# Erpingham with Calthorpe Village Hall Management Committee

**Minutes of the Annual General Meeting**

**held by Zoom meeting on Friday 19th March 2021 at 7pm**

1. **Present:**

Jinny Wells, Dennis Wells, John Snelling, Diane Snelling, Ros Horne, John Horne, Richard Harden, Alfie Saunders, Guy Wilhelmy, Ro Cove, Ken Codling.

1. **Apologies for Absence**:

Sue Lawrence, Norman Brown

1. **Approval of minutes of AGM held 5th May 2019**

It was agreed that the minutes of the 5th May 2019 be approved as the AGM in 2020 did not take place due to Covid restrictions.

1. **Action Points**

There were no action points arising from the previous AGM minutes.

1. **Chairperson’s Report**

Firstly, I would like to welcome you to the 2021 AGM of the Village Hall Committee.

This past year has been very different for all of us and there has been very little activity in the hall. It was closed under the countries lockdown rules in March of 2020 and remained closed for most of the period up until the 5th of October. During this time we did try to allow some permitted activities such as organized sport with the Pilates group using it but eventually, after much discussion, it was agreed that for the safety of all it would be better if the hall remained closed to all until we were allowed to fully open up again.

On 5th October some of the restrictions were lifted and some groups restarted, namely indoor carpet bowls and Pilates, but by 4th of November with rising covid numbers, the Government reintroduced restrictions and the hall closed again. By 26th December the whole country was in lockdown once more.

With the publishing of the proposed roadmap out of lockdown on 22nd February 2021 the committee made the decision to keep the hall closed until all restrictions are lifted which, as long as there are no other serious outbreaks, should be 21st June. To enable the committee to ready the hall for hirers it is proposed that the hall will reopen on 1st July. At this time we do not know what steps we may need to implement to make the hall covid secure, but as things stand at present the Government has stated in the roadmap that all restrictions should be lifted by that date.

Obviously because of the closure of the hall our rental income has been completely wiped out but local government has awarded us several grants which have significantly increased the coffers so that we close this year in a reasonably healthy financial situation.

I would like to take this opportunity to thank all of the committee members who have, despite the closure of the hall, given significant time to keeping the management of the hall working. I think we should extend a special thanks to John Snelling who has acted as caretaker during this time. He has made weekly trips across the road throughout this period to run taps and ensure that the hall is watertight and secure.

Our thanks also are extended to Yvonne Moore who continues to run the 200 Club giving the Village Hall a reliable source of income.

And thanks also to Ros, who despite the closure of the hall has kept our regular hirers informed and continued to manage the rental of the hall.

1. **Treasurers Report**

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| Due to the COVID-19 pandemic and government restrictions the Village Hall was  |  |  |
| closed from 16th March 2020 opening for a few weeks in late Autumn before  |  |  |  |
| closing again for the remainder of 2020 and to date in 2021 |  |  |  |  |  |
| 2020 was therefore not a typical year for the Village Hall and the Financial  |  |  |  |  |
| Statements should be read, and comparisons made with previous years financial activity |
| in context and against this background. |  |  |  |  |  |  |  |  |
| The attached Financial Statements for Erpingham with Calthorpe Village Hall contain  |  |
| the following: |  |  |  |  |  |  |  |  |  |  |
| Unrestricted and Restricted Fund Receipts and Payment Accounts |  |  |  |  |  |
| Notes to the Accounts including further analysis of the Receipts and Payments Accounts |
| Due to government COVID-19 restrictions on travelling and contact between people, it  |
| has not been possible to have the Accounts examined/audited in time to present at the  |
| AGM. I will endeavour to have them examined/audited and the Accounts signed off and |
| certified by early summer. I will present the examined/audited Accounts to the Village |  |
| Hall committee at the first meeting after receiving their report. |  |  |  |  |  |
| The opening Barclays Bank balance on 1/1/2020 was £5763.76 |  |  |  |  |  |
| The closing Barclays Bank balance on 31/12/2020 was £13666.99 |  |  |  |  |  |
| Total income for 2020 was £18153.34 and the total expenditure for 2020 was £10250.11  |
| giving an in-year net gain of £7903.23 |  |  |  |  |  |  |  |  |
| Income of £11901.07 in the form of Business Grants from NNDC more than offset the loss  |
| of income from Hall hire while closed due to COVID-19 restrictions  |  |  |  |  |  |
| In addition to the Barclays Bank current account the Village Hall holds funds in a HSBC  |  |
| current account which is used to operate the 200club lottery, managed by the Village Hall  |
| committee. The surplus balance in this account for 2020 was £1250 and will be  |  |  |
| transferred to the Barclays account in 2021 |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| The year started well with a very successful Quiz Night in January which netted £476.91  |
| profit followed by an equally successful Film Night in February that netted £178.61 profit.  |
| There was income of £4088 from Village Hall bookings/rental from the four plus months  |
| that the Hall was open and a total of £11901.07 income in the form of Business Grants |
| from NNDC to compensate for loss of income due to COVID-19 restrictions  |  |  |  |  |
| The only major capital spending in 2020 was £2152 on the erection of compound fencing  |
| for the Flo Gas bulk storage cylinder. |  |  |  |  |  |  |  |  |
| Note: income due from NNDC re glass from bottle bank is outstanding as is income from  |
| contribution towards water consumed by Bowls Club.  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| Significant expenditure in 2020 |  |  |  |  |  |  |  |  |
| Installation of Flo Gas Tank compound fencing - June  | £2,152.00 |  |  |  |  |  |
| Norris & Fisher VH insurance cover - August |  | £1,524.86 |  |  |  |  |  |
| Tree surgery - November |  |  |  | £900.00 |  |  |  |  |  |
| Calor gas(cylinders) |  |  |  |  | £629.00 |  |  |  |  |  |
| Flo Gas full tank of gas - June |  |  |  | £552.39 |  |  |  |  |  |
| E-on electricity  |  |  |  |  | £624.69 |  |  |  |  |  |
| WAVE water |  |  |  |  | £384.33 |  |  |  |  |  |
| PlusNet Internet connection |  |  |  | £237.60 |  |  |  |  |  |
| Norfolk Cleaning Group deep clean re Covid19  |  | £216.00 |  |  |  |  |  |
| NNDC waste recycling sacks - February  |  |  | £200.00 |  |  |  |  |  |
| PPL PRS music licence - January |  |  | £168.53 |  |  |  |  |  |
| Crown Supplies two hand sanitizers - August |  | £128.88 |  |  |  |  |  |
| VAX cleaner - August |  |  |  |  | £124.06 |  |  |  |  |  |
| SNB Plumbing annual inspection/service - October | £120.00 |  |  |  |  |  |
| Ace Fire annual inspection - June  |  |  | £116.34 |  |  |  |  |  |
| Anyrep re inspection Heatra boiler - September  |  | £109.00 |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| Significant income in 2020 |  |  |  |  |  |  |  |  |  |
| NNDC COVID19 Business Grant - April\*  |  |  | £10,000.00 |  |  |  |  |  |
| Hall Hire (1/1/20 to 16/3/20 and 9/20 to 10/20)  |  | £4,088.00 |  |  |  |  |  |
| NNDC COVID19 Business Grant - November\* |  | £1,334.00 |  |  |  |  |  |
| NNDC COVID19 Business Grant - December\* |  | £567.07 |  |  |  |  |  |
| Bowls Club contribution to tree surgery in November | £500.00 |  |  |  |  |  |
| Quiz Night - January |  |  |  |  | £476.91 |  |  |  |  |  |
| Film Night - February  |  |  |  | £178.61 |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| \* further NNDC COVID19 Business Grants received to date in 2021 of £8330 |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |

1. **Booking Secretary’s Report**

The Village hall was open in Jan and Feb 2020 normally and has only been open for 6 weeks since March 2020 and the only usage has been by most of the regular weekly hirers during that period. The committee did hold a Quiz night and Film night during Jan and Feb.

1. **Reports From User Representatives**
2. **Bowls Club (John Snelling)**

No Bowls were played in 2020. Maintenance works have been carried out throughout lockdown.

1. **Football Club (Matthew Quinn)**

Very limited training and no matches played since March 2020.

1. **Parish Council**

It was stressed that the Village has some of the best facilities in the District, with the Hall, Playground, Playing Field and the MUGA.

1. **Play Area**

The area was transferred to the Parish council to enable a sub committee to be formed in order to raise funds for new equipment.

1. **Women’s Institute (Ruth Elliott)**

The Erpingham with Calthorpe WI currently has 29 members, who normally meet on the fourth Wednesday of the month at the Erpingham Village Hall.

During the last year, we faced some unexpected challenges and have been unable to hold face to face meetings since February. Due to Covid no fundraising has been carried out this year. Virtual WI meetings via Zoom have been carried out in Jan and Feb.

**200 Club**

End of year Summary 2020/2021

**INCOME**

190 numbers were sold during the course of the year:

Credit to 200 Club acc

187 @ £12 £2244

1 @ £9\* £9

Donation \_\_ £2

TOTAL £2255

\*one member still in credit of £3 from prior to March 2019

Credit directly to Village Hall acc

2 @ £12\*\* £24

\*\*Member made cheque for £24 payable to “Erpingham Village Hall.” ( R Harden aware).

**OUTGOINGS**

Annual Grand Draw payments £700

12 monthly payments of £30 & £20 but

Cheque for£30 returned as donation to funds

Cheque for £20 not presented \_£550

TOTAL £1250

Membership as at 16/03/2021

Ten numbers have not been renewed due to deaths, moving away, member in hospital, ill health or withdrawn. New members have bought eleven numbers, so nine numbers are available.

1. **Erpingham Sports Hub (Bill Goreham)**

**Background**

Established in May 2015 through the North Norfolk District Council / Sport England Clubs and Hubs initiative, Erpingham Leisure Hub has been independently run by local volunteers since October 2015, promoting and supporting engagement in sport and physical activities for all members of the community.

**Working Practices**

The Hub provides a number of core activities (Carpet Bowls, Short Mat Bowls, New Age Kurling, Pilates and Walking Football), in addition to supporting secondary activities (e.g. Walking Netball) with publicity and marketing. The Hub also has the capacity to assist any individual or group wishing to deliver additional sports within the parish.

**Finance**

Initially supported by grants from various local organisations, the Hub has become self-supporting through subscriptions and fund raising.

**Current Activities**

***Carpet Bowls*:** Erpingham Village Hall, Tuesday evenings, 7:30pm (Sept to April)

Another successful season, attracting 10 - 12 players per session. Covid caused a premature end to the season.

***New Age Kurling*:** Erpingham Village Hall, Wednesday evenings, 7pm (monthly, Sept to April) and available on request

The number of attendees dropped during the season and it has been decided not to hold sessions in 2021/22.

***Pilates*:** Erpingham Village Hall, Monday mornings, 9:30am

Continued to be well attended with 10 -15 regular participants. Covid restrictions have caused suspension of sessions in 2020.

***Short Mat Bowls*:** Erpingham Village Hall, Monday afternoons, 2pm (Sept to April)

This is another sport which has been very popular, with a regular turnout of 8 -10 players. Covid caused the premature end to the season in March.

***Walking Football*:**

Erpingham MUGA - Tuesday evenings, 7:30pm and Wednesday mornings,10am.

Now with 50 regular participants over the two sessions. Covid restrictions have caused the pausing of this activity. Hopefully will be returning from 29th March 2021.

***Walking Netball*:**

Erpingham MUGA, Wednesday evenings, 6:30pm and Friday mornings, 10:30am.

An activity provided by an independent coordinator who will hopefully resume when Covid restrictions allow.

**Summary**

The Hub continues to grow in terms of activities and participant numbers, playing a significant part in supporting the Village Hall and MUGA, and developing a positive working relationship with the respective management committees.

**9. Management Committee for 2021**

The Committee Members present indicated that they would be willing to serve on the Committee again, so the Committee was returned en bloc. Jinny Wells agreed to continue as chairperson and John Snelling agreed to continue as secretary and Richard Harden agreed to continue as treasurer and were duly elected unanimously.

1. **New Committee Members**

The following have expressed an interest in joining the committee and have been welcomed by the current committee. Ro Cove, Ken Codling, Sue Lawrence, Louise Cooper and Norman Brown. Jinny welcomed those on the call.

1. **Any Other Business**

The date of the first committee meeting agreed for Friday 26th March 2021 at 7pm. Ros to send out Zoom meeting invitation.

1. **Date Time and Place of Next Annual General Meeting**

 TBA