreement.</p> <p>A survey of hirers to see what they feed back about the hall was also proposed.</p> <p>While the hall has welcomed new volunteers, we look forward to appealing to new volunteers.</p> <p>The next AGM is 15th Oct 2024.</p> <p>We look forward to welcoming the community to the Xmas Fete (see below).</p>	
	Meeting closed at 7:05pm	



Iver Heath Village Hall

A charity operated by a Management Committee of
Volunteers for the Community. Registration No. 300285

Volunteering Join Our Family

Can you spare a few hours a month or 1-2 hours a week?

We're looking for people to join our team of volunteers to support our village hall.

Our hall was built in 1965 using grants and funds raised by the Iver Heath Community. Since 1967, a team of volunteers has run the hall as a registered

charity. There's lots to do including promoting our hall, help with cleaning our hall and car park, and opening and closing for occasional hires such as parties. Scan the QR code to see more about the hall on Facebook or visit our website.

Contact: ihvhoffice@gmail.com



Try something new? Regular Hirers & Events include:

Heathway Ladies, Bounce, WW
Johnathan Bell Yoga, Iver Singers, Zumba,
Iver Heath Drama Club, Shrinking Violets,
Slough Tabletop Club and Iver Heath Ladies.

iverheathvillagehall.co.uk

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IVER HEATH'S COUNTDOWN TO CHRISTMAS FETE



FREE ENTRY

Saturday 25th November 2023

2pm to 5pm - Iver Heath Village Hall & Iver Heath Scout Hut

Confirmed Participants and events include:
Iver Heath Residents Association, Ivers Hive,
((Bounce)) Iver, Rogue Tattoo of Windsor,
Iver Heath Drama Club, Iver Heath Bowls Club,
Iver Heath British Legion, Iver Heath Fields Dog Club,
Iver Singers, TraceyLouise Crafts, Evreham Youth Club,
Shrinking Violets & Library Ladies, Creations by a Butterfly,
Kempsters Cakes, Caroline & Matt's Usborne Bookstop,
KokoPops AND MORE...

For more information about this community fundraising event
contact ihvoffice@gmail.com

Thank you to Ivers Parish Council for their support.

