

**Minutes of the Annual General Meeting of the Mayfield Memorial Hall**  
**held on Wednesday 22<sup>nd</sup> May 2019 at 8:00 pm.**

The meeting was chaired by Les Wicker, the Memorial Hall Management Committee Chairman. He welcomed the 9 other people in attendance.

**1. Apologies for Absence**

None

**2. Minutes of the Previous A.G.M. held on Wednesday 16th May 2018, and Any Matters Arising from these Minutes**

It was proposed and seconded that these minutes be agreed as correct. This was carried, and they were duly signed by the Chairman.

There were no matters arising from these minutes.

**3. Chairman's Report**

A copy of the Chairman's report may be found at the end of these minutes. There were no questions following the Chairman's report

**4. Treasurer's Report**

**(i) Memorial Hall:**

A copy of the Treasurer's report may be found at the end of these minutes. The report shows a cash balance of £24,121.27, a reduction of £4879.71 on last year.

Janna reported that there were some defaulters on hire fees for the Hall and revenues were down on last year, partly owing to Mayfield Phoenix players being unable to stage a Spring production. Letters will be sent to the non-payers, two of whom held children's parties and may now be experiencing financial hardship. There was some discussion over whether those anticipating hardship should book the Hall, but it was agreed that the matter should be treated with delicacy.

There followed a discussion on raising Hall hire charges to increase income and it was resolved to raise the hourly charges as follows:

Local TN206XX):	£10.00	Outside of local area:	£15.00
Classes	£12.00	Commercial:	£150.00per day
Wealden	£200.00 per day		

These charges will be effective from 1<sup>st</sup> July 2019

A discussion on how to increase income through advertising followed in which it was suggested that the committee make all efforts to ensure that the Hall's availability should be advertised through posters in strategic locations in addition to local publications. Ian Bruce said, that since he added the location of the Hall to Google Maps, the site had received over 5K hits.

Rosie Neal suggested that we produce a wedding brochure showing the Hall when decorated for a wedding.

**(ii) New Memorial Hall:**

A copy of the Treasurer's report may be found at the end of these minutes. They show a balance of £55,467.53.

Brian O'Connor reported that the next 100 Club draw would be delayed in order to allow time for funds to be transferred to the current a/c.

## **5. Hall Manager's Report**

The Management Committee agreed at their meeting in July 2018 to set aside a provisional sum of £10,000 to carry out improvements to the appearance and efficiency of the Hall.

To date the following works have been carried out:

- Replacement of the windows in the cloakroom and the road side of the Hall.
- Replacement of the doors to the under-stage storage space.
- Repainting of the end and side walls of the Hall and the proscenium arch.
- Painting of the plastic covered panels of the dado in blue to match the curtains
- Repairs to the roof of the kitchen entrance were carried out to improve structural strength and waterproofing. This structure was destroyed in the March gales and is now the subject of an insurance claim.
- The electricity supply to the Old Library was updated to serve the electric heating needs of MAYFACS.

It is planned to clean and repaint the dressing rooms.

Chrissie Robinson said that was obviously serious loss of heat in the dressing rooms. Tony Woodliffe agreed to investigate the possibility of using some of the polycarbonate roofing from the destroyed kitchen porch entrance as makeshift secondary double glazing.

## **6. Booking Secretary's Report**

See report at end of these minutes

Shirley reported that 33% of days have no bookings at all and trends are changing. There is no Ballroom dancing, all-class parties are fewer, etc. She urged an increase in local advertising.

## **7. Election of Officers**

Les Wicker indicated that he and the other Officers were prepared to stand again, except the position of Minutes Secretary as this post is currently vacant.

- Les Wicker agreed to stand for another year and was elected unanimously
- Tony Woodliffe proposed that the existing Officers, should be re-elected en-bloc. This proposal was duly seconded and carried unanimously. Those elected:

*Chairman: Les Wicker*

*Vice Chair/Hall manager: Tony Woodliffe*

*Treasurer: Janna Todd*

*Bookings secretary: Shirley Holland*

Janna Todd indicated that Trish Lawson was prepared to continue as the Independent Accounts Examiner but would charge a fee of £50.00. Trish was duly proposed, seconded and elected unanimously.

## **8. New Mayfield Memorial Hall Project:**

Les Wicker reported that Chris Lilly of the Parish Council had asked him to agree to a substantial advance contribution from the Hall's funds to help cover architect's fees for the new *Mayfield Civic*

Centre (MCC). Having again discussed the situation with Action in Rural Sussex and the Charity Commission, he was advised that the charity is required to protect its assets and that it is not within the Hall's Trust deed to allocate funding to what could be a speculative venture by another body. Those present agreed with this assessment.

Chrissie Robinson reported that she had had accepted a position on the MCC sub-committee. The last meeting had been postponed pending resolution of certain issues, which impeded further progress.

## **9. Any Other Business:**

AGM matters – none

**(The below items are routine matters, usually settled in committee)**

### **(b) Co-opting**

The co-opting of Ian Bruce onto the committee automatically lapsed at this AGM. His reinstatement was proposed by Brian O'Connor, seconded by Brian Pike and approved unanimously.

### **(c) MAYFACS**

Shirley Holland reported that new drawings for the proposed extension had been prepared and were ready for submission to Wealden D C for planning approval.

## **10. Date of Next Meetings**

The date of next year's Annual General Meeting was arranged for **Wednesday 20th May 2020** at 7.30pm.

The date of the next Management Committee meeting was arranged for **Wednesday 10th July 2019** at 7.30 pm.

Tony Woodliffe

*Acting Minutes Secretary*

## Chairman's Report for 2018/2019. Annual General Meeting.

Since the last year's AGM we have carried out some maintenance, which Tony will report on. However, I feel that it's worth pointing out that Tony has been very active on the maintenance side, carrying out small repairs and also setting up the heating times for the various bookings. Thank you, Tony, for all that you do for the Hall.

I'll highlight two occurrences which affected bookings for which we're sorry. Firstly the ball valve in the tank in the foyer loft seized up and restricted the flow of water to the ladies toilets on bonfire night which left our cleaner Graham Holland called upon to try and keep the toilets going. Thank you, Graham, for trying to sort it out. The second was the thermostat on the hot cupboard failed during the Old Peoples Party and also affected the hiring, for the party on New Year's Eve.

At the last AGM you will see from the minutes that there were several points put forward as to how we proceed with the New Memorial Hall project. However, during the year the Parish Council commissioned a feasibility study looking at a new community centre, which has been reported at the Parish Council meeting, as well as our committee having a presentation on the results. The Parish Council have now set up a committee to take the project forward and Chrissy Robinson has agreed to join the committee. We await the outcome.

The Parish Council have asked us to help fund the design and costs up to a Planning Application. However, following discussions with the Charity Commission and Action in Rural Sussex we have been advised and have advised the Parish Council that we are able to contribute to the build costs, but not to the design and architects' fees.

In the mean while MAYFACS have obtained planning permission to extend the old library. However, it showed up that the footpath route, had never been diverted when the Hall was originally built. Wealden have agreed to divert the footpath and costs involved. However, our lease ends in September 2020 and that may be a problem for funding, as we are unable to guarantee MAYFACS tenure past that date. During the year Community Cars have installed their own telephone line in the old library, for the public to ring to contact them.

We have had some hirers not paying for their bookings and I think Janna will highlight any outstanding sums during her report. Thanks, Janna, for that and all you do in keeping the accounts so efficiently.

Some mouse droppings were found a little while ago and the resultant traps caught 3 mice. I would remind hirers that no food of any description should be left in the hall after their booking.

The 100 club membership is still very low and we must try and get this going again, just in case the Parish Council's community centre needs more support during the build.

During the year Ian Bruce set up a group email for the committee. However, when setting this up it highlighted that committee members do not always let us know that they no longer represent an organisation on our committee. This means they are left on the charity commission listing, which now has a requirement for email addresses to be added. With GDPR and the Charity Commission, we need to make sure that our records are correct, which may necessitate signing new forms each year.

Again, there are still items of maintenance, which we will be looking at during the coming year. Tony will be co-ordinating this work to improve the Hall's appeal for organisations or individuals to use. To this end we have registered with B&Q for donations of paint. They don't make direct donations, but any damaged tins that can't be sold are offered to charities.

Following John Neal standing down last year we advertised the post and were not successful in securing a permanent minute secretary. Therefore, any offers will be gratefully received.

Burnett's throughout the year have continued to provide a good service issuing of the keys for which we are very grateful. Our thanks go to all the staff at Burnett's

Graham Holland continues under difficult circumstances at times to keep the Hall clean. Thank you Graham.

Once again, a big thank you to our Hall Manager Tony Woodliffe for all he does in keeping this hall running. Thank you, Tony. My thanks also to the officers of the hall, namely, Janna Todd and Shirley Holland, looking after the accounts and bookings respectively. I would also like to mention Ian Bruce as a co-opted committee member for his input during the year. His co-option comes to an end at this meeting under the terms of the trust deed. Thank you Ian for what you have done during the year. I must also thank the committee for their input at meetings during the year.

That concludes my report.

L. T. Wicker.  
Management Committee Hon. Chairman.  
Charity No. 305280

## Treasurer's Report for the Year-ending 31st March 2019

### **Income**

- Income taken during the 2018/19 financial year for bookings was down by 18.9%.
- The hall had a new provider of electricity at the start of the financial year. N-Power overestimated the average monthly consumption at the start of the contract hence the refund of £150.23.
- The income in respect of insurance for £87.07 was from the Newsletter for their photocopier. The ownership of the photocopier has since been transferred to MAFACS who are now responsible for its insurance.
- Interest from Santander, The Yorkshire Building Society and Virgin Charities Account amounted to £126.10
- There are four outstanding invoices, three from December 2018 and one from February 2019 which have been chased and despite assurances that they will be paid the income has yet to be received.

### **Expenditure**

- Expenditure for rates/ licences included the waste collection Service provided by Kier Environmental Services. There was an additional payment for their Duty of Care Certification which accounts for some of the increase for rates and licences. Other expenditure in this category includes business rates to Wealden District Council and the PRS/PPL music licence we are obliged to pay.
- There was increased expenditure for the hall refurbishment compared to 2017/18, which is to be expected as was authorised by the Management Committee.
- The monthly charges for telephone and broadband were increased by 27% by Utility Warehouse from November 2018 so we are now paying a flat fee of £31.20 per month for the service.
- The expenditure for electricity in 2018/19 is not an accurate representation. Due to administration errors by SSE, our previous provider, there was a failure to issue the correct bill for the final quarter of the financial year. On top of this there was a subsequent delay in the direct debit being taken due to the transfer of electricity to the current provider N-Power and agreement between the two companies on what was due to whom and when.

### **General Information**

- Expenditure over income for the 2018/19 financial year was £4,879.71 compared to an excess of income over expenditure of £1,805.56 in the 2017/18 financial year.
- It was necessary to transfer £1,000 from the Santander deposit account in June 2018 to cover insurance costs which remains our biggest item of expenditure during the year.
- Although not in the 2018/19 financial year it should be noted that due to reduced income it has been necessary to transfer a further £1,000 from the Santander Deposit account on 02 April 2019 and with the next insurance renewal due in June 2019 it is anticipated that additional funds will need to be taken from a deposit account.

### **Cash Assets for the Memorial Hall as at 31 March 2019**

Santander Current Account:	£792.97
Santander Deposit Account:	£7,177.89

Yorkshire Building Society: £3,616.05  
 Virgin Charity Account: £12,534.36  
**Total: £24,121.27**

**Memorial Hall and New Memorial Hall total cash assets as at 31st March 2019**

Memorial Hall total cash assets: £24,121.27  
 CAF & Metro balance as at 31 March 2019: £55,427.53  
**Total: £79,548.80**

**Mayfield Memorial Hall Income & Expenditure for Year End March 31st 2019 - Registered Charity No. 305280**

	2019	2018		2019	2018
<b>INCOME</b>	<b>£</b>	<b>£</b>	<b>EXPENDITURE</b>	<b>£</b>	<b>£</b>
Bookings	9,922.70	12,231.05	Bookings	0.00	0.00
Alcohol Licence Fees	240.00	160.00	Alcohol Licence Fees	0.00	0.00
Cleaner	0.00	0.00	Cleaner	2,600.00	2,575.00
Cleaning Materials	0.00	0.00	Cleaning Materials	72.67	60.87
Rates / Licences	0.00	0.00	Rates / Licences	2,562.80	2,011.01
Hall Refurbishment	0.00	0.00	Hall Refurbishment	2,791.08	0.00
Water	0.00	0.00	Water	502.70	381.16
Telephone/ Broadband	0.00	0.00	Telephone/ Broadband	328.72	295.20
Gas	0.00	0.00	Gas	1,415.09	1,329.54
Electricity	150.23	0.00	Electricity	1,992.23	1,046.65
Admin	0.00	0.00	Admin	0.00	0.00
Postage	0.00	333.15	Postage	0.00	0.00
Insurance	87.07	0.00	Insurance	2,448.51	2,607.60
Membership / Subscriptions	0.00	0.00	Membership/Subscriptions	172.80	28.80
Utility Warehouse Commission	113.55	79.29	Utility Warehouse		
Donations	0.00	0.00	Commission	0.00	0.00
Key Deposits	25.00	107.35	Donations	0.00	0.00
Misc	0.00	5.00	Key Deposits	0.00	0.00
			Misc	0.00	0.00
Subtotal	<u>10,538.55</u>	<u>12,915.84</u>	Subtotal	<u>14,886.60</u>	<u>10,335.83</u>
<b>Other</b>			<b>Other Expenditure</b>		
<b>Income</b>					
Interest	126.10	94.26	Repairs / Maintenance	657.76	603.17
			Renewals	0.00	265.54
<b>Total Income</b>	<u>10,664.65</u>	<u>13,010.10</u>	<b>Total Expenditure</b>	<u>15,544.36</u>	<u>11,204.54</u>
Excess of Expenditure			Excess of Income over		
over income	<u>4,879.71</u>	<u>-1,805.56</u>	Expenditure	<u>-4,879.71</u>	<u>1,805.56</u>

**Mayfield Memorial Hall Balance Sheet for Year End March 31st 2019**

	£		£
<b>Assets</b>		<b>Current Assets</b>	
Current Account @31/03/18 B/F	4,798.78	Current Account	792.97
Deposit Account @31/03/18 B/F	8,139.97	Deposit Account	7,177.89
Yorkshire Building Soc @31/03/18 B/F	3,598.06	Yorkshire Building Soc	3,616.05
Virgin Charity A/C @31/03/18 B/F	12,464.17	Virgin Charity DepositA/C	12,534.36
<b>Fixed Assets</b>		<b>Fixed Assets</b>	
Memorial Hall	12,989.91	Memorial Hall	12,989.91
Balance Brought Forward	<u>41,990.89</u>		
Excess of Income over Expenditure	-4,879.71		
<b>Total</b>	<b><u>37,111.18</u></b>	<b>Total</b>	<b><u>37,111.18</u></b>



Janna Todd

Treasurer, Mayfield Memorial Hall

Cash reserves are held to cover future major expenditure on the hall.

Annual Accounts for NMMH Project Committee			
Period	From	To	
01 April 2017	31 March 2018		
	Income	£	Source
	0.00		Donations
	0.00		Gift Aid
	0.00		Utility Warehouse
	0.00		Grants/repayments
	950.00		MVC 100 Club
	0.00		Events
<b>Total to March 31, 2018</b>	<b>950.00</b>		
	Expenditures	£	
	0.00		Printing/advertising
	0.00		Events
	600.00		100 Club Prizes
	0.00		Training/info
	0.00		Utility Warehouse
	0.00		Architects costs
	0.00		Other costs
<b>Total to March 31, 2018</b>	<b>600.00</b>		
	Interest/account charges	£	
<b>Total to March 31, 2018</b>	<b>60.00</b>		
Excess income over expenditure		£	
			390.00
			<b>BANKS</b>
			1. Charities Aid Foundation Bank (CAF Bank) A/C 800016240
			2. METRO BANK

Annual CAF Accounts for NMMH Project Committee			
Period	From	To	
01 April 2018	31 March 2019		
	Income	£	Source
	950.00		Donations
			Gift Aid
			Utility Warehouse
			Grants/repayments
			MVC 100 Club
			Events
<b>Total to March 31, 2019</b>	<b>950.00</b>		
	Expenditures	£	
	500.00		Printing/advertising
			Events
			100 Club Prizes
			Training/info
			Utility Warehouse
			Architects costs
			Other costs
<b>Total to March 31, 2019</b>	<b>1,050.00</b>		
	Interest/account charges	£	
<b>Total to March 31, 2019</b>	<b>60.00</b>		
Excess income over expenditure		£	
			(170.00)
			<b>BANKS</b>
			1. Charities Aid Foundation Bank (CAF Bank) A/C 800016240
			2. METRO BANK

**BALANCE SHEET  
YEAR ENDING 31 MARCH 2019**

	£	£
Balance brought forward	55,637.53	
		<b>FIXED ASSETS</b>
		0.00
		<b>CURRENT ASSETS</b>
		Creditors
		40.00
		Cash at Bank current a/c
		CAF Bank
		50,467.53
		METRO Bank
		5,000.00
Excess of income over expenditure	-170.00	
<b>Total</b>	<b>55,467.53</b>	<b>55,467.53</b>

Independent examiner

Non-Treasurer



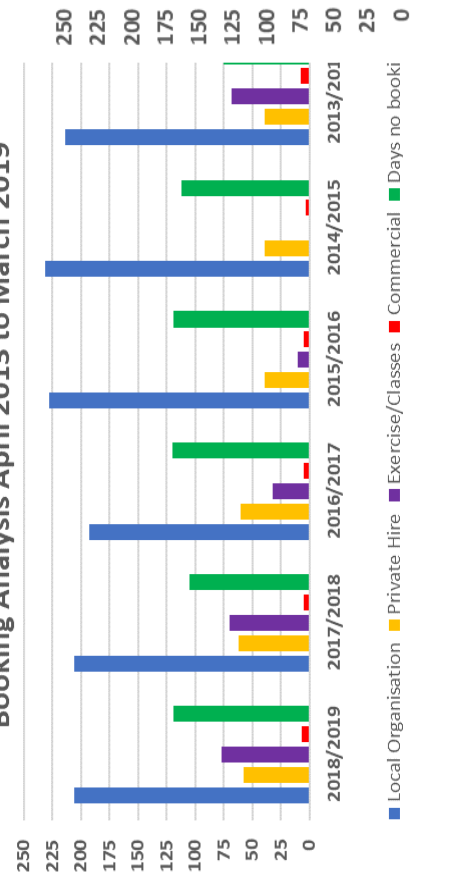
Bookings Analysis of Hall Hire 2018 to 2019												
	Total	Total (17/18)	Local Organisations	Local Organisations	Private Hire	Private	Training/Classes	Training/Classes	Commercial	Commercial	Days No Bookings	Days No Bookings
April	26	27	14	15	3	7	9	5	0	0	11	9
May	33	28	17	15	5	9	10	2	1	2	9	6
June	28	19	15	12	9	2	3	4	1	1	7	15
July	17	25	9	11	5	10	3	4	0	0	16	9
Aug	11	10	5	6	2	1	4	2	0	1	22	20
Sept	34	30	24	22	3	3	6	5	1	0	9	5
Oct	42	41	35	27	2	5	4	8	1	1	2	1
Nov	25	38	15	28	4	5	5	5	1	0	11	2
Dec	26	28	13	16	9	5	3	7	1	0	11	13
Jan	31	30	22	17	4	4	5	9	0	0	11	7
Feb	33	31	17	17	6	5	9	9	1	0	6	9
Mar	42	36	20	20	6	6	16	10	0	0	4	9
<b>Total</b>	<b>348</b>	<b>343</b>	<b>206</b>	<b>206</b>	<b>58</b>	<b>62</b>	<b>77</b>	<b>70</b>	<b>2</b>	<b>5</b>	<b>119</b>	<b>105</b>
<b>Percent</b>			<b>59%</b>	<b>60%</b>	<b>17%</b>	<b>18%</b>	<b>22%</b>	<b>20%</b>	<b>2%</b>	<b>1%</b>	<b>33%</b>	<b>29%</b>

**NOTES**

- In addition to the other hirers there is WDC for elections as and when required, which seems to be quite a lot at the moment!
- I have a number of enquiries from potential hirers who wish to start various exercise classes, but in the evening. They can rarely be accommodated for various reasons, monthly hirers being one.
- The monthly hirers also prevent more regular weekly hirers.
- Picked up an exercise class on Wednesday evenings
- Day times are by far the quietest times in the hall

The two graphs below show the trends over the last 6 years. The fluctuation in exercise classes follows trends - there were a couple of years when ballroom dancing took place twice a week. The significant numbers are the number of days where there are no bookings. The majority of bookings are in the evening

Booking Analysis April 2013 to March 2019



Booking Analysis April 2013 to March 2019

