



# Tintinhull Community Hall Trust

## AGM

6<sup>th</sup> November 2018

# Agenda



1. Apologies for absence
2. To read and confirm the minutes for the AGM held on 25th September 2017
3. Opening address by The Chairman
4. Report from The Village Hall Management Group
  - A. Synopsis of 2018 by Geoffrey Stone
  - B. Hall usage report by Toby Banks
  - C. Coffee Shop report by Alex Perham
5. Presentation of the accounts by David Dalton
6. Election of The Village Hall Management Committee
7. Public Question Time

# Welcome from the Chairman



- Tintinhull Community Hall Trust Chairman, James Pullen

# Annual Review



- TVHMC Chairman, Geoff Stone

# Bookings Update



- Assuming hall is available for use 12 hours a day, overall occupancy until the end of October = 26.6% (Main Hall and Meeting room combined)
- 176 bookings for the Main Hall and Meeting room totalling of 1330 hours, comprising 522 'separate events'
- 40 'separate events' were for the meeting room, totalling nearly 200 hours usage
- There have been 30 private parties
- In addition to groups using the old hall (Pilates , Drama , TLHG, PC, Gardening etc) we now have Line Dancing, Mother and Toddler, Motiv8, Folk Dancing, History group presentations, Flower arrangers, Zumba, Music rehearsals, to name but a few

# Coffee Shop



- Initially, the coffee shop was open Monday, Tuesday, Thursday & Friday 10am - 4 pm
- It was instantly popular with the village residents
- ‘Snow day’ proved its value as a community hub and a meeting place when people are unable to get out due to transport difficulties
- Big breakfast, PTA Craft fair, parties and talks of interest, supported by the coffee shop
- Saturday mornings and all day Wednesday introduced to test the demand

# Coffee Shop



Current Manager Janice



Some of our volunteers



Initial Manager Gemma



Christine C



Ann F



Adrian



Jane



Margaret



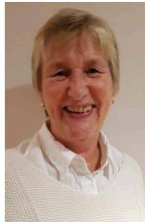
Sarah M



Ann LF



Ann B



Maggie and Peter



Ruth



Flora and Martin



Anette



- Here are just some of the 30 volunteers that help to keep the coffee shop going
- Initial manager – Gemma
- Current manager – Janice
- A huge Thank You to all!!

# Coffee Shop



In 9 months, we have sold.....

- Approximately a gallon of coffee a day
- 25 slices of homemade cake a week
- 10 'specials' and many light bites per week to villagers, hall users and 'passers through'
- Numerous ice creams and milkshakes
- Takeaways to villagers, tradespeople and people working in the village, from gardeners to carpet layers
- Cater for all dietary requirements – Gluten Free / Vegetarian
- We have even sold the odd pint of milk or loaf of bread to people who have run out



## Coffee Shop

### Marketing and expansion

- Increasing the variety of the menus – seasonal related
- Leaflets delivered to local schools
- Advertising in Purple Pages – November
- Exploring local radio and other magazine advertising
- Reaching out to additional volunteers

### *Words from Janice.....*

*We have a tight knit team of volunteers who's skills are being improved every day. We are enabling people to broaden their skills base and friendship circles while doing something useful for the community.*

*We have new volunteers signing up and realising what a positive experience it can be. Long may it continue!*

# Hall Marketing



## Planned marketing for 2019

- Logo and branding for the Hall and Coffee Shop to be used in all social media for consistency of message
- Website now just over a year old and written before the building was completed. This will now be rewritten in the New Year to refresh but also to reflect how and who is using the hall
- Leaflet developed and delivered to every house in the village and inserted in book bags at the school. In addition it was delivered to key locations
- Plan for marketing activity in the New Year including offers from the coffee shop in local magazines
- Regular updates in the Village magazine

# Financial Update



## Introduction – David Dalton

- These are unaudited accounts for the period of 1 September 17 to 31 August 18

# Financial Update - Receipts and Payments – to 31<sup>st</sup> Aug 2018



Bank Account opening balance	<b>101327.00</b>	
	<b><u>RECEIPTS</u></b>	
	<b>£</b>	<b>£</b>
Main Lottery grant	185635.99	
Running Cost grant	7441.00	
SSDC grant	17005.00	
Lottery grant - curtains	<u>9500.00</u>	219581.99
Fundraising	1150.00	
Donations	8093.50	
Gift Aid	<u>931.25</u>	10174.75
Hall Hire	5182.36	
Coffee Shop	15391.34	
Book Exchange	<u>87.34</u>	20661.04
VAT Reclaim		<u>7469.03</u>
		257886.81

# Financial Update - Receipts and Payments – to 31<sup>st</sup> Aug 2018



## PAYMENTS

Building Costs	268345.56
Marketing	1006.41
Kit Out	33813.07
Administration	4731.82
Salary/NI	7400.48

Coffee ~Shop provisions/direct costs	6363.15
Utility	3153.76
Cleaning	1451.18
Waste collection	374.34
Sundries	306.03
Improvements	1914.09
SEG gas installation	569.75
VAT paid	<u>8638.15</u>

## CASH

Held by Treasurer	28.13
Coffee Shop Float	130.00

Income over expenditure		
Expenditure over receipts		-80180.98
Bank account closing balance	21146.02	

338067.79

## Financial Update - Since the Hall came into operation

- Data for Jan to Aug 18 (except where stated)
- Other points not included - VAT rebate £7,469.03 & Loan of £3,500

<b>Income</b>	<b>£</b>
Coffee Shop	15,517.15
Hiring's	4,852.36
Donations	3,818.50
Lottery (Year 1)	7,441.00
Book Exchange	85.34
<b>Total</b>	<b>31,714.35</b>
<b>Expenses</b>	<b>£</b>
Coffee Shop (Inc. wages, prov's ect)	13,659.29
Utilities & Insurance (Ins 12 months)	5,577.02
IT, TV, Tel & Broadband & Support	1,316.04
Other running costs	2,910.35
Auditors (17/18)	1,800.00
Kit out	9,579.48
Marketing	461.08
<b>Total</b>	<b>35,303.26</b>



# Financial Update - Actual V Predicted



These figures are purely for comparison of TVCH Income & Expenditure Accounts (Year 1) versus Actual Operation for the first 8 months

Item	I&E Accs Yr 1 (£)	Actual (£)
<b>Income</b>		
Coffee Shop	3,081.00	15,517.15
Hall Hire	6,526.00	4,852.36
<b>Expenses</b>		
Utilities	1,223.95	3,778.80
Insurance (Annual)	2,196.00	1,283.69

# Financial Update - 2018/19 Budget



- Provisional estimate based on 8 months only of operation
- Other considerations- VAT rebate, Loan repayment, kitchen alterations?

<b>Income, estimated</b>	<b>£</b>
Coffee Shop (profit only)	2,785
Hall Hire	8,750
Lottery	7,440
Donations	2,000
Book Exchange	150
<b>Total Income</b>	<b>21,125</b>
<b>Expenditure, estimated</b>	<b>£</b>
Utilities & Insurance	5,450
IT, TV, Tel & Broadband & Support	1,810
Other running costs	6,010
Auditors (18/19)	550
Kit out	2,000
Marketing	1,000
<b>Total Expenditure</b>	<b>16,820</b>



# Election of TVHMC

- 3 PC Members
- Up to 10 User Group Reps
- Up to 4 volunteers



# User Group Rep nominations



- Drama Group – Joyce Harland
- Gardening Club – Adrian Dodding
- Phoenix Ladies – Jane Summers
- Pilates – Taryn Monks
- Parochial Church Council – Terry Loughran
- TOGG – Christine Cassidy
- Motiv8 - Dan Warr
- Tintinhull Tiny Tots – Rebekah Moore
- Tintinhull School PTA – Gemma Burton
- Ivy Club – No nomination
- Local History Group – Flora Wragg

# Volunteer nominations

- Mike Cassidy
- David Dalton
- Clive Barker
- Julia Rogers



## Questions from the Public