

IVER HEATH VILLAGE HALL COMMITTEE
 Minutes – AGM – Tuesday 15 October 2024
To be ratified at the 2025 AGM

Present

Matthew Streuli, Co-Chair
 Caroline Streuli, Co-Chair
 Marion Holmes, Secretary
 Ann Mayling, Treasurer
 Carol Campling
 Luisa Sullivan
 Julie Cook
 Janet Beale
 Jenni Edwards

Members of the public and IHVH Committee

Meeting Open at 19:00



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

Welcome to our AGM
 Tuesday 15th October 2024

AGENDA

1. Apologies
2. Minutes of Previous AGM
3. Matters Arising from previous AGM
4. Co-Chair's Report
5. Treasurer's Report
6. Adoption of the Accounts
7. Election of the Committee
8. Election of Officers
9. Any Other Business

Please have a look at our newly updated website or email ihvhoffice@gmail.co.uk

The Committee Elect for 2024/2025 is:
 Co-Chairs, Caroline and Matthew Streuli
 Treasurer, Ann Mayling
 Secretary, Marion Holmes

Julie Cook - IPC
 Peter Stanhope – IPC
 Vishal Gupta - IPC
 Luisa Sullivan - Buckinghamshire Council
 Jenni Edwards - St Margaret's Church
 Jenni Edwards - Heathway Ladies
 Les Brewer - Iver Heath Drama Club
 Carol Campling - Bookings Volunteer
 Janet Beale - Hall Volunteer
 Pat Roberts - Public Representative

1	Apologies	Action Points
	Peter Stanhope, Pat Roberts, Vishal Gupta	
2	Minutes of the Previous Annual General Meeting	
	Matt Streuli welcomed everyone. Minutes for previous AGM were shared with the committee via email and printed copies were available. Minutes were accepted – Proposed by Carol Campling, seconded by Julie Cook.	
3	Matters Arising from the previous AGM	

	<p>There are no action points from the previous AGM however many items are included in the following reports.</p>	
4	<p>Co-Chair Report</p>	
	<p>Good evening and welcome. We are Caroline and Matthew Streuli and we are your current Co-Chairs. We'd like to take this opportunity to reflect on the past year. Starting with a successful Christmas Fete which brought the community together.</p> <p>A lot of work was undertaken to correct the issues identified by last year's fire risk assessment including a new compliant fire alarm system which has been installed and maintained by Palmac of Richings Park. Matt completed training to carry out PAT electrical testing and carries this out for the hall at a much more affordable fee. Following ill health, our previous cleaning contractor left just before Christmas 2023 which led to Matt stepping in, initially short term but more recently agreed as ongoing. Our Treasurer Ann will go into further details but our new cleaning contractor and more affordable cleaning materials, from Costco and Lidl and Booker, have seen our Cleaning labour and materials cost nearly half despite inflation.</p> <p>Caroline, Carol and Matt ran a Community Chit-Chat café as a pilot starting for Time To Talk day back in February which then ran most Wednesdays during term time. Around this time, we were also thankful to Ivers Parish Council who provided a grant to pay for 10 new large folding tables which was much needed as Slough Tabletop Collective has rapidly grown over the last year. During the year we've updated the Terms of Hire and will be looking once again at overhauling these terms as we've completed the switch to the new LemonBooking system. Along with more daytime hires, we've seen a steady growth in demand for hall hire and there is a waiting list for weekday evening spaces. Over 90% of our weekends have at least one occasional hire in. We now have 19 regular hirers operating 22-23 sessions each week.</p> <p>In Spring, we welcomed an NHS Falls prevention team to the hall who ran a series of weekly movement classes to support patients in South Bucks referred by their GP. We also welcomed a TV production company who hired the whole hall for two full days for a programme called 'Too Much' which is coming to Netflix early in 2025. The sun shone on the Spring Fete which raised £220 for the charity as well as promoting the hall and benefiting our local community. A lot of the work goes on behind the scenes. Matt reviewed and brought up-to-date the Health and Safety Policy and the Charity's risk assessment as part of his IOSH qualification over the Summer including the updates from the Fire Risk Assessment.</p> <p>Over the summer we chose to pause the Chit Chat Café. While it was appreciated and used by a variety of people, including a small group of regulars, it did not raise enough funds to fund itself. Part of growth is about reflection and making changes based on what we learn in that reflection. This is how the Committee chose to move from our previous processes to the LemonBooking system. While it costs slightly more, it has dramatically reduced the hours that our booking team, Carol and Caroline, spend taking enquiries, chasing signed terms, chasing final payments and so forth. It has reduced the regular hire invoicing process from 2-3 hour to around 30 minutes. Alongside the update to our payment terms, this has reduced the risk to the hall of non-payers or time wasters. Despite inflation and an increase in energy costs, we've found other ways to reduce costs including using more energy efficient LED bulbs, using less to no postage as we move more and more paperless and moved our insurance to Zurich which had reduced our insurance costs by ~£500 per year.</p>	

Routine maintenance has continued outside and inside the building, all being logged with the only outstanding for 2024 being our door and shutter service due to happen in the next few weeks and our fire extinguishers at the end of the year. The village hall is a charity and our Treasurer, Ann Mayling, has spent a lot of time and energy not only to help make sure that the charity complies with current legislation while being financially stable for the future – something we are very grateful for her diligence in. We will leave Ann to provide a full update but we are proud that as a team we have reduced the annual expenditure by around £10,000 – it was ~£40k three years ago and now is around £30k, while increasing our income steadily.

That is a quick overview of the last 12 months and we will try to answer questions during Any Other Business at the end of the meeting – including some questions we've had sent in by regular hirers. It is important for charities to try to make a small profit so we have reserves for the unexpected and to help budget for future works and improvement. As such, we are restructuring our hire rates which we will announce in Any Other Business. It is over a year since the last price increase and this restructure will help improve the halls income and ability to make a small profit – especially against inflation – while keeping us affordable comparable to other halls and venues. Our records are independently audited and up to date with the Charity Commission so please do have a look at their website and feel free to email us any queries you have. We look forward to seeing you at the Christmas Fete in December. Thank you all for your time and support of the hall and us during the last few years and fingers crossed to a profitable and resilient 2025.

Thank you for your time. Thank you for supporting us, Ann and the committee. We hope that the next few years will provide a strong foundation for the future of this charity.

5 Treasurer's Report

Unaudited accounts will be submitted to auditor and presented to trustees once completed. The documents will be added to these minutes as an appendix.

Balances at bank

As at end of financial year:

Current Account	£38,742.45
Savings Account	£7,573.64 (Reserves account)

Cash from fundraising	£463.75
-----------------------	---------

Items outstanding not yet processed which will appear in FY 24/25

- Refund £790 to be given to hirer who cancelled – lost in post
- Palmac cheque – lost in post
- £50 refund cheque – with hirer
- Invoices from Taekwando – chase letter sent

Key metrics: Income

- Income from activities: £33,456.50
- Grant (TIPC) £450
- Interest: £78.66
- Cash (fundraising) £443.75

Total income : £34,428.91

Key metrics: Expenditure

- Only major spend in year – fitting of fire alarm
- Some operating costs reduced year on year – savings from cleaning and cleaning materials and maintenance (materials only)
- Energy costs, water, refuse collection and broadband gone up

Total expenditure: £30,358.09

Current account activity FY to 31/08/24

Month	Total in	Total Out	Closing balance (CA)
Sept	£1,580.25	£9,070.45	£27,702.84
Oct	£2,251.75	£931.79	£29,022.80
Nov	£2,704.50	£1,088.56	£30,894.16
Dec	£1,495.25	£8,129.73	£24,004.26
Jan	£3,801.75	£1,444.76	£26,361.25
Feb	£3,038.75	£1,802.41	£27,597.59
March	£2,337.50	£1,598.60	£28,336.49
April	£2,609.75	£1,312.28	£29,633.96
May	£6,234.25	£1,332.83	£34,535.38
June	£2,512.00	£1,699.59	£35,437.79
July	£3,111.00	£856.07	£37,602.72
August	£2,229.75	£1,091.02	£38,741.45
Total	£33,906.50	£30,358.09	

Full year – income and expenditure by category

Category	Income	Expenditure
Alarm security		£294.47
Booking software		£270.00
Broadband		£535.16
Cleaning		£3,423.63
Cleaning materials		£555.35
Compliance checks		£458.32
Consumables		£660.99
Credit	£234.00	
Energy		£4,508.02
Fire alarm		£12,972.47
Fundraising	£20.00	
Gardening		£1,800.00
Grant	£450.00	
Hall hire	£33,202.50	
Insurance		£1,711.07
Maintenance		£130.00
PRS PPL		£357.61
Refund		£465.00
Refuse collection		£562.60
Water		£1,392.40
Website		£66.00
Window cleaning		£195.00
Grand Total	£33,906.50	£30,358.09

Total income for 2022/2023 was £32,311.24 so exceeding this in just Hall Hire for 2023/2024 shows the increasing demand for the venue partially in thanks to the improved social media prescenes and high Google review rating.

Finance – items of note

- Changes in spend–
 - significant reduction in cleaning costs and materials
 - Energy bills uplift – new 2 year energy deal from July 2024
 - Water bills uplift – from April 2024
 - Fewer project costs – fire alarm only spend
- Changes in income–
 - Significant uplift in income from hirers -up by a third from previous year
 - Grant income – 1 payment of £450 TIPC
 - Fundraising – modest income from events
- **Did not use reserves in 2023/2024- previous year used £6.6k**

Fundraising also helps raise awareness and publicity of the Hall (and it's regular hirers) and benefits the whole community – not just those who use the hall.

Finance – items of note

- Audited accounts and trustee report added to charity commission on time for 2022/2023 – auditor appointed and approved accounts with no changes
- Year on year performance – income exceeded expenditure!
- One factor was Netflix which is one off but underlying hire income strong and costs have been managed in year
- Financial policy updated – reviewed and adopted
- Change of payment terms and review management of onboarding new repeat hirers and changes to occasional hirers – highest risk of debts
- Changes reflected in online booking system and on invoices for 2024/2025

Budget for 2024/25 – operating costs £25,000

- Energy bills uplift of expected based on new tariff vs previous fixed price deal (ended July 2024)
- All operating costs expected to rise by RPI plus
 - Costs re fire safety, electrical and PAT testing
 - Utilities
 - Refuse collection etc.
- Have changed suppliers to reduce costs where possible or checked getting best value
- Detailed budget to go to next meeting to include contingency and accrual figure of £2k in addition

6 Adoption of the Accounts

Caroline Streuli proposed.
2nd by Mariann Rand-Weaver. Unanimous vote approved.

7 Election of Committee

Unanimous vote approved.

Julie Cook - IPC
Peter Stanhope – IPC
Vishal Gupta - IPC
Luisa Sullivan - Buckinghamshire Council
Jenni Edwards - St Margaret's Church
Carol Campling - Bookings Volunteer
Jenni Edwards - Heathway Ladies
Les Brewer - Iver Heath Drama Club
Janet Beale - Hall Volunteer
Pat Roberts - Public Representative

8 Election of Officers

Overseen by Ann Mayling
Election of Co-Chairs, Caroline and Matthew Streuli.
Proposed by Julie Cook. 2nd by Carol Campling
Vote approved with no objections.

Overseen by Matthew and Caroline Streuli
Election of Treasurer, Ann Mayling. Vote approved with no objections.
Proposed by Julie Cook, 2nd by Luisa Sullivan.

Election of Secretary, Marion Holmes. Vote approved with no objections.
Proposed by Marianne Rand-Weaver. 2nd by Julie Cook.

9 Any Other Business

New Pricing
A restructure was announced and is included below.

Will the Terms be updated now we are on lemonbooking?

Yes. Matthew Streuli has a draft he will review with trustees and then present to committee. There will be 1 terms document rather than the current 2.

What is expected of the last person to leave the building,

Go through checklist at alarm, taps and lights are off and so forth. Kitchen, lobby and toilets are communal so we expect all regular hirers to check them – regular hirers get better pricing for their support of the hall and that includes being a trusted keyholder. If you were in the community room and you notice the lights on in the hall, please pop in and turn them off but we wouldn't expect you to check the fire doors and so on – that's on the last person who hired that room. Likewise, if you are in the main hall we don't expect you to check the community room.

Use of Music

the hall pays for a license called PPL PRS which pays for vast majority of copyrighted music to be played and performed here.

Fridge from the Church Room,

There is an old fridge upstairs. We want to get rid of it. Matthew Streuli asked if anyone can help dispose. We will ask Slough Tabletop Collective if they can move downstairs.

National Grid Grant Opportunity

Julie Cook shared that it is very likely that the proposed expansion at the nearby Iver distribution substation will be given the 'go ahead' and as such encouraged the hall and other nearby groups to prepare their applications for grants. The committee has a proposal for solar panels and batteries to be fitted to the Village Hall – and works to improve access to those batteries – which needs further work so we are ready to apply when the window opens.

Iver Villages Together

A local collaborative effort is looking to raise money for creative and ecological activities for families and youngsters. They have asked if we can host a 'printer cartridge drop off point' for recycling. The committee will formally discuss this at the next management committee meeting but it is unlikely we will have any issues or objections.

Plan for future work

The committee were asked if they had plans for future work or proposals. In short, there are ideas but the Co-Chairs and Treasurer spoke around needing more successful years to help rebuild the hall's reserves. One such plan is a refurbishment to the Church Room and/or Committee Room. This would include decoration such as new blinds to match the hall, updates to the Church Room ceiling, replacing the light fitting and heaters for more efficient options. Over the next year, the committee hope the charity continues to perform well so more time can be put into in these plans and therefore start making steps into bringing them to fruition.

Thank you.

Pat Roberts (via email) and Luisa Sullivan shared their thanks to Caroline and Matthew Streuli and the whole committee for their hard work. Luisa spoke of the trustee's innovative ideas such as the improved social media and weekly tours, and thanked Ann for her keen work managing the finances which was echoed by the Co-Chairs.

<p><i>We look forward to seeing you at the Christmas Fete.</i></p> <p>The co-chairs closed the meeting and confirmed that all the stalls at the fete are reserved or paid for. Demand is high and the community is excited for the event.</p>	
<p>Meeting closed at 7:40pm</p> <p>Links:</p> <p><i>Charity Commission – Reports & Accounts</i> https://register-of-charities.charitycommission.gov.uk/en/charity-search/-/charity-details/300285/charity-overview</p> <p><i>Our Website with history, car park info and policies + risk assessment</i> www.iverheathvillagehall.co.uk</p> <p><i>Booking Portal with diary and FAQ page</i> https://iver-heath-village-hall.lemonbooking.com/</p>	

Hosted & led by



Iver Heath Village Hall

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

Iver Heath's Christmas Fete

Free Entry

Stalls include:

Iver Heath Bowls Club, KoKoPops,
The Condiments Kitchen, Ivers Hive,
Hot Dogs and Hot Drinks @ Iver Heath Scouts,
Furr Baby Bakery, Iver Singers, BK Flowers,
Beatrice Holloway Books, Gary Kemp Crafts,
Kayley's Crystals, Ashleigh's Accessories,
E&A Designs Craft Kits, Chiltern Scents,
Iver Heath Drama Club, and Pranic Healing

Saturday 7th December 2024 2pm to 4:30pm

Sponsored By



Proceeds support the upkeep of our Village Hall.
Under 16s must be accompanied by a responsible
adult. For more information about this
fundraising event contact ihvoffice@gmail.com
Please walk wherever possible to save parking for
those with blue badges. *Follow the Iver Heath
Village Hall on Instagram, TikTok and Facebook*





Iver Heath Village Hall

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

New Hire Rates from 1st Jan 2025

As announced at our AGM on 15th October:
In line with inflation and comparing our offering with local venues, we have restructured our pricing. This will help the charity build back the reserves it needs and enable us to plan for upcoming projects and works.

Pricing from 1st Jan 2025 - Min Hire of 1 hour.				£ per hour
Occasional Hire (Not-For-Profit)	A one or few time hire that is not for profit - for example a birthday party, election or meeting. There is no charge for entry. A fundraising event, at Officer's discretion, could fit this type. Payment within 7 days of booking request being accepted.	Main Hall	Any day to 5pm	32
			5pm onwards	36
		Church Room	Any day to 5pm	16
			5pm onwards	18
		Community Room	Any day to 5pm	20
			5pm onwards	24
Whole Building	Any day to 5pm	60		
	5pm onwards	65		
Occasional Hire (For-Profit)	A one or few time hire that is FOR profit - for example a sale or filming. There could be a charge for entry. Payment within 7 days of booking request being accepted.	Main Hall	Any day to 5pm	40
			5pm onwards	48
		Church Room	Any day to 5pm	16
			5pm onwards	18
		Community Room	Any day to 5pm	20
			5pm onwards	24
Whole Building	Any day to 5pm	66		
	5pm onwards	70		
Regular Hirer (Charities & Non-Profit)	A regular hirer (who books <u>at least</u> once per month for 6 months, or weekly for 6 weeks) as a registered charity or as non-profit organisation, for example a booking by the NHS or a local social/activity group)	Main Hall	Any day to 5pm	16
			5pm onwards	16
		Church Room	Any day to 5pm	12
			5pm onwards	12
		Community Room	Any day to 5pm	12
			5pm onwards	14
Whole Building	Any day to 5pm	34		
	5pm onwards	34		
Regular Hirers (Small local business)	A regular hirer (who books <u>at least</u> once per month for 6 months, or weekly for 6 weeks) for profit activities (such as an exercise class) who is self-employed or a micro business with the address being within 5 miles of the Village Hall postcode. (micro business is ten employees or fewer)	Main Hall	Any day to 5pm	16
			5pm onwards	17
		Church Room	Any day to 5pm	12
			5pm onwards	12
		Community Room	Any day to 5pm	12
			5pm onwards	16
Whole Building	Any day to 5pm	40		
	5pm onwards	40		
Regular Hires - Commercial	A regular hirer (who books <u>at least</u> once per month for 6 months, or weekly for 6 weeks, or daily for 6 days) for profit activities who is outside our 5 mile radius and/or has more than 10 employees)	Main Hall	Any day to 5pm	24
			5pm onwards	28
		Church Room	Any day to 5pm	12
			5pm onwards	20
		Community Room	Any day to 5pm	16
			5pm onwards	20
Whole Building	Any day to 5pm	48		
	5pm onwards	60		

Payment terms are on the FAQ page of our website. The category description is a guide and our Trustees have final discretion. New price applies to all hires from 1st Jan 2025 onwards.

iverheathvillagehall.co.uk